



# ཀྲུལ་ཡོངས་ཚོགས་འདུའི་ཏུང་ཆེན་ཡིག་ཚང་།



NATIONAL ASSEMBLY SECRETARIAT  
THIMPHU: BHUTAN

NAB/HRS-2/2019/2002

July 1, 2019

## VACANCY ANNOUNCEMENT

The National Assembly Secretariat is pleased to announce the following vacancy on **consolidated contract for four years:**

Position Title	No of vacancies	Qualifications	Position level, remunerations and term
Asst. Research Officer	1	-Minimum bachelors' degree (General)	Selected candidates will be placed at P5 B with <b>fixed salary</b> of Nu. 16,365 for a period of five years.

Minimum eligibility criteria	How to apply
<ul style="list-style-type: none"> <li>• Minimum bachelors' degree.</li> <li>• Aggregate marks of minimum of 50% in the BCSE (Bhutan Civil Service Examination) for candidates of 2018</li> <li>• Proficient in computer skills (MS word, MS excel).</li> <li>• Excellent proficiency in both English and Dzongkha languages.</li> <li>• Willing to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Application with documents to be submitted to the HRO, National Assembly Secretariat on or before 19<sup>th</sup> July, 2019 <ul style="list-style-type: none"> <li>➤ Civil service Application form (can be downloaded from RCSC website- <a href="http://www.rcsc.gov.bt">www.rcsc.gov.bt</a> with resume</li> <li>➤ CID Copy</li> <li>➤ Attested copies of Academic Transcripts and training certificates</li> <li>➤ Medical certificate</li> <li>➤ No objection certificate from employer if employed.</li> <li>➤ Security clearance</li> </ul> </li> </ul>

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	<p>certificate (need not submit a copy, however it should be approved online)</p> <ul style="list-style-type: none"> <li>• Application submitted via email and fax will not be accepted.</li> </ul>
<b>Short listing criteria</b>	<b>Final selection and placement</b>
<ul style="list-style-type: none"> <li>- Minimum of three candidates will be shortlisted for the post.</li> <li>- Short listing will be based on the BCSE marks.</li> <li>- If graduates have obtained the same marks, all the candidates will be shortlisted.</li> </ul>	<ul style="list-style-type: none"> <li>- Final selection will be based on selection interview.</li> <li>- Placement of the candidates will be under the Research and Hansard Division but attached with Hon'ble Members of Parliament.</li> <li>- If the selected candidate withdraws or fails to report on time, the standby candidate will automatically be offered the position.</li> </ul>

**Note: Selected candidates will be stationed in Thimphu. However, the job requires visiting and working in remote rural areas; conducting survey, data collection, analysis and writing research reports. Only interested hardworking candidates are encouraged to apply for the posts.**

\*For further information and clarifications, please contact HRO at 322729 during office hours.

**(Director)**