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གྲོང་གསར་རྫོང་ཁག།
Royal Government of Bhutan
Trongsa Dzongkhag

Vacancy Announcement Detail

Vacancy Detail Information

Vacancy Title : Administrative Assistant III

Working Agency : Trongsa Dzongkhag

Department/Division/Section : Schools

Position Title : Admin. Asst. III

Field : Administration Service

Position Level : S5A

Position Level From : -

Position Level To : -

Min Qualification : Cl. XII

Preferred Field/Subject : Class XII with three months IT Certificate

Contract Start From : 01-Jan-2024

Contract End On : 31-Dec-2025

Month(s) : 24 **Day(s) :** 0

Appointment Date : 01-Jan-2024

Employment Type : Contract

Category : Normal Recruitment

Pay Scale : 13,575 - 275 - 17,700

Slots : 2

Placement Details/Remarks :

Bemji and Kuengarabten Primary School

ZRS Application Page URL

URL: <https://jobs.rcsc.gov.bt/Application/VacancyDetail/3971/37>



Location

Trongsa

Document Required

Class X Marksheet

Class XII Marksheet

Certificate

Medical Fitness Certificate

Application Deadline

Application Start From : 22-Nov-2023

Application Close On : 06-Dec-2023

Contact Information

Focal Officer : Karma Zangmo

Focal Tel : 17689669

Email : kzangmo@trongsa.gov.bt

Office Tel : 03 521152

Shortlisting Criteria

Class XII :

100%

What will you be working on?

Will be working on School Administration under the supervision of school Principal

What we are looking for?

Sincere and hard working with IT knowledge

About Trongsa Dzongkhag

The Dzongkhag administration caters services to all the public under the dzongkhag.

No Image

Additional Information :

As the vision of the Dzongkhag states "Socioeconomically vibrant Dzongkhag, rich cultural heritage and living in harmony with nature", every individual under Trongsa Dzongkhag Administration works hard with great endurance and dedication to achieve the vision within a short span of time.

Website URL : <http://www.trongsa.gov.bt/>