གེ་སར་སྒྲུབ་པོ་གསོ་རིག་གཙུག་ལག་སློབ་གྲྭ།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan
A premier centre of excellence in medical education, research and quality healthcare.

Ref. No. KGUMSB/HR/06/2026/ 644 **Date:** 2nd November 2026

Notification

The Khesar Gyalpo University of Medical Sciences of Bhutan is pleased to notify the list of shortlisted candidates for the following position:

Administrative Assistant	
1	107*****094
2	107*****436
3	103*****468
4	120*****811
5	111*****522
6	114*****076
7	115*****863
8	107*****334
9	120*****246
Driver	
1	111*****869
2	108*****969

Note:

- *CID number are placed on random order and not based on ranking*

The applicants mentioned above should report, with the following documents, for the purpose of verification of the documents:

- *Original academic transcripts and certificates*
- *Security Clearance Certificate*

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- *Audit Clearance Certificate. For those who are not eligible for Audit Clearance, need to submit No Due Certificate/Letter signed by the Head of the Agency/Company*
- *Citizenship Identity Card, Original*
- *No Objection Certificate (NOC) from the employer, if employed*
- *Documentary evidence of the current position level, if employed*

The selection process will be as per the following schedule:

I. Verification of Original Documents (For both the positions)

- *Date: 9th November 2026*
- *Time: 9.00 A.M to 10:00 A.M*
- *Venue: Board Room Faculty of Post Graudate Medicine, KGUMSB (JDWNRH Campus)*

II. Presentation Preparation (For Administrative Assistant)

- *Date: 9th November 2026*
- *Time: 10:10 A.M to 11:10 A.M*
- *Venue: Faculty of Post Graudate Medicine, KGUMSB (JDWNRH Campus)*
  - *The scenario/topic will be given on the spot*
  - *Presentation for 10 minutes and shall include 5 slides only*

III. Practical Assessment (For Driver)

- *10:15 A.M onwards*
- *Venue: Faculty of Post Graudate Medicine, KGUMSB (JDWNRH Campus)*
- *Date: 9th November 2026*

IV. Interview (Viva Voce)

a) Administrative Assistant

- *Date: 9th November 2026*
- *Time: 11: 15 A.M onwards*
- *Venue: Board Room Faculty of Post Graudate Medicine, KGUMSB (JDWNRH Campus)*
- *Viva voce will be assessed out of 30%*
- *10 minutes per candidate for the Presentation*

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- *10 minutes – Question and Answer (Viva Voce included) per candidate, to continue right after the presentation*

b) Driver

- *Time: 10:45 A.M*
- *Venue:FoPGM/ Old OOP, KGUMSB (JDWNRH Campus)*
- *Date: 9th November 2026*
- *10 minutes – Question and Answer (Viva Voce included) per candidate, to continue right after the practical assessment*

V. Final Calculation of marks (100)

1. **Administrative Assistant:**
   - Presentation will be assessed out of 50%
   - Viva voce will be assessed out of 30%
   - Shortlisting marks will be assessed out of 20%

2. **Bus Driver**
   - Practical Assessment and viva voce will be assessed out of 80%
   - Shortlisting marks will be assessed out of 20%

An applicant shall be disqualified from appearing in the selection interview if he/she fails to furnish testimonials as required above during the time of verification.

For further information or clarification please contact HRD at +975 17112603 during office hours.

(Dr. Kuenzang Chhezom)
Registrar

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