



དབལ་ལྷན་འབྲུག་གཞུང་།  
 རྫོང་ཁག་བདག་སྐྱོང་། དབང་འདུས་མོ་བྲང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**DZONGKHAG ADMINISTRATION**  
**WANGDUE PHODRANG**  
 Human Resource Section



DAW/HRD-01/2018-2019/ 7324

May 17, 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
1	National Contract Teacher	2	Minimum Degree	12 months	General	1 each for Gangphel ECR and Tencholing PS
2	Substitute Teacher	6		6 months	General	1 each for Phaytekha PS, Bjimithangkha PS and 2 for Bajo HSS, Gaselo CS.
3	Warden	1	Class XII passed	24 months	NA	Samtengang CS
4	Matron	1	Class XII passed	24 months		Gaselo CS
5	Adm. Asstt.	1	Class XII passed	24 months		Eusa BHU
6	Store Asstt.	1	Class XII passed	24 months		Eusa BHU
7	Receptionist	1	Class X passed	24 months		Wangdue Hospital (New)
8	Telephone Operator	2	Class X passed	24 months		
9	Dispatcher/Telephone Operator	1	Class X passed	24 months		Eusa BHU
10	Cook	4	NA	24 months		1 each for Nahi PS, Eusa BHU and 2 for Wangdue Hospital(New)
11	Ward boy/girl	12	NA	24 months		10 for Wangdue Hospital and 2 for Eusa BHU
12	Sweeper	17	NA	24 months		1 each for Bayta PS, Kazhi PS and 2 for Eusa BHU and 13 for Wangdue Hospital



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13	Security Guard	7	NA	24 months		6 for Wangdue Hospital and 1 for Eusa BHU
14	Caretaker	6	NA	24 months	NA	Will be placed in various Sub-post (Health)
15	Technician (Medical Gas)	1	Diploma in relevant field(VTI)	06 months		Wangdue Hospital (New)
16	Technician (Electrical)	1		06 months		
17	Contingency/lift operator	1		06 months		
18	Driver (Gewog)	1	Class VIII passed with valid driving license	24 months	NA	Gangtey Gewog
19	Messenger	1	Class X passed	24 months	NA	Wangdue Hospital (New)

**Note: Preference for the post of Security Guard will be given to Ex-armed force personal.**

The following documents should reach HR Section latest by May 31, 2019 and the short listing will be done on June 07, 2019 and will be notified in the Dzongkhag website at [www.wangduephodrang.gov.bt](http://www.wangduephodrang.gov.bt). The interview will be held on June 13, 2019 at DT Hall at 9.00am;

1. Civil Service Employment Application Form (Form 4/1)
2. Academic Certificate, Transcripts for the post of National Contract Teacher, Substitute Teacher, Warden, Matron, Store Asstt., Receptionist, Telephone Operator, Adm. Asstt., Technician, Operator and Dispatcher.
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)
6. A copy of Medical Fitness certificate
7. No Objection Certificate (if employed)
8. Please do not forget to provide your mobile number in the application form



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*Human Resource Section*



All are requested to bring the original documents during the time of interview.

For further information, please contact HRO at 02-481896 during office hours”

Yours sincerely,

(Tenzin Phuntsho)  
**HR Officer**

Copy to:

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