



ཀེས་ར་རྒྱལ་པོ་ཡི་གནས་རིག་གཞུག་ལས་གསྐོབ་ལྷན་ཁྲུང་།
Khesar Gyalpo University of Medical Sciences of Bhutan
Royal Government of Bhutan
Thimphu: Bhutan



KGUMSB/HR/06/2025/ 691

31st December 2025

NOTIFICATION (LATERAL TRANSFER)

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) is pleased to announce the following vacancy for lateral transfer at the Office of the President, as detailed below:

Sl.No	Position Title	Position Level	Minimum Qualification	Required number of slots	Remarks
1	Personal Assistant	PL13/12/11/10/9	Class XII Passed	1	- Preference will be given to those candidates with training on Office Management

Interested applicants who meet the eligibility criteria may apply along with:

- Must be a regular staff of the University
- Must be already serving in Supervisory (S) Level with initial appointment at Support and Supervisory Category
- An application addressed to the Director expressing the interest to apply for the position
- Curriculum Vitae
- Academic transcripts and Certificates (Class 10 & 12)
- Relevant training certificates to the post (if any)
- Documentary evidence of the current position level
- No Objection Certificate from the Respective HRC after the date of the vacancy announcement
- Shortlisting preference will be given to the applicants with relevant qualifications/training and work experience with the production of evidence.
- Short-listed applicants must produce the original documents during the time of the interview



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- Short-listed applicants will be notified through University website and called for a selection interview/selection examination.
- An applicant must secure a minimum of 60% in final marking incase of lone qualified applicant
- An applicant shall be disqualified from appearing in the selection interview if he/she has failed to furnish testimonials as required above.
- The university reserves the right not to select applicants if they do not get appropriate applicants for the post.

Application along with the above-mentioned documents must be submitted to the HR Division, Office of the President, KGUMSB on or before 7th January 2025, 5 PM.

For further information or clarifications, kindly contact Ms. Anjana Pradhan, Chief HR Officer, at 17112603 during office hours.

(Ms. Anjana Pradhan)
Offtg. Director