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State Trading Corporation of Bhutan Ltd.



An ISO 9001: 2015 QMS, Quality Certified Company

Ref. No. STCBL/HRAD/03/2024/ 565

24th April 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	Clerk II (Cashier/ Revenue) (Re-Vacancy)	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 – Nobding FRO, Wangdue Phodrang.
2	Sales Executive IV (Re-vacancy)	15	1	Class XII pass	Regular	Preference shall be given to those with experience in relevant field. With driving license (Light Vehicle) 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
3	In-Charge for FRO	15	1	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 – Dagana FRO
4	Fuel Pump Operator	19	2	Class VIII pass	Regular	Fresh	Pay scale- 9,135-230-13,735 (Basic Pay Nu. 9,135.00) + 20% Corporate allowance on basic pay and 60% Fixed Allowance on basic pay). Other Benefits: As per SRR 2018	Petroleum Division – Dagana FRO

Interested candidates fulfilling the required eligibility criteria may apply online on or before **7th May 2024** in the link mentioned below:

1. Clerk II (Cashier/ Revenue) - <https://forms.gle/qyQA4k7wTXKdjkSu7>
2. Sales Executive IV- <https://forms.gle/7Ex5h9bEwZFtY52w7>





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3. In-Charge for FRO- <https://forms.gle/jvxDGxgEZw8b27D4A>

4. Fuel Pump Operator - <https://forms.gle/zyXxZa91Z2H44TuR7>

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.



STCB Ltd.™ | Head Office, Thimphu, Bhutan

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