



# དཔལ་ལྷན་འབྲུག་གཞི་རྒྱུད་།

## ཇོ་མོ་གླང་མ་རྒྱུད་ལས་ཁུངས་།



### DZONGKHAG ADMINISTRATION, SAMTSE

*A prosperous community living in harmony with diverse culture and safe environment*

SDA/HRS-05/2023-2024/2535

Date: 18/06/2024

#### VACANCY ANNOUNCEMENT

The Dzongkhag Administration, Samtse is pleased to announce the vacancies for various posts to be appointed with effect from 1<sup>st</sup> August, 2024. Therefore, the interested applicant's age between 18 - 50 year fulfilling the eligibility criteria may apply online using "Zhiyog Recruitment System" via link <https://jobs.rcsc.gov.bt/> from 18<sup>th</sup> June, 2024. Any documents in hard copy within or after the deadline shall not be accepted. The details for vacancies are as follows:

Sl No.	Position Title	Position Level	Employment Type, Consolidated Contract	Place of posting	Qualification	No. of Slot
1	Administrative Asst.	S5A	Contract, 24 months	Tashithang PS/Tashichhoeling PS/Ganthok PS/Sengdhen LSS/Peljorling HSS/Denchukha LSS	Class XII pass	6
2	ICT Lab. Asst.	S5A	Contract, 24 months	Ganthok PS/Namgaychhoeling PS/Changzhu PS/Soeltapsa PS/Phunsum PS/Dzongsar PS/Dorokha LSS/Dorokha HSS/Mindurling PS/Jaringay PS/Tashichhoeling PS/Sengdgyen LSS/Sang-Ngag-Chhoeling LSS/Khandothang PS/Phuentshopelri PS/Ugyentse HSS/Gaysingoan CS/Yoeselte HSS/Bukey PS/Kidsa PS/Depheling PS/Ngaladang PS.	Class XII pass with IT background	22
3	Science Lab. Asst.	S5A	Contract, 24 months	Sherubgatshel MSS/Dorokha CS/Tendruk CS/Panbari MSS	Class XII with science background	5 (2 in Sherubgatshel MSS)
4	Library Asst.	S5A	Contract, 24 months	Dorokha CS/Gomtu HSS/Tendruk CS/Sang-Ngag-Chhoeling LSS	Class XII Pass	5 (2 in Dorokha CS )
5	Store Assistant	S5A	Contract, 24 months	Tendruk CS	Class XII Pass	1
6	Warden	S5A	Contract, 24 months	Dorokha CS/Panbari MSS	Class XII Pass	2
7	Matron	S5A	Contract, 24 months	Sherubgatshel MSS/Peljorling HSS/Dorokha LSS	Class XII Pass	3
8	ECCD Facilitator	S5A	Contract, 24 months	Majuwa, Choksa, Rajarukh under Ganthok PS/ Pungtra under Denchukha LSS/Sherubgatshel MSS/Phensum PS	Class XII Pass	6
9	Caregiver	O4A	Contract, 24 months	Sherubgatshel MSS/Sengdhyen LSS/Denchukha LSS/Mindruling PS	Class X Pass	4
10	Cook	GSP	Contract, 24 months	Sherubgatshel MSS/Namgaychhoeling PS/Tabadramtoe PS/Dorokha LSS	Not required	4
11	Caretaker	ESP	Contract, 24 months	Tashichhoeling RNR-Centre/Norbugang PS	Not required	2

Dzongkhag Administration, Post Box No. 301, Dasho Dzongdag: 05-365308, Dasho Dzongrab: 05-365304

Human Resource Officer  
Dzongkhag Administration  
Samtse



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རྫོང་ཁག་བདག་སྐྱོང་བསམ་སྡེ



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12	Sweeper	ESP	Contract, 24 months	Dorokha CS/Dorokha LSS	Not required	2
13	Driver	O4A	Contract, 24 months	Tading Geog	Class VIII Pass with PD Licence	1

The applicants are required to upload the following documents.

1. Copy of valid Citizenship Identity Card.
2. Copy of Security Clearance Certificate valid at the time of submission.
3. Copy of Medical Fitness Certificate valid for **six months** issued by a competent RGoB medical doctor.
4. Copy of Academic Transcripts of class X and XII for Sl. No. 1 to 8 and for Sl. No 9 class X and VIII pass certificate.
5. Copy of class VIII Academic Transcript and valid PD licence for Sl. No 13.
6. No Objection Letter from the employer if employed.
7. Any other relevant certificate.

Note: The applicants with aggregate of 50% and above in both X and XII may apply for the following posts (Sl. No. 1 to 8). For the post of Caregiver, the aggregate of 50 % and above in class X and VIII may apply.

For any clarification you may contact at this number 05365546 during office hours.

Human Resource Officer  
Dzongkhag Administration  
Samtse