



Royal University of Bhutan

འབྲུག་རྒྱལ་ཁོངས་གསུལ་ལག་སྐྱོབ་སྒྲིག་ཁྲུང་།
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	: Store In-Charge
Position Level	: PL 10
Type of Appointment	: Regular
Minimum qualification	: Diploma in Materials and Procurement Management/Supply Chain Management/Materials Management/Inventory Management.
Eligibility criteria	: Candidates must have a minimum aggregate of 60% in Diploma and 50% each in Class X (English + best 4 subjects) and Class XII (English + best 3 subjects). : Candidates must have at least 2 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:

1. Academic Certificates & mark sheets and experience certificate(s)/documentary evidences(s) to confirm of having relevant work experience (Original clear copy).
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 Card (Clear copy).
5. Audit Clearance Certificate, if employed

Note:

1. Applications with *incomplete documents/incomplete information* in the online 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, online) 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.
4. Please provide at least 2 reference check details (eg. one from the last organization employed and one from the last school attended).
5. The applicants not meeting the minimum qualification and eligibility criteria shall not be considered.

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 **02:00 pm** of **14th November, 2024**. For further information, please contact the Administrative Assistant at 08 272829 during office hours and kindly note that only shortlisted candidates will be contacted for the interview.

Administrative/Human Resource Officer