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BHUTAN POSTAL CORPORATION LIMITED

VACANCY ANNOUNCEMENT

Bhutan Post is pleased to announce vacancy for following posts:

Sl. No	Position Title	Qualification	Grade	No. of Posts	Nature of employment
1.	Postman	Class X pass with valid driving license for two wheelers	15	Thimphu -3 slots	Regular
2	Clearing & Forwarding Agent staff	Class X pass with valid clearing certificate issued by DRC/RRCO.	15	P/Ling -3 slots	Regular
3.	Driver	Class VIII pass with valid driving license for light vehicles.	16	3 Slots : Thimphu GPO-1 Gelephu-1 Samdrupjongkhar -1	Regular
4	Office Assistant	Class X pass with relevant experience	15	1 Slot (Phuntsholing)	Regular
5	Accountant	Classes XII pass with 12 to 23 months of Diploma / Certificate in tally.	11	2 Slots (Thimphu-1 & P/Ling-1)	Regular

Interested national candidates may submit applications to Administration & Human Resource Division, Bhutan Post, Thimphu with following documents within 28th February 2017. Preference shall be given to candidates with relevant experience upon submission of experience certificate from previous employer. Application form (available on Bhutan Post website).

1. Academic Transcript
2. Curriculum Vitae
3. Copy of CID
4. Valid Medical Fitness Certificate
5. Valid Security Clearance Certificate
6. NOC from current employer, if employed
7. Certificate of experience, if any.

Short listed candidates will be notified for interview. Original documents should be produced at the time of interview without which candidature will be cancelled. For more information, please visit our website: www.bhutanpost.bt

Manager, AHRD may be contacted for further information at 02-322281/Extension: 2004/2005

Management

GPO. BUILDING, THIMPHU: BHUTAN

PABX : +975-2-322281 / 77190173, Toll Free : 129, Fax : +975-2-337206

Customer Care : +975-2-334444, Fax : 323108



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BHUTAN POSTAL CORPORATION LIMITED

RECRUITMENT CRITERIA

POSTMAN:

1. Requirement: Western Region: 3
2. Grade: 15
3. Qualification: Class X pass with valid driving license for two wheelers
4. Experience: Candidates with relevant experience shall score higher.
5. Nature and tenure of employment: Regular
6. Terms of Reference: Existing
7. Selection:
 - Selection Process (Open Competition)
 - Selection Criteria
 - a. Shortlist: Based on academic merit (70%) and experience (30%)
 - b. Final selection: The final selection shall be based on the following:
 - i. Interview (40%): As per format
 - ii. Academics (40%)
 - iii. Experience: (20%)

Description	Score
Excellent	30
Very good	25
Good	20
Satisfactory	15
Unsatisfactory	0

DRIVER:

1. Requirement: Thimphu GPO-1, CR-1 & ER-1
2. Grade: 16
3. Qualification: Class VIII Pass with valid driving license for light vehicle.
4. Experience: Candidates with relevant experience shall score higher.
5. Nature and tenure of employment: Regular
6. Terms of Reference: existing
7. Selection:
 - Selection Process (Open Competition)
 - Selection Criteria

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- a. Shortlist: Based on academic merit (70%) and experience (30%)
- b. Final selection: The final selection shall be based on the following:
 - i. Interview (40%): As per format
 - ii. Academics (20%)
 - iii. Practical test (40%)

Description	Score
Excellent	30
Very good	25
Good	20
Satisfactory	15
Unsatisfactory	0

CLEARING & FORWARDING AGENT

1. Requirement: 3
2. Grade: 15
3. Qualification: Class X pass with valid certificate in Clearing & Forwarding issued by RRCO.
4. Experience: Candidates with relevant experience shall score higher.
5. Nature and tenure of employment: Regular
6. Terms of Reference: As submitted by Regional Manager, SR.
7. Selection:
 - Selection Process (Open Competition)
 - Selection Criteria
 - a. Shortlist: Based on academic merit (70%) and experience (30%)
 - b. Final selection: The final selection shall be based on the following:
 - i. Interview (40%): As per format
 - ii. Academics (40%): Class X
 - iii. Experience (20%)

Description	Score
Excellent	30
Very good	25
Good	20
Satisfactory	15
Unsatisfactory	0

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OFFICE ASSISTANT:

1. Requirement: Southern Region: 1
2. Grade: 15
3. Qualification: Class X pass
4. Experience: Candidates with relevant experience shall score higher.
5. Nature and tenure of employment: Regular
6. Terms of Reference: Existing
7. Selection:
 - Selection Process (Open Competition)
 - Selection Criteria
 - a. Shortlist: Based on academic merit (70%) and experience (30%)
 - b. Final selection: The final selection shall be based on the following:
 - iv. Interview (40%): As per format
 - v. Academics (40%)
 - vi. Experience: (20%)

Description	Score
Excellent	30
Very good	25
Good	20
Satisfactory	15
Unsatisfactory	0

ACCOUNTANT

1. Requirement: POD:1, Phuntsholing GPO:1
2. Grade: 11
3. Qualification: Class XII pass with 12 to 23 months of Diploma/Certificate in tally
4. Nature and tenure of employment: Regular
5. Terms of Reference: Existing
6. Experience: Candidates with relevant experience shall score higher.
7. Selection:
 - Selection Process (Open Competition)
 - Selection Criteria
 - a. Shortlist: Based on academic merit (70%) and Experience (30%)

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- b. Final selection: The final selection shall be based on the following:
- Interview (40%): As per format
 - Academics (40%): Class X-15%, Class XII-10%
 - Experience (20%)

Note:

- Scores shall be rounded to 2 decimal points*
- Experience shall be based on certificate/documentary evidence from previous employer.*
- For all Posts, one candidate shall be waitlisted and shall be valid for one year.*
- First 10 candidates will be shortlisted.*

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