

## मेश्रद्भावस्थित्वस्थित्वश्चित्रं Khesar Gyalpo University of Medical Sciences of Bhutan Royal Government of Bhutan Thimphu: Bhutan



KGUMSB/HR/06/2025/ 691

31st December 2025

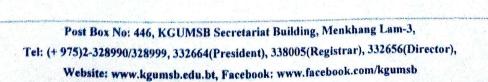
## **NOTIFICATION (LATERAL TRANSFER)**

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





## নিশ্ব ক্রুঅইন্সইন্স্বান্ত্র্বাত্রবাস্থ্রী Khesar Gyalpo University of Medical Sciences of Bhutan Royal Government of Bhutan Thimphu: Bhutan



- 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 7<sup>th</sup> 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