

VACANCY ANNOUNCEMENT

The Management of Bhutan Development Bank (BDB) is please to announce the vacancies for the followingposts:

SI #	Position	Slot	Qualification	Minimum Qualifying Criteria	Employment Type
01	Network & Security Administrator	2	Degree in BIT/BCA/B.Tech in Electronics/BSC Comp Science	<ul style="list-style-type: none">✓ Degree – 60%✓ Class XII – 60% (English + 3 best subjects)✓ Class X – 60% (English + 4 best subjects)	Regular (Experienced in CISCO Certified/Security Administrator preferred)
02	System Administrators	2	Degree in BIT/ BCA/ B.Tech in Electronics/ BSC Comp Science	<ul style="list-style-type: none">✓ Degree – 60%✓ Class XII – 60% (English + 3 best subjects)✓ Class X – 60% (English + 4 best subjects)	Regular (Experience in UNIX/LINUX Servers preferred)
03	Database Administrators	1	Degree in BIT/ BCA/ B.Tech in Electronics/ BSC Comp Science	<ul style="list-style-type: none">✓ Degree – 60%✓ Class XII – 60% (English + 3 best subjects)✓ Class X – 60% (English + 4 best subjects)	Regular (Experienced in Oracle DB Management – Oracle Certified/ Preparing Reports, Banking System/ CBS preferred)

04	Banking Officer	1	B.Com (Finance/Accounting)	<ul style="list-style-type: none"> ✓ Degree – 60% ✓ Class XII – 60% (English + 3 best subjects) ✓ Class X – 60% (English + 4 best subjects) 	Regular
05	Banking Assistant	4	Class XII with Diploma (DFM)	<ul style="list-style-type: none"> ✓ Class XII – 55% (English + 3 best subjects) ✓ Class X – 55% (English + 4 best subjects) 	Regular
06	Human Resource Officer for Community Centre	1	B. COM/BBA	<ul style="list-style-type: none"> ✓ Degree – 60% ✓ Class XII – 60% (English + 3 best subjects) ✓ Class X – 60% (English + 4 best subjects) 	Regular
07	Accounts Officer for Community Centre	1	B.Com/BBA/BA Eco.	<ul style="list-style-type: none"> ✓ Degree – 60% ✓ Class XII – 60% (English + 3 best subjects) ✓ Class X – 60% (English + 4 best subjects) 	Regular
08	Procurement Officer	1	B. Com/BBA/BA Eco.	<ul style="list-style-type: none"> ✓ Degree – 60% ✓ Class XII – 60% (English + 3 best subjects) 	Regular

				✓ Class X – 60% (English + 4 best subjects)	
09	Research Officer	1	B. Com/BBA/BA. Eco/BBM	<ul style="list-style-type: none"> ✓ Degree – 60% ✓ Class XII – 60% (English + 3 best subjects) ✓ Class X – 60% (English + 4 best subjects) 	Regular
10	Administration Assistant	1	Class XII passed	<ul style="list-style-type: none"> ✓ Class XII – 55% (English + 3 best subjects) ✓ Class X – 55% (English + 4 best subjects) 	Regular
11	Customer Desk Assistant	2	Class XII passed (Commerce)	<ul style="list-style-type: none"> ✓ Class XII – 55% (English + 3 best subjects) ✓ Class X – 55% (English + 4 best subjects) 	Regular
12	Marketing Assistant	1	Class XII passed	<ul style="list-style-type: none"> ✓ Class XII – 55% (English + 3 best subjects) ✓ Class X – 55% (English + 4 best subjects) 	Regular
13	Office Assistant	1	Class X passed	✓ Class X – 55% (English + 4 best	Regular

				subjects)	
14	Electrician/ Plumber (Reannouncement)	1	Class X (VTI Graduate)	✓ Class X – 55% (English + 4 best subjects)	Regular (Experience in relevant field preferred)

Interested candidates fulfilling the above criteria may submit the applications (BDB format) along with the following documents to HRM, BDB, Thimphu latest by September 13, 2018.

BDB application form may be downloaded from the website (www.bdb.bt).

1. Copy of citizenship ID Card
2. Copies of academic transcripts (Mark Sheets)
3. Valid Medical Certificate not exceeding 6 months from the date of issue
4. Approved online Security Clearance at the time of submitting application
5. NOC from the current employer if already employed (upon short listing)
6. Experience Certificate, if applicable
7. Only one application against one post will be entertained.
8. Only the prescribed qualification against the vacancy announced will be accepted. (Mismatch in required qualification shall be declined)
9. Curriculum Vitae

Shortlisted candidates (1:10 against each slot will be shortlisted) will be intimated for written examinations and interview. Original documents should be produced at the time of documents verification without which candidates will not be considered for written exam and interview. In case of withdrawal, next in line candidate will be taken. For further information, contact HR Division at telephone No. 322579 during office hours or visit the website.

Management