



དཔལ་ལྷན་འབྲུག་གཞུང་།  
 རྫོང་ཁག་བདག་སྐྱོང་། དབང་འདུས་ལོ་བྱང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**DZONGKHAG ADMINISTRATION**  
**WANGDUE PHODRANG**  
 Human Resource Section



DAW/HRD-01/2019-2020/ 108

July 05, 2019

The Manager,  
 Bhutan Broadcasting Service,  
 Thimphu.

**Sub: Vacancy Announcement**

Sir,  
 Kindly arrange to make the following vacancy announcement in both languages (English and Dzongkha) for the three consecutive days and submit the bills to the undersigned for settlement.

“The Dzongkhag Administration, Wangduephodrang is pleased to invite applications from eligible candidates for the following vacant positions to be recruited on consolidated contract;

Sl. No.	Position Title	Slots	Qualification	Contract Duration	Subjects	Placement	Remarks
1	Substitute Teacher	06	Minimum Degree	6 months	General	School	
2	Adm. Asstt.	01	Class XII passed	24 months	General	School	
3	Driver	01	Class VIII passed	24 months	NA	Gewog	
4	Sweeper	03	NA	24 months		Health/School	Preferable female
5	Cook	11	NA	24 months		School	Preferable male
6	Caretaker	01	NA	24 months		Health	Preferable female

Interested candidates with age limit of 18-50 years fulfilling the above criteria may apply to the Human Resource Section with the following documents latest by July 19, 2019.

1. Civil Service Employment Application Form (Form 4/1)
2. Academic Certificate and Transcripts for Substitute Teacher and Adm. Asstt. Post.
3. Academic Certificate, Transcripts and valid driving license/certificate in driving for Driver post.
4. A copy of CID card
5. Approved Security Clearance Certificate (Online Approved Sheet)



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WANGDUE PHODRANG  
*Human Resource Section*



7. No Objection Certificate (if employed)
8. Please do not forget to provide your mobile number in the application form.

The shortlisted candidates and date of selection interview will be intimated later through Telephone or in the website. For further information, please contact at PABX 02-481402 and Extension# 112/113 (HR Section) during office hours or login to [www.wangduephodrang.gov.bt](http://www.wangduephodrang.gov.bt).

Yours sincerely,

(Ugyen)

Offtg. Dzongrab

Copy to:

1. The Marketing Officer, Business Bhutan, Thimphu with a request to advertise in your issue immediately and submit the bill.
2. The Chief DEO, DAW for information.
3. Dy. Chief DHO, DAW for information.
4. All Gups and GAOs for dissemination of information in the Gewogs.
5. Sr. Finance Officer, DAW for information.
6. ICT Officer, DAW to upload in the Dzongkhag website.