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VACANCY RE-ANNOUNCEMENT

BHUTAN NARCOTICS CONTROL AUTHORITY, THIMPHU

Ref. No. BNCA/Pro/01(01)/2018-2019/2586

BNCA is pleased to re-announce the following vacancies for interested candidates as follows:

Sl. No.	Position Title	No. of Post	Minimum Qualification	Position Level	Remarks
1	Administrative/ HR /Finance Officer	1	Degree	P4-P2	Lateral transfer. Will have to multitask as Admin/Finance/HR Officer. Only candidates who meet the criteria as per Super Structure will be shortlisted.
2	Rehab. Manager	1	Bachelors	P5-P2/ SS4-SS1	Lateral transfer Work experience in administration and management will be an added advantage
3	Cook	2	NA	GSP II	Have to multitask as security guard and gardener. Preference will be given to male candidates due to the nature of the work and the requirement to multitask.

Interested candidates who meet the following eligibility criteria may apply with the following documents. **For Cook**

1. RCSC Employment Application Form (<http://www.rcsc.gov.bt/wp-content/uploads/2014/downloads/2%20CIVIL%20SERVICE%20EMPLOYMENT%20APPLICATION%20FORM.pdf>)
2. Contract Agreement Form (<http://www.rcsc.gov.bt/wp-content/uploads/2016/10/ANNEXURE-2-Contract-Agreement.pdf>)
3. Copy of Citizen Identity Card, Security Clearance Certificate and Medical Certificate

For Lateral Transfer

1. Curriculum Vitae (CV) as reflected in CSIS (a print copy)
2. No Objection Certificate from the Parent Agency endorsed by the HRC

The application along with the relevant documents must reach the BNCA Office by **June 27, 2019**. Shortlisted candidates will be contacted through phone calls with details of the interview. For further details, kindly contact the HRO during office hours at **02-335371**.

Management