



འབྲུག་འགྲེམ་རང་སྐྱོང་ཚད་ལྡན་ལས་འཛིན།

**BHUTAN POSTAL CORPORATION LIMITED**



Bhutan Postal Corporation Limited is pleased to announce the following vacancies.

**Various vacancies HQ (Head Quarter)**

Sl. No	Post Title	Division	Slot	Qualification	Eligibility Criteria	Grade	Remuneration package	Employment type
1	Assistant Manager/Legal Officer	CS	1	Bachelor's Degree from a university recognized by the RGOB with Post Graduate Diploma in National Laws (PGDNL) without Bar Council license	Candidates must have a minimum aggregate of 55% in Class X (English + best 4 subjects) and Class XII (English + Best 3 subjects), and 60 % in Degree	8	20,230 with 20% house rent allowance fixed allowance Nu.12,225/-	Regular
2	Sweeper	AHRD	1			GSP	10,180/- fixed allowance Nu.7,300/-	3 years
3	Marketing Adviser	HQ	1	Experience in marketing for more than 20 years in postal, courier and transported related business	<ul style="list-style-type: none"><li>• Candidates must have a minimum working experience of 20 years.</li><li>• Preference will be given to individuals possessing experience in postal, courier and transport businesses</li></ul>	5	30155/- fixed allowance Nu.15,500/- Contract Allowance 20%	Contract for 1 year with possibility of extension based on the need and performance

**Various vacancies WR (Western Region)**

Sl. No	Post Title	Division	Slot	Qualification	Eligibility Criteria	Grade	Remuneration package	Employment type
1	Postman with two wheeler license	Thimphu	2	Class 10 (Grd 15) Class VIII (Grd 16)	Candidates must have a minimum aggregate of 55% in Class X (English + best 4 subjects)	15/16	12,095 with 20% house rent allowance fixed allowance Nu.8,200/-	Regular



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**Various vacancies CR (Central Region)**

Sl. No	Post Title	Division	Slot	Qualification	Eligibility Criteria	Grade	Remuneration package	Employment type
1	Driver	Gelephu GPO	1	Class VIII	Experience with valid driving license	16	11,230 with 20% house rent allowance fixed allowance Nu.8,000/-	Regular
2	Sweeper	Gelephu GPO	2			GSP	10,180 fixed allowance Nu.7,300/-	3 Years
3	Night Guard	Gelephu GPO	2	Ex Army personnel	Ex Army personnel	GSP	10,180 fixed allowance Nu.7,300/-	3 Years
4	Postman with two wheeler	Zhemgang P.O	1	Class 10 (Grd 15) Class VIII (Grd 16)	Candidates must have a minimum aggregate of 55% in Class X (English + best 4 subjects)	15/16	12,095 with 20% house rent allowance fixed allowance Nu.8,200/-	Regular

**Various vacancies ER (Eastern Region)**

Sl.No	Post Title	Division	Slot	Qualification	Eligibility Criteria	Grade	Remuneration package	Employment type
1	Postman with two wheeler license	S/Jongkhar Wamrong, T/Yangsi & Lhuntshi,	3	Class 10 (Grd 15) Class VIII (Grd 16)	Candidates must have a minimum aggregate of 55% in Class X (English + best 4 subjects)	15/16	12,095 with 20% house rent allowance fixed allowance Nu.8,200/-	Regular
2	Driver	Trashigang PO	1	VIII	Experience with valid driving license	16	11,230 with 20% house rent allowance fixed allowance Nu.8,000/-	Regular



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**BHUTAN POSTAL CORPORATION LIMITED**



**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
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: Job applications can be submitted to respective regional Offices. However Asst.Managers/ Legal and means for Thimphu GPO and HQ can submit to AHRD, Bhutan Post Headquarters, or call 02-322281 (Ext 2006 or 2027) during office hours. The deadline for applications is December 26th 2023.*