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PARO COLLEGE OF EDUCATION, PARO: BHUTAN



Vacancy Announcement

Paro College of Education is pleased to announce vacancies mentioned below for immediate appointment.

Position Title	Slots	Minimum qualification requirement
Laboratory Technician (ICT)	1	Class X with 2 years certificate (VTI) / In-service with Certificate.
Administrative Assistant	1	Class XII with three months IT Training Programme/ Class X with 2 years Office Management Programme/Class XII with computer science.
Store Keeper	1	Class XII but preference will be given to candidates with Diploma in Materials and Procurement Management.
Library Assistant	1	Class XII
Cleaners	2	Must be 18 years or above but not more than 45 years and must be physically fit.

A candidate must:

1. Be a Bhutanese citizen
2. Have attained at least 18 years of age but not more than 45 years.
3. Meet the minimum qualification requirements.

Documents required to be submitted:

1. Duly filled up RUB Employment Form (available online at www.pce.edu.bt)
2. Training and Academic certificates and mark sheets
3. Valid Security Clearance Certificate (approved online)
4. Valid Medical Fitness Certificate (valid for 6 months from the date of issue of certificate)
5. Citizenship Identity Card
6. Audit Clearance Certificate, if employed
7. No Objection Certificate, if employed

Eligible candidates are requested to kindly submit the duly filled up RUB Employment Form and required documents to the Assistant Administrative Officer before 12:00 noon of 14th June, 2021. For further information, please contact the Assistant Administrative Officer at 08 272263 during office hours and kindly note that only shortlisted candidates will be contacted for interview.

Administrative Officer