



Royal University of Bhutan

འབྲུག་རྒྱལ་ཁོངས་ཤེས་གཞི་སློབ་ཁྲིམས་ལེགས་སྤྲོད་སློབ་ཁྲིམས།
PARO COLLEGE OF EDUCATION, PARO: BHUTAN



Vacancy Announcement

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

Position Title	: Assistant ICT Officer
Position Level	: PL 08
Type of Appointment	: Regular
Minimum qualification	: BIT/BCA/B.Sc IT/B Engg. IT
Eligibility criteria	: Candidates must have a 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)/60% in Bachelor degree (general). (Note: criteria will not apply for those with minimum of five years relevant 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:

1. Academic certificates and mark sheets/Experience certificate(s)/documentary evidences(s) to confirm of having relevant work experience (Clear Copy: only for those who have work experience).
2. Valid Security Clearance Certificate (approved online).
3. Valid Medical Fitness Certificate (valid for 6 months from the date of issue of certificate).
4. Valid Citizenship Identity (Clear Copy).
5. Audit Clearance Certificate, if employed

Note:

1. Applications with *incomplete documents* or *incomplete information* in the application will be *directly rejected* during the time of scrutiny.
2. Please, note that it is the sole responsibility of applicants to ensure that all documents as mentioned above are submitted through online application and all the information in the application (Job Applicant Details) is filled up as per the template.
3. In-service candidates must produce No Objection Certificate from the Parent/Working Agency within 5 working days after the selection interview, if selected.

The candidates are requested to apply via online portal RUB IMS (applicants are required to register job application via (<https://ims.rub.edu.bt>)) and then apply on or before **09:00 am of 13th March, 2024**. 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 the interview.

Administrative/Human Resource Officer