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State Trading Corporation of Bhutan Ltd.



An ISO 9001: 2015 QMS, Quality Certified Company

Ref. No. STCBL/HRAD/03/2023/ 926

20th 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	Junior Sales Executive I (Spare Parts)	16	1	Class XII Pass	Regular	Preference shall be given to those with experience in relevant fields	Pay scale – 11,580 –290-20,280 (Basic Pay Nu. 11,580) +20% corporate allowance on basic pay. Other benefits: As per SRR 2018 <i>Note: Salary revision will be there upon the approval from the Board.</i>	Toyota Division (Spare Parts), Head Office, Thimphu
2	Personal Assistant to CEO	15	1	Class XII Pass	Regular	Preference shall be given to those with experience in relevant fields	Pay scale- 12,740--320-22,340 (Basic Pay Nu. 12,740) + 20% Corporate allowance on basic pay Other benefits: As per SRR 2018 <i>Note: Salary revision will be there upon the approval from the Board.</i>	CEO's Office, Head Office, Thimphu
3	Sales Executive IV	15	1	Class XII pass	Regular	Minimum 2 years of experience in relevant field (Auto)	Pay scale- 12,740--320-22,340 (Basic Pay Nu. 12,740) + 20% Corporate allowance on basic pay Other benefits: As per SRR 2018 <i>Note: Salary revision will be there upon the approval from the Board.</i>	Eicher Division (Apollo Unit), Thimphu

Interested candidates fulfilling the required eligibility criteria may apply online on or before **5th December 2023** in the link mentioned below:

1. **Junior Sales Executive I (Sapre Parts)-** <https://forms.gle/svxXtRzZ98s1vOKY8>
2. **Personal Assistant to CEO-** <https://forms.gle/K4o2Tm4jYWQR7JaN8>
3. **Sales Executive IV -** <https://forms.gle/8GNbMeBXig9bgi9C8>

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;





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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.*

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

