



ADRC/HR-1/17-18/

Date: 25 October 2017

**Vacancy Announcement.**

Vacancies for immediate recruitment through open competitive selection interview for the following positions in the Alternative Dispute Resolution Center Thimphu.

Position Title	Slots	Qualification/Experience	Pay and allowances	Status
Dy. Chief Administrator	One	LLB/LLM with minimum five years work experiences	30990-620-40290 with 6200 lump sum house rent allowance	Regular
Adm. Officer/Accounts Officer	One	Bachelors Degree with minimum of 5 yrs work experience in the general administration. Should have financial management experience.	21370-425-27745 with 4275 lump sum house rent	Regular
Legal Assistant	One	Class 12/DNL with one year OJT experience	14830-295-19255 with 2965 lump sum house rent	Regular
Messenger	One	Class 8 passed with some basic office work experiences	7695-155-10020 with 1540 lump sum house rent	Contract
Driver	One	Class 8 passed with valid driving license for light vehicle.	8,505-170-11,055 with 1700 lump sum house rent allowance	Regular
Care taker cum cleaner	One		7000 consolidate	Contract

Interested applicants fulfilling the above eligibility criteria may apply to the HR Division of the Supreme Court of Bhutan during office hours with effect from 30<sup>th</sup> October till 13<sup>th</sup> November 2017 along with the copy of following documents. The applicant should be between the age of 18-40 at the time of submission of the application.

1. Duly filled RCSC job application form;
2. Copy of CID;
3. Academic Qualification Certificate
4. Academic transcript;
5. Professional training Certificate;
6. Medical fitness certificate;
7. Security Clearance Certificate;

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Alternative Dispute Resolution Center,  
Bhutan

8. NOC from the employers in case of employed applicants after short listing only.
9. Any other achievement certificate and merit certificates

The date, time & venues for the selection interview will be announced in the Judiciary website for the shortlisted applicants

For further information, please contact @ 17602595/17601808.

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For ADRC

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