

# Vacancy – Gaylek Pvt. Ltd (Closed)

Gaylek Private Limited, a newly incorporated company is looking for qualified and experienced individuals to apply for the positions below for immediate recruitment.

1. Dy. Manager, Finance and Accounts (1 Post) [\[Download ToR\]](#)  
BBA/B Com – Major in Finance or Accounts  
Basic Pay: 14,500.00, Conveyance Allowance: 800/-, Communication Allowance: 300/-, Other benefits as per service rules
2. Dy. Manager, HR and Admin (1 Post) [\[Download ToR\]](#)  
BBA/B Com – Major in HR  
Basic Pay: 14,500.00, Conveyance Allowance: 800/-, Communication Allowance: 300/-, Other benefits as per service rules
3. Accountant (1 Post) [\[Download ToR\]](#)  
Class XII passed with Diploma/certificate in financial management/accounting  
Basic Pay: 11,800.00, Conveyance Allowance: 800/-, Communication Allowance: 300/-, Other benefits as per service rules

**An application pack containing the following documents (either in hard-copy or through email) can be submitted on or before 25th January 2019:**

- Job Application
- Curriculum Vitae
- Copy of Academic certificates and transcripts
- Copy of valid Citizenship ID Card
- Security Clearance Certificate (online)
- 2 referrals/recommendation letters from non-family related referees

For further information, please contact Mr. Kinley Gyeltshen, at [gaylek@bhutanextremetrips.com](mailto:gaylek@bhutanextremetrips.com) or call us at 337482 during office hours.