

त्रुगार्केन्द्रत्रेवायकात्रहेबा



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 Note: Salary revision will be there upon the approval from the Board.	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- 12,740320- 22,340 (Basic Pay Nu. 12,740) + 20% Corporate allowance on basic pay Other benefits: As per SRR 2018 Note: Salary revision will be there upon the approval from the Board.	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- 12,740320- 22,340 (Basic Pay Nu. 12,740) + 20% Corporate allowance on basic pay Other benefits: As per SRR 2018 Note: Salary revision will be there upon the approval from the Board.	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/svxXtRzZ98s1vQKY8

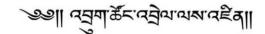
2. Personal Assistant to CEO- https://forms.gle/K4o2Tm4jYWQR7JaN8

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: <u>www.stcb.bt</u>.
- 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.

