



Vacancy Announcement

A. List of positions with work experience.

Sl. No	Placement & Designation	No. of Post	Qualification & Experience	Grade & Basic Pay
1	Department of Banking (Accounts Specialist)	Contract (For 3 years subject to renewal based on the performance) -1	Certified in Professional Accounting/ Masters in Professional Accounting with minimum of 10 years of work experience in Financial Sector or relevant field.	Grade and pay to be mapped commensurate with the number of years of experience with applicable allowance.
2	Department of Financial Regulation & Supervision (Sr. Analyst).	Regular-1	B.A Eco/BBA/BCom (Preferably with Master's Degree) with minimum of 10 years of work experience in Financial Sector.	Grade PS2 with Basic pay of Nu. 44,235/- with applicable allowance. -The maximum grade protection shall be up to PS2 only.
3	Department of Financial Regulation & Supervision (Analyst).	Regular-1	B.A Eco/BBA/BCom with minimum of 5 years of work experience in Financial Sector.	Grade PS3 with Basic pay of Nu. 37,245/- with applicable allowance. -The maximum grade protection shall be up to PS3 only.
4	Department of Macroeconomic Research & Statistics (Data Analyst).	Regular-1	Bachelor/Master degree in Data Science/ Statistics/Computer Science/Information Technology. Work experience in the Data Engineering, Software engineering, project management, Artificial Intelligence/Machine Learning will be given preference.	Grade and pay to be mapped commensurate with the number of years of experience with applicable allowance. -The maximum grade protection shall be up to PS2 only.
5	Department of Macroeconomic Research & Statistics	Regular-1	Bachelor/Master degree in Statistics with minimum of 5 years of work	Grade PS3 with Basic pay of Nu. 37,245/- with applicable allowance.



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	(Statistician).		experience in relevant field.	-The maximum grade protection shall be up to PS3 only.
6	Department of Payment & Settlement System (Payment System Officer).	Regular-1	B.A Eco/BBA/BCom (Preferably with Master's Degree) with minimum of 5 years of work experience in Financial Sector.	Grade PS3 with Basic pay of Nu. 37,245/- with applicable allowance. - The maximum grade protection shall be up to PS3 only.
7	Department of Payment & Settlement System (ICT Officer).	Regular-1	Bachelor Degree in IT/BCA or equivalent with minimum of 5 years of work experience in relevant field.	Grade PS3 with Basic pay of Nu. 37,245/- with applicable allowance. - The maximum grade protection shall be up to PS3 only.
8	Financial Intelligence Department (Sr. Analyst).	Regular-2	BBA/B. Com/B.A Eco preferably with work experience in Financial Sector or relevant field.	Grade and pay to be mapped commensurate with the number of years of experience with applicable allowance. -The maximum grade protection shall be up to PS2 only.
9	Legal Service Division, Governor's Office (Sr. Legal Officer).	Regular-1	LLB & PGDNL from RIM (Preference with Master's Degree in law) with 5-10 years of work experience preferably in IT/Technology law.	Grade and pay to be mapped either to PS3 (if below 10 years of work experience) or PS2 (if 10 years and above with work experience) with applicable allowance. -The maximum grade protection shall be up to PS2 only.



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10	Legal Service Division, Governor's Office (Legal Officer).	Regular-1	LLB & PGDNL from RIM with the minimum of 5 years of work experience in civil service/Corporate Sector with a pass certificate from Bar Council.	Grade PS3 with Basic pay of Nu. 37,245/- with applicable allowance. -The maximum grade protection shall be up to PS3 only.
11	Financial Inclusion Secretariat (Sr. Program Officer).	Regular-1	B.A Eco/BBA/B. Com with minimum of 10 years of work experience in relevant field.	Grade PS2 with Basic pay of Nu. 44,235/- with applicable allowance. -The maximum grade protection shall be up to PS2 only.
12	Regional Office, Phuentsholing (Currency Officer).	Regular-1	B.A Eco/BBA/BCom (Preferably with Master's Degree) with minimum of 5 years of work experience in relevant field.	Grade PS3 with Basic pay of Nu. 37,245/- with applicable allowance. -The maximum grade protection shall be up to PS3 only.
13	Regional Office, Phuentsholing (Foreign Exchange Officer)	Regular-1	B.A Eco/BBA/BCom with minimum of 5 years of work experience in relevant field.	Grade PS3 with Basic pay of Nu. 37,245/- with applicable allowance. - The maximum grade protection shall be up to PS3 only.
14	Regional Office, Phuentsholing (Light Vehicle Driver)	Regular-1	Minimum Class VIII with 5 years of experience	Grade OS7 with Basic pay of Nu. 15,380/- with applicable allowance.
15	Regional Office, Mongar (Light Vehicle Driver)	Regular-1	Minimum Class VIII with 5 years of experience	Grade OS7 with Basic pay of Nu. 15,380/- with applicable allowance.



B. List of positions without work experience:

Sl. No	Placement & Designation	No. of Post	Qualification	Entry Grade & Basic Pay
1	Department of Foreign Exchange & Reserve Management (Asst. Foreign Exchange Officer).	Regular-1	BBA/B. Com	Grade PS4 with Basic pay of Nu. 31,355/- with applicable allowance.
2	Department of Foreign Exchange & Reserve Management (Asst. Investment Officer).	Regular-1	B.A Eco/BBA/B.Com	Grade PS4 with Basic pay of Nu. 31,355/- with applicable allowance.
3	Department of Banking (Account Assistant).	Regular-1	Class XII + Diploma in Finance and Accounting.	Grade SS8 with Basic pay of Nu. 18,555/- with applicable allowance.
4	Regional Office, Mongar (ICT Assistant).	Regular-1	Class XII+ Diploma in Information Technology or in Hardware & Networking.	Grade SS8 with Basic pay of Nu. 18,555/- with applicable allowance.
5	Regional Office, Phuentsholing (Receptionist/Dispatcher)	Regular-1	Class XII Passed	Grade SS9 with Basic pay of Nu. 15,970/- with applicable allowance.
6	Department of Administration and Finance (1Cleaner & 1 Gardener).	Regular-2	N.A	Grade OS7 with Basic pay of Nu. 15,380/- with applicable allowance.
7	Department of Currency Management (Loader).	Regular-1	Class VI Passed.	Grade OS7 with Basic pay of Nu. 15,380/- with applicable allowance.
8	Regional Office, Phuentsholing (Cleaner).	Regular-1	N.A	Grade OS7 with Basic pay of Nu. 15,380/- with applicable allowance.



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The following documents have to be submitted along with the **RMA application form**:

1. Curriculum Vitae;
2. Academic transcripts of Class X, XII, Bachelor's Degree and Master Degree wherever is applicable;
3. The experienced applicant **MUST** have a minimum average of 65% in Class X, XII & Degree (English+best 4 subject for Class X & English +best 3 subject for Class XII). For the purpose of shortlisting, Class X & XII will be converted into 30 % each and Degree will be converted into 40% for SL. No 1 to 13. Applicant must submit Class VIII passed result for SL. No. 14 & 15;
4. The fresh graduate applicant **MUST** have a minimum of 65% in Class X, XII and Degree (English+best 4 subject for class X and English+best 3 subject for Class XII) for SL. No 1 & 2 under without experience category. For the purpose of shortlisting, Class X & XII will be converted into 30 % each and Degree will be converted into 40%;
5. The applicant for SL. No. 3 & 4 under without experience category **MUST** have a minimum average of 65% in Class X, XII & Diploma (Class X & XII marks will be converted into 30% each and Diploma will be converted in to 40% (English+best 4 subjects for class X and English+best 3 subject for class XII);
6. The applicant for SL. No. 5 under without experience category **MUST** have a minimum average of 60% in Class X & XII (Class X & XII marks will be converted into 50% each and (English+best 4 subjects for class X and English+best 3 subject for class XII). Applicants must submit Class VI Passed Result for SL. No. 7;
7. Security Clearance Certificate;
8. Copy of Citizenship ID card;
9. Copy of recent Medical Fitness Certificate;
10. Audit clearance for in-service candidates, if selected;
11. No Objection Certificate from parent organization, if selected.

All Bhutanese citizen above 18 years of age fulfilling the required criteria should submit their application to the HRD under Department of Administration & Finance, RMA on or before **November 8, 2021**. For further clarifications, please contact HR & Personnel Officer, at 323111 ext. 232 during office hours.

The selection will be done among the candidate securing above 70 percent in written examination and viva on the ranking basis for Sl. No. 1 to 13 under experience category & Sl. No. 1 to 4 under without experience category.

Click below for the **Application Form** & detailed **TOR** against each post.

Officiating Director
Department of Administration and Finance