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དར་དཀར་ན་རྫོང་ཁག་བདག་སྐྱོང་།  
ROYAL GOVERNMENT OF BHUTAN  
Dzongkhag Administration, Dagana

HR-01/2023-2024/ 3687

March 6, 2024

**Vacancy Announcement**

The Dzongkhag Administration, Dagana is pleased to invite interested candidates to apply for the following vacant post to appointed on consolidated contract as detailed below:

SN	Position Title	P/Level	Slots	Qualification Required	Remarks
<b>a. On Regular</b>					
1	Personal Assistant	S5A	1	Class XII with basic IT skills	Dzongkhag
<b>b. Consolidate Contract</b>					
2	Admin. Assistant	S5A	2	Class XII with basic IT skills	Zinchella PS & Balleygang PS
3	ECCD Facilitator	S5A	2		Karmaling & Gipsa ECCD Centre
4	IT Lab. Asst.	S5A	3	Class XII with IT Subject	Phekoma PS, Zinchella PS & Gangzor PS
5	Warden	S5A	1	Minimum Class XII	Lhamoizingkhag HSS (Preference shall be given who have attend the age 25 yrs. & above)
6	Matron	S5A	1		Dagaa CS (Preference shall be given who have attend the age 25 yrs. & above)
7	Library Asst.	S5A	3		Daga CS, Lhamoizingkhag HSS & Dalleythang LSS
8	Laboratory Assistant	S5A	2		Gesarling CS & Lhamoizingkha HSS
9	Driver (School Bus & Gewog)	O4A	2	Minimum Class VIII	Lhamoizingkha HSS & Lhamoizingkha Geog Centre
10	Cook	GSP	1	Not Required	Tsangkha MSS
11	Caretaker	ESP	2		Dzongkhag Cremation & Dagapela Water Caretaker

Bhutanese citizens who meet the eligible criteria may apply to the relevant post under Dagana Dzongkhag through Zhiyog Recruitment System link: <https://jobs.rcsc.gov.bt/Application/Vacancy> latest by March 16, 2024 along with following documents:

- Copy of citizenship card
- Copies of academic transcripts and certificate wherever relevant
- Copy of valid medical fitness certificate
- Valid Online Security clearance certificate
- No Objection certificate, if employed and
- Copies of relevant training & Field experience certificates.



**Note:** Submission of documents beyond the stipulated deadline will not be entertained.

Please contact the HR Section at 06-481187 for further details and clarifications.