



ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

BHUTAN
Believe

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:

SI #	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.rcsc.gov.bt/Application/VacancyDetail/2042/54>

Documents required for submission in the ZRS:

- Copies of Academic transcripts
- Copy of Citizenship identity Card.
- Copy of a valid Medical Certificate
- Valid Security Clearance Certificate
- No Objection Certificate if employed.
- 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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