



Royal University of Bhutan

འབྲུག་རྒྱལ་ཁོལ་ཤེས་གཞི་རིག་སློབ་ཆེན།
PARO COLLEGE OF EDUCATION, PARO: BHUTAN



Vacancy Re-announcement

Paro College of Education is pleased to re-announce vacancy as mentioned below for immediate appointment.

Position Title	Slots	Minimum qualification requirement
1. Driver	1	Class VIII pass with Certificate in driving with driver's license for Light Vehicle and Coaster Bus.

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 (including profile picture) 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 16th 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