



HMS/GHQ/04-1/2024/17

09 July 2024

**Vacancy Announcement**

Gyalsung Headquarters, Thimphu is pleased to announce vacancy for the following positions;

Sl. No	Position Title	Position Level	Slots	Qualifications Required	Place of Posting
1	Procurement Assistant	S2 A	4	Class X/XII passed with Diploma in Materials and Procurement Management/ Diploma in Financial Management	1. Khotokha GA-1 2. Gyalpozhing GA-1 3. Jamtsholing GA-1 4. Pemathang GA-1
2	HR Assistant	S5 A	4	Class X/XII passed with Basic ICT Skills/Computer Application	
3	Registry Assistant	S5 A	2	Class X/XII passed with Basic ICT Skills/Computer Application	Registry Department, Gyalsung Headquarters

Eligible Bhutanese candidates may apply through the google form provided with the following documents latest by July 23, 2024:

For Procurement Asst. apply through the link: <https://forms.gle/4jFmWCVrX3ERtrq6>

For HR Asst. apply through the link: <https://forms.gle/zrfJ198nyvXVUuWM7>

For Registry Asst. apply through the link: <https://forms.gle/wZzXDxuxelWi1AWPA>

- i. Copy of Citizenship Identity Card;
- ii. Copy of Class X/XII/ Diploma Pass Certificates and Marksheets;
- iii. Medical fitness certificate;
- iv. Copy of valid Security Clearance;
- v. No objection certificate, if employed;
- vi. Copy of experience certificates, if any;

**Note:** All original documents should be produced at the time of the interview.

For any queries, kindly contact the focal GHQs HRO at +975 77434704 during office hours.

