

Ref. No. STCBL/HRAD/09/2025/388

10th April 2025

Internal Vacancy Announcement

HRAD is pleased to announce internal vacancy for the following post:

S N	Position of the vacant post	Grade	Slot	Qualification	Employment type	Experience	Pay and Benefits	Performance Rating	Placement
1	Manager (Administration Officer)	7	1	Bachelor's Degree (General Graduate)	Regular	Minimum 3 years and above in STCBL as Dy. Manager/Manager.	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.	Achieved minimum performance rating of 85 points for last 3 years.	Human Resource and Administration Division, Head Office, Thimphu

Interested candidates fulfilling the required eligibility criteria may apply online on or before **17th April 2025** in the link mentioned below:


1. Manager- <https://forms.gle/z3WstqpLs1feQevN7>

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. Internal clearance from Internal Audit Unit.
6. Copies of relevant Academic Transcripts and Course Completion Certificates;
7. Previous Work Experience Certificates (if applicable);
8. Training Certificates (if applicable); and
9. No objection letter from immediate supervisor

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.


Mr. Sangay Tshering
(General Manager, HRAD)

Copy-

1. CEO for kind information
2. HoD and HoU for kind information