

Vacancy for Regional Secretary, Mongar & Receptionist (Closed)

The Bhutan Chamber of Commerce & Industry (BCCI) is pleased to announce vacancy for the following post;



- [ToR for Regional Secretary](#)
- [ToR for Receptionist](#)

Interested national candidates of age 18 to 50 years & fulfilling the above Criteria may kindly submit the applications along with the following documents addressed to Human Resource Section, BCCI, Post Box No. 147, Doebum Lam, Chubachu – Thimphu 11001, Bhutan during office hours (9:00 am- 5:00 pm). Last date for submission of application is 10th May 2018. Relevant experience shall be considered upon submission of experience certificate from previous employer(s).

Documents requirement:

1. [Employment Application form](#)
2. Academic Transcripts
3. Curriculum Vitae
4. Copy of citizenship ID card
5. Copy of Valid security clearance certificate
6. Medical Fitness certificate (Original)
7. Copy of Certificates of merit if any
8. NOC from current employer, if employed
9. Work experience certificates.

Short listed candidates will be listed in the website. Original documents should be produced at the time of interview without which candidature will be cancelled. For further details, call us at 02 324254/322742 or 17490906 during office hours.