



MoF/HRD/2(5)/2026/760

February 09, 2026

VACANCY ANNOUNCEMENT

In accordance with the 6th DHRC, DRC held on February 02, 2026, The Ministry of Finance is pleased to announce the vacancy for the post of 1 Admin Assistant (Regular) as detailed below:

Sl #	Position Title	Position Level	Slots	Place of Posting	Qualification
1	Admin Assistant	S5A	1	Regional Revenue and Customs Office, Samtse, Ministry of Finance	Class 12 with 6 months Basic IT Skills

Interested Candidates may apply for the above Vacancy through Zhiyog Recruitment System (ZRS) via the following link from February 09, 2026.

<https://jobs.resc.gov.bt/Application/VacancyDetail/2042/54>

Documents required for submission in the ZRS:

- i. Copies of Academic transcripts
- ii. Copy of Citizenship identity Card.
- iii. Copy of a valid Medical Certificate
- iv. Valid Security Clearance Certificate
- V. No Objection Certificate if employed.
- Vi. 6 months basic IT Training certificate

For further clarification please contact HRD, MoF at 00975-2-22268/321568 during office hours.



Human Resource Division

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