གེ་སར་རྒྱལ་པོ་གསོ་རིག་གཙུག་ལག་སློབ་སྡེ།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan

KGUMSB/HRP/11/2017/ 9620 15th May 2017

VACANCY ANNOUNCEMENT

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) is pleased to announce following vacancy:

Sl. No	Position Title	Position level	Qualification	Required number of slots	Placement	Remarks
1	Registrar	EX 1 (Fixed term – 5 years)	Minimum of master's degree in health and medical field or relevant fields	1	Office of the President	*1.Minimum of 15 years of work experience including at least 3 years' experience in managerial and administrative post* *2.Should have bachelor's degree certificate* *3. Atleast in EX3/ES3 positions or equivalent positions*

1. Interested candidates who meet the eligibility criteria may apply along with:
   - 1.1 Application in the prescribed format (Can be downloaded from http://www.kgumsb.edu.bt/wp-content/uploads/2016/07/employent-form.pdf)
   - 1.2 CV along with two referees with contact details
   - 1.3 Academic transcript, training certificate, bachelor certificate and Masters certificate
   - 1.4 Annual performance report (For past 3 years)
   - 1.5 Security clearance certificate

1.6 Audit Clearance

1.7 No Objection Certificate from the employer

1.8 Medical fitness certificate

1.9 A copy of CID

1.10 Recent passport size photograph

1.11 One legal Stamp

2. Preference will be given to the candidates with relevant qualification/training and work experience.
3. Short listed candidates will be called for selection interview/selection examination.
4. An applicant shall be disqualified from appearing in the selection interview if he/she has failed to furnish testimonials as required above.
5. Short listed candidate must produce the original documents during the time of interview.
6. An applicant must have completed a minimum of one year “cooling off” period if he/she has participated in politics.
7. The selected candidate will be assigned the position level based on the qualification, current position level and number of work experience in the current position.

Application along with the above mentioned documents must reach the KGUMSB Secretariat on or before 24th May 2017 before 5 P.M. For further information contact Ms. Anjana Pradhan @ 02-328999; 02-328990 or 02-327997 (Ext: 124) during office hours.