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ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyaljong Tshogkhang

BHUTAN
Believe

CS/HRS(01)/2024/127

August 1, 2024

VACANCY ANNOUNCEMENT

The Cabinet Secretariat is pleased to announce the vacancy for the following posts as detailed below:

Sl No.	Position Title/Level	Minimum Qualification	No of slot	Super Structure	Service	Place of posting
1	Personal Assistant III (S5)	Class XII with Min. 6 months course in Stenography, Computer application, Office Management	1	Administrative Services	Regular	Office of the Secretary (Cabinet) Thimphu
2	Administrative Assistant III (S5)	Class XII with computer application and office management	1	Administrative Services	Contract	ESP Secretariat, Cabinet Secretariat Thimphu

Interested candidates fulfilling the eligibility criteria may apply for the above vacancies through Zhiyog Recruitment System (ZRS) via the following link from August 2 - August 12, 2024.

(Applicant Registration): ([Click here to apply for Admin.Assistant](#))

(Applicant Registration): ([Click here to apply for Personal Assistant](#))

Documents required for submission in the ZRS:

1. Copies of Academic transcripts
2. Copy of Citizenship Identity Card
3. Copy of a Valid Medical Fitness certificate
4. Valid Security Clearance Certificate (HRS will verify it online)
5. No Objection Certificate, if employed.

For further clarification, please contact Ms. Tshering Wangmo during office hours

Human Resource Service