



NLCS/HRD/02/2017-18/002304

6 September 2017

**VACANCY ANNOUNCEMENT**

The National Land Commission Secretariat is pleased to announce the following vacancy for appointment in January 2018 in line with single window recruitment;

S/N	Posts	No. of slots	Position Level	Minimum Qualification Required	Other Requirements	Training	Place of Posting	Remarks
1	Land Record Assistant V	9	S5 A	Class XII	Registration Procedures/Land Legislation/Computer Applications		1) Department of Land Administration & Management, NLCS. 2) Secretariat 3) Phuentsholing Thromde	On Regular Appointment

A. For S5A Position Level:

- i) Interested applicants must submit the following documents to HRO, HRD, NLCS, latest by **20 September 2017**.
- Employment application form available at [www.rcsc.gov.bt](http://www.rcsc.gov.bt).
  - Resume
  - Attested copy of Academic transcripts
  - Attested copy of relevant training/work experiences transcripts
  - Attested copy of Bhutanese Citizen Identity Card
  - Attested copy of Medical Fitness Certificate issued by competent RGoB Medical Doctor ( Valid up to six months from the date of issue);
  - Security clearance
  - No objection certificate, if employed.

Applicants with relevant qualification/training and work experiences shall be given preference for the purpose of short listing. Only short listed candidates will be called for the interview and will also be announced in the website.

For further information please contact HRD at Telephone No. 02-336708/339229/336389 during office hours.

-HRD