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**ROYAL GOVERNMENT OF BHUTAN**  
**PHUENTSHOLING THROMDE**  
POST CODE 21101, POST BOX NO. 02, PELKHIL LAM



### VACANCY ANNOUNCEMENT

Phuentsholing Thromde is pleased to announce the vacancies for the following posts under this Thromde Administration for appointment effective from 1<sup>st</sup> July 2025 on Contract Appointment. Therefore, interested applicant (aged between 18 to 45 years) fulfilling the eligibility criteria may apply. The detail of the vacant post is as below;

Position Title	Appt Type	Appt. effective date	Place of Posting	Qualification	No. of Vacant Post
Asst. Admin Officer, P5 B	Consolidated Contract	01-Jul-2025 till 30-Jun-2027	Thromde Service Center	Bachelors (Preference to applicants with some experiences in the same field)	1
Driver III O4 A (Heavy Vehicle)	Consolidated Contract	01-Jul-2025 till 30-Jun-2027	MTO Unit, Secretarial Services	Class VIII with certificate in Driving Heavy Vehicles	1

Any eligible candidates who wish to apply for the vacant posts shall submit your application along with the required documents through Zhiyog Recruitment System (<https://jobs.rcsc.gov.bt/>) within **3<sup>rd</sup> June 2025**.

For further clarification, you may contact Thromde HR Services @ 05-252-497 during the office hours.

Documents required while applying for the post;

1. RCSC Employment Form 4/1: Download from RCSC website (In place of CV)
2. Valid CID Copy
3. Academic certificates (Class VI&VIII for Drivers, XII & Degree for Asst. Admin Officer) as per the position applied
4. Academic Transcript as per the qualification required (Class VI/VIII/XII/Degree) as per the position applied
5. Training Certificates in relevant fields, if any
6. Valid Security Clearance Certificate
7. Valid Medical Fitness Certificate
8. Experience Certificate, if any
9. No Objection Certificate endorsed by the HRC, if currently employed

Kindly note that short-listed candidates shall be notified through the registered email and the ZRS individual account.