

## Vacancy announcement for immediate recruitment

Sl.No	Division	Position	Slot	Qualification	Eligibility Criteria	Grade/Remuneration package	Employment type
1	ICT	Head, ICT	1	MTech IT/CS, MEng IT/CS, MSc IT/CS, BIT/BCA/B.Sc IT, B Engg. IT	Candidates having minimum of five years relevant experience	Grade and salary will be negotiated based on experience and Service Rules in force	Regular
2	ICT	Asstt. Manager	1	BIT/BCA/B.Sc IT, B Engg. IT	With experience or fresh candidate	08/ As per the salary scale in force or revision thereof	Regular
3	Company Secretary and Legal Affairs	Legal Officer	1	Bachelor's Degree from a university recognized by the RGoB plus Post Graduate Diploma in National Laws (PGDNL) with Bar Council license	With experience or fresh candidate	Grade 7 for fresh candidate and for experience, grade & salary will be negotiated based on experience following the Service Rules in force	Regular

**Other Benefits:** Other entitlement as per Bhutan Post SRR including Performance Based Variable Incentive (PBVI).

### ELIGIBILITY CRITERIA

A candidate must:

1. Be a Bhutanese citizen
2. Have attained at least 18 years of age, and not more than 40 years of age
3. Meet qualification, experience and other requirements as specified in the position profile of the position.

### Documents required:

1. Duly filled Bhutan Post Employment Application Form
2. Curriculum vitae/Resume/ Academic Transcripts of class X/XII/Degree/Masters
3. Valid Security Clearance Certificate (approved online)
4. Valid Medical Fitness Certificate
5. Citizenship ID Card
6. Audit Clearance Certificate, if employed
7. Experience Certificate(s)/documentary evidence(s) for current and previous employment record.

**Note:** The deadline for application submission is 27<sup>th</sup> February, 2024. Applicants should submit their applications to the Head (AHRD), Bhutan Post Headquarters, or call 02-322281 (Ext 2006 or 2027 during office hours).