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State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company



Ref. No. STCBL/HRAD/03/2023/ 1020

9th November 2023

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   | 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 fields.  | Pay scale- 13,375-335-20,075<br>(Basic Pay Nu. 13,375) +20% corporate allowance on basic pay<br><br>Other Benefits: As per SRR 2018.    | Petroleum Division – Samdrup Jongkhar FRO, Charkilo (Pinchuna) near RBP gate |
| 2   | Deputy Manager (Finance)        | 8     | 1    | Minimum 55% in Degree – BBA/ B. Com (Account/Finance) and Class XII | Regular         | Preference shall be given to those with experience in relevant fields.  | Pay scale – 26,060 – 650-39,060<br>(Basic Pay Nu. 26,060) +20% corporate allowance on basic pay<br><br>Other Benefits: As per SRR 2018. | Finance and Administration Division, – Regional Office, Phuntsholing         |
| 3   | Dy. Manager (Export/Home Store) | 8     | 1    | Minimum 55% in Degree – BBA/ B. Com and Class XII                   | Regular         | Preference shall be given to those with experience in relevant fields.  | Pay scale – 26,060 – 650-39,060<br>(Basic Pay Nu. 26,060) +20% corporate allowance on basic pay<br><br>Other Benefits: As per SRR 2018. | Export Unit, Home Store and SMLI Division – Regional Office, Phuntsholing    |
| 4   | Sales Executive IV              | 15    | 2    | Class XII pass  | Regular         | Minimum 2 years of experience in relevant field (Auto).   | Pay scale- 13,375-335-20,075 (Basic Pay Nu. 13,375) + 20% Corporate allowance on basic pay<br><br>Other benefits: As per SRR 2018       | Tata Division – Regional Office, Phuntsholing                                |
| 5   | Junior Technician I             | 14    | 2    | Class X with 2 years VTI training (Auto Mechanic)                   | Regular         | Preference shall be given to those with experience in automobile.<br><br>Medium vehicle driving license required. | Pay scale - 14,715-370- 22,115<br>(Basic Pay Nu. 14,715) + 20% Corporate allowance on basic pay<br>Other Benefits: As per SRR 2018      | Eicher Division - Head Office, Thimphu/ Regional Office, Phuntsholing        |



STCBL Ltd.<sup>TM</sup> | Head Office, Thimphu, Bhutan

Ph: +975-2-332217/ 332352, email: [info@stcb.bt](mailto:info@stcb.bt), URL: <http://www.stcb.bt>



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Interested candidates fulfilling the required eligibility criteria may apply online on or before **24<sup>th</sup> December 2023** in the link mentioned below:

1. In- Charge - <https://forms.gle/vLay63S2MeT3vg6c6>
2. Deputy Manager (Finance)- <https://forms.gle/iFg73q3qvKuiKqze6>
3. Dy. Manager (Export/Home Store)- <https://forms.gle/rJFFbj3QYetpGusv5>
4. Sales Executive IV- <https://forms.gle/wwGexdXbYFKLjEoE9>
5. Junior Technician I- <https://forms.gle/2Jvy8NqXnytN2oicA>

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](http://www.stcb.bt).
- All scanned documents should be less than 2MB.
- STCBL will not receive any physical application.

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

