

## Vacancy Announcement

The office of Dratshang Lhentshog Secretariat, Tashichhodzong is pleased to announce the vacancies for in-service civil servants through lateral transfer for the following position:

Sl.No	Position Title	No. of Slots	Position Level	Place of Posting	Remarks
1	Administrative Assistant	1	S4-S3	Thimphu	Preference will be given to those candidates who can draft in Dzongkha

Interested in-service civil servants with minimum required qualification may apply to the Asst. Administrative Officer, Dratshang Lhentshog Secretariat latest by 15<sup>th</sup> January 2019.

### Documents Required:

1. Application
2. Copy of updated CV generated from CSIS, RCSC
3. Copy of valid CID
4. Copy of valid Audit Clearance
5. Copy of valid Security Clearance
6. Copy of No Objection Certificate from employer
7. Copy of Medical Certificate
8. PE Rating for last two years (2016-2017 and 2017-2018 (ModEx Result))

For detail, contact Asst. Administrative Officer at 02322544/322754 during office hour.