



དཔལ་ལྷན་འབྲུག་གཞུང་། བཅོམ་པོ་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁག།

Ministry of Information & Communications
Royal Government of Bhutan
Thimphu: Bhutan



MoIC/HRM-01/2009-10/

Date 02/04/2010

VACANCY ANNOUNCEMENT

The Ministry of Information & Communications is pleased to announce the vacancies for the following post:

Sl. No.	Post	No. of Vacancy	Position Level	Minimum qualification	Place of Posting
1.	Admn. Assistant-III	1	S5	Class XII/Class X with 2 years Office Management course and 3 months IT Management	RSTA
2.	Personal Assistant-III	1	S5	Stenography, Computer application, Office Management course/ Class X with 2 years office Management	Dept. of Information & Media
3.	Driver- III	3	O4	Class VIII with VTI Certificate and professional driving license	MoIC, RSTA, Gelephu and S/jongkhar
4.	Gardener	1	ESP	-	Paro Airport

Any interested Bhutanese National meeting the above required criteria may apply to the Human Resource Officer, Human Resource Management Section, Ministry of Information & Communications with the following documents on or before 26 April 2010:

1. RCSC Employment Application Form
2. Citizenship ID Card
3. Security Clearance Certificate
4. Medical Certificate
5. Qualification Certificate/Academic transcripts
6. Work Experience documents
7. Names of short listed candidates will be placed on 27th April 2010 on the Notice Board of the MoIC. and MoIC website- www.moic.gov.bt

8. Selection interview will be conducted on 29th April 2010 at 10 am in the Conference Hall of the Ministry.
9. Result of selected candidates shall be placed on Notice Board of the Ministry and website of the same as above on 30 April 2010.

The applicants should produce original documents at the time of interview. For further information, please contact HRM Section at 322567(Ext: 107).

Chief Administrative Officer, MoIC