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State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company



Ref. No. STCBL/HRAD/03/2024/397

19th March 2024

STCBL is pleased to announce the following vacancies for immediate recruitment:

S N	Position of the vacant post	Grade	Slot	Qualification	Employment type	Experience	Pay and Benefits	Placement
1	Mechanical Engineer (Manager)	7	1	Minimum 55% in Degree – B. Tech. in Mechanical Engineering and Class XII	Regular	Preference shall be given to those with experience in Automotive Field.	Pay scale – 28,665-715-42,965 (Basic Pay Nu. 28,665) + 20% Corporate allowance on basic pay and 60% Fixed Allowance on basic pay. Other Benefits: As per SRR 2018	Toyota Division (Service Centre) Regional Office, Phuntsholing
2	Clerk II (Cashier/Revenue)	16	1	Class XII (Commerce)	Regular	Preference shall be given to those with experience in relevant field.	Pay scale – 12,160 – 305-18,260 (Basic Pay Nu. 12,160.00) +20% corporate allowance on basic pay and 60% Fixed Allowance on basic pay. Other Benefits: As per SRR 2018.	Petroleum Division – Mebesa FRO, Chukha.
3	In-Charge for FRO	15	2	Class XII pass and 1 year training (computer, accounting and other)	Regular	Preference shall be given to those with experience in relevant field.	Pay scale- 13,375-335-20,075 (Basic Pay Nu. 13,375) +20% corporate allowance on basic pay and 60% Fixed Allowance on basic pay. Other Benefits: As per SRR 2018.	Petroleum Division – Ramtokto FRO, Thimphu and Chummey FRO, Bumthang.
4	Sales Executive IV (Re-vacancy)	15	1	Class XII pass	Regular	Minimum 2 years of experience in relevant field (Auto). Male candidate with driving license is preferred.	Pay scale- 13,375-335-20,075 (Basic Pay Nu. 13,375 + 20% corporate allowance on basic pay and 60% Fixed Allowance on basic pay. Other benefits: As per SRR 2018	Toyota Division – Toyota Sales Unit, Head Office, Thimphu
5	Manager (Petroleum)	7	1	Minimum 55% in Degree – BBA/ B. Com (Account/Finance) and Class XII Preference will be given to candidates with Master's degree in Business/Accounts/Finance	Regular	Minimum 03 years of experience in relevant field.	Pay scale – 28,665-715-42,965 (Basic Pay Nu.28,665) + 20% corporate allowance on basic pay and 60% Fixed Allowance on basic pay. Other Benefits: As per SRR 2018	Petroleum Division- Head Office, Thimphu



STCB Ltd.TM | Head Office, Thimphu, Bhutan

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Interested candidates fulfilling the required eligibility criteria may apply online on or before **2nd April 2024** in the link mentioned below:

1. **Mechanical Engineer (Manager)**- <https://forms.gle/68cAZ9Uw1JB7Dopq7>
2. **Clerk II (Cashier/ Revenue)** - <https://forms.gle/hEzeUGS9A9uKwsjQ6>
3. **In-Charge for FRO**- <https://forms.gle/AHdKyxDvQREtRr28>
4. **Sales Executive IV**- <https://forms.gle/KBujN39XfxPrY9tP6>
5. **Manager (Petroleum)**- <https://forms.gle/pxOK2UBu2JckQFSX7>

The following documents are required for your application:

1. Resume;
2. Valid Medical Certificate;
3. Citizenship ID Card (both front and back);
4. Security Clearance Certificate;
5. Copies of relevant Academic Transcripts and Course Completion Certificates;
6. Previous Work Experience Certificates (if applicable);
7. Training Certificates (if applicable); and
8. No Objection Certificate if employed.

Important Note:

- Only short-listed candidates will be notified through STCB website: www.stcb.bt.
- All scanned documents should be less than 2MB.
- STCBL will not receive any physical application.
- We will accept the vacancy application through the above links only.

For any inquiries, contact HRAD during the office hours at toll free no. 1980/1940 (Extension - 114)/PBAX - 02-322953/ 05-252332.

