

State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company

Ref. No. STCBL/HRAD/03/2025/230

25th March 2025

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

SN	Position of the vacant post	Grade	Slot	Qualification	Employment type	Experience	Pay and Benefits	Place of Posting
1	Mechanical Engineer (Service Manager)	7	1	Minimum 55% in Degree – B. Tech. in Mechanical Engineering and Class XII	Regular	Preference shall be given to candidates with experience in the 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	SML and Homestore Division– Head Office, Thimphu
2	Deputy Manager (Spare Part)	8	1	B. Com (Finance/Accounts)	Regular	Minimum 3 years of experience in relevant field preferred	Pay scale- 26,060- 650-39,060 (Basic Pay Nu. 26,060 +20% Corporate Allowance on basic pay and 60% Fixed Allowance on basic pay). Other Benefits: As per SRR 2018.	Toyota Spare Unit, Toyota Division Division– Head Office, Thimphu
3	Sales Executive IV	15	1	Class XII pass	Regular	Preference shall be given to those with experience in relevant field. With driving license (at least 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 Sales Unit, Toyota Division Division– Head Office, Thimphu
4	Office Assistant I	15	1	Class XII (Commerce)	Regular	Minimum 2 years of 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 –Samtenling FRO, Gelephu
5	Office Assistant I	15	1	Class XII Pass	Regular	Minimum 2 years of 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 –Head Office, Thimphu
6	Warranty Supervisor	12	1	Diploma in Auto Mechanic	Regular	Preference shall be given to those with experience in relevant field.	Pay scale- 17,805-445-26, 705 (Basic Pay Nu. 17,805+ 20% Corporate Allowance on basic pay and 60% Fixed Allowance on basic pay. Other benefits: As per SRR 2018	Tata Service Unit, Tata Division Division– Regional Office, Phuntsholing



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7	Assistant IT Supervisor	10	1	Diploma in IT	Regular	Preference shall be given to those with experience in relevant field.	Pay scale- 21,540-540-32,340 (Basic Pay Nu. 21,540+ 20% Corporate Allowance on basic pay and 60% Fixed Allowance on basic pay. Other benefits: As per SRR 2018	ICT Unit, Finance and Accounts Division– Head Office, Thimphu
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Interested candidates fulfilling the required eligibility criteria may apply online on or before **9th April 2025** in the link mentioned below:

1. Mechanical Engineer (Service Manager)- <https://forms.gle/spBrKnBD8eSKNwG6>
2. Deputy Manager (Spare Part)- <https://forms.gle/ckJ1xuWKFmx95duP6>
3. Sales Executive IV - <https://forms.gle/QuPoxLFWzQ29Miv29>
4. Office Assistant I (Samtenling FRO, Gelephu)- <https://forms.gle/tDQVZBae49ncD5oz7>
5. Office Assistant I (Head Office, Thimphu)- <https://forms.gle/E4WFTjSsDM6KuHjp6>
6. Warranty Supervisor- <https://forms.gle/QoPWpsT2yrocvrXt9>
7. Assistant IT Supervisor- <https://forms.gle/nPhG5kgNFqjud6V86>

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.

