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རྫོང་ཁག་པདག་སྤྱོད་ སྤ་རོ།
ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG ADMINISTRATION, PARO



རྫོང་ཁག་པདག་སྤྱོད་ སྤ་རོ།
Rinpung Dzong, Paro

PADZONG/HRM-02/2026-2027/ 983

11th August 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
2	Administrative Assistant, S5A	2	Class XII	2 years	i) Wanaka CS ii) Bitekha MSS	Re-announcement: Since there was no candidate applied with Dzongkha Standard Testing System (DSTS)
3	Cleaner1	2	NA	3 years	i) Lamgong HSS ii) Paro Dzongkhag Administration	
4	Cook	1	NA	3 years	i) Betikha MSS	

The interested applicants aged between 18-50 years who meet the eligible criteria may apply online using "Zhiyog Recruitment System (ZRS)" via link <https://jobs.rcsc.gov.bt> from 11th August 2026 onwards.

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

1) Academic transcript:

- Class XII mark sheet certificate for Admin. Asst.
- Class X mark sheet certificate for Admin. Asst.
- Dzongjuk test certificate for Admin. Asst.

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

Copy to:

- 1) IT Officer for necessary action
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