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Royal Government of Bhutan  
Dzongkhag Administration  
Haa



DAH/HR(02)2021-2022/ 561

Dated: 2<sup>nd</sup> August 2021

**VACANCY ANNOUNCEMENT**

The Dzongkhag Administration, Haa is pleased to announce the following vacancies as detailed below:-

SINo	Position Title	Position Level	No of Slots	Contract Period	Qualification	Placement
1.	IT Lab Assistant	S5-A	1	2 Years	Class -XII	Gongzim Ugyen Dorji Central School
2.	Liberian Assistant	S5-A	1	2 years	Class -XII	Gongzim Ugyen Dorji Central School
3.	Adm Assistant	S5-A	1	2 Years	Class -XII	Rangtse Pry School Gakiling Gewog
4.	Caregiver	O4-A	1	2 Years	-	Sertena PS Gakiling Gewog
5.	Cook	GSP	1	2 Years	-	Chundu Armed Force Public school
6.	Garbage Compactor	ESP	1	2 Years	-	Dzongkhag Administration
7.	Driver	O4-A	1	2 Years	Class. VIII	Gakiling Gewog, Sangbaykha Dungkhag
8.	Substitute Teacher (Biology)	P5-B	1	6 Months	<b>Degree</b> (Preference will be given to B.Ed/PGDE in relevant subject)	Chundu Armed Force Public School
9.	Substitute Teacher (Dzongkha)	P5-B	1	6 Months	<b>Degree</b> (Preference will be given to B.Ed/PGDE in relevant subject)	Chundu Armed Force Public School
10.	CLC Instructor	-	1	-	Class X with National Certificate II (NC 2/ NC-3	Community Learning center, at Jyenkana

Interested candidates fulfilling the above eligibility criteria shall submit the following documents to the Dzongkhag HR Office. The short-listed candidate will be informed through telephone and a copy of the list will be also be available on the Dzongkhag Notice Board and in the Dzongkhag Website with the date of interview and venue for selection.



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**Documents Required :**

- Civil Service Employment application form
- Copies of the academic transcript and certificates
- Copy of relevant training certificates
- Valid Medical Fitness Certificate
- No objection certificate from employer if employed
- Valid Security Clearance certificate
- Copy of Valid Citizenship Identity Card
- Merit Certificate (if any)
- Last date to submit the documents is on or **before 16<sup>th</sup> August 2021**, Time 5.00 PM
- Submission of Documents beyond the stipulated deadline and time will not be entertained
- Candidates shall produce original documents to the recruitment committee at the time of interview for verification.

For further information, contact the HR Section at **08-375305 or 08-375391** and visit the Dzongkhag website [www.haa.gov.bt](http://www.haa.gov.bt) for online application.