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ROYAL EDUCATION COUNCIL



REC/HR/R&S/2019/ 5510

12<sup>th</sup> June 2019

**Vacancy Announcement**

The Royal Education Council is pleased announce vacancy for the post of PA to Director on lateral transfer as per the following details.

Position Title	Position Level	Slots	Minimum Qualification	Superstructure
Personal Assistant to Director	S5-S1	1	Class XII	Administrative Services

The interested in-service civil servants are required to submit the following documents to the HR section, Paro, latest by 25<sup>th</sup> June 2019 :

1. Performance Evaluation forms(IWP)/ Moderation results of last two years,
2. Updated Curriculum Vitae (from CSIS),
3. Academic certificates and transcripts,
4. Valid Audit Clearance and Security Clearance,
5. NOC from the current working agency,
6. Copies of relevant training certificates( if any)
7. Any other relevant documents

The shortlisted candidates will be intimated for interview. For any clarification, please contact the HR officer at troll free number#1850 or email at [nindadema@rec.gov.bt](mailto:nindadema@rec.gov.bt) /[namgaywangmo@rec.gov.bt](mailto:namgaywangmo@rec.gov.bt) during office hours.

  
**HUMAN RESOURCE OFFICER**  
**ROYAL EDUCATION COUNCIL**  
PARO - BHUTAN

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