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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
a. On Regular					
1	Personal Assistant	S5A	1	Class XII with basic IT skills	Dzongkhag
b. Consolidate Contract					
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.