



དབལ་ལྷན་འབྲུག་གཞུང་།  
 རྫོང་ཁག་བདག་སྐྱོང་ སླ་རྩི།  
 ROYAL GOVERNMENT OF BHUTAN  
 DZONGKHAG ADMINISTRATION, PARO



རིན་སྤངས་རྫོང་སླ་རྩི།  
 Rinpung Dzong, Paro

PADZONG/HRM-02/2026-2027/48

3<sup>rd</sup> July 2026

**VACANCY ANNOUNCEMENT**

The Dzongkhag Administration, Paro is pleased to invite applications from interested and eligible Bhutanese citizens for the following post on a Consolidated Contract as detailed below:

SI No	Post & Level	Slot	Qualification	Contract Duration	Placement	Remarks
1	Substitute Teacher, P5B  Accountancy – 1 Economic -1 Mathematic -1 History - 1	4	Bachelor Degree /B.Ed graduate with relevant subject	Accountancy : 5 months Economics: 5 months Mathematics: 12 months History: 4 months	Drugyel CS  Shaba HSS	Substitute Teacher for Maternity leave and LTT
2	Administrative Assistant, S5A	2	Class XII	2 years	Wanakha CS  Bitekha MSS	With DTS test through certificate/Basic ICT skills
3	Ward boy, GSP	1	VIII	3 years	Paro Hospital	
4	Security Guard,ESP	1	Not Required	3 years		
5	Care Taker,ESP	1	Not Required	3 years	Issuna PS	

The interested applicants aged between 18-50 years who meet the eligible criteria may online using “Zhiyog Recruitment System (ZRS)” via link <https://jobs.rcsc.gov.bt> from 3<sup>rd</sup> July 2026 onwards.

**The documents required to upload in ZRS (PDF version only) are:**

**1) Academic transcript:**

- Degree mark sheet and certificate for teachers
- Class XII mark sheet certificate for Admin. Asst.
- Class VIII mark sheet for Ward boy


**2) Medical certificate valid for 6 months issued by the competent RGOB Medical doctor. (If any overwrite on the certificate will be not accepted)**

**3) Citizenship identity card (both side)**

**4) Security Clearance valid in online**

**5) No Objection letter if employed**

**6) Any other relevant certificates**

  
 (Tenzin Phuntsho)  
 Sr. HR Officer  
 Sr. HR Officer  
 Dzongkhag Administration  
 Paro : Bhutan