



Royal University of Bhutan

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PARO COLLEGE OF EDUCATION, PARO: BHUTAN



PCE/ADM(05)/2023-2024/201

Date: 19th October, 2023

Vacancy Announcement

Paro College of Education, Royal University of Bhutan, Paro is pleased to announce vacancy for the immediate recruitment as detailed below:

Position Title	: Assistant Project Officer
Position Level	: PL 08
Type of Appointment	: Contract (Initial Contract for 1 Year, renewable up-to 3 Years)
Minimum qualification	: Bachelor's Degree
Eligibility criteria	: Minimum aggregate of 60% each in class X (English + best 4 subjects) and class XII (English + best 3 subjects), and 55% in Bachelor Degree (Honors) or 60% in Bachelor (General). However, the benchmark criteria will not apply to those with minimum of five years of relevant work experience.

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 (Mandatory documents):

1. Duly filled up RUB Employment Form (available online at www.pce.edu.bt) (Clear Copy).
2. Academic Transcripts and certificates of class X, XII and Degree (Clear Copy).
3. Valid Security Clearance Certificate (approved online Clear Copy).
4. Valid Medical Fitness Certificate (Valid for 6 months from the date of issue of certificate).
5. Citizenship Identity Card (Clear Copy).
6. Audit Clearance Certificate, if employed (Clear Copy).
7. No Objection Certificate, if employed (Clear Copy).
8. Experience certificate(s)/documentary evidences(s) to confirm of having relevant work experience (Clear Copy: only for those who have work experience).

Interested candidates are requested to apply via online portal RUB IMS (applicants are required to register job application via <https://ims.rub.edu.bt>) on or before **04:00 PM** of **3rd November, 2023** (hardcopy will not be accepted). For further information, please contact the Administrative Assistant at 08 271917 during office hours and kindly note that only shortlisted candidates will be contacted for interview.

ADMINISTRATIVE OFFICER