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ROYAL BHUTAN POLICE



VACANCY ANNOUNCEMENT

Headquarters, Royal Bhutan Police is pleased to announce the following vacancy for immediate recruitment on regular basis.

| S.No. | Position | Qualification | Slot | Eligibility Criteria |
|-------|----------------------------------|--|------|---|
| 1 | Accounts Assistant V (S2) | Class XII with 24 months Diploma in Financial Management (DFM) from a recognized College/Institute | 02 | 1. Gender: Male or Female 2. Nationality: Bhutanese. 3. Age limit: 18-40 years. 4. Educational Qualification: It is mandatory that the candidate should have passed minimum of 10+2+Diploma (Diploma in Financial Management). |

Documents required:

1. Civilian Employment Application Form (Download from RBP Website)
2. A copy Citizenship Identity Card;
3. Valid Security Clearance Certificate;
4. Class X Pass Certificate and Mark Sheet;
5. Class XII Pass Certificate and Mark Sheet;
6. Diploma in Financial Management (DFM) Mark sheet;
7. Medical Fitness Certificate issued by a competent RGOB medical doctor;
8. No Objection Certificate (NOC), if already In-service; and
9. Other Relevant Certificate.

Candidates fulfilling the above criteria may register online (www.rbp.gov.bt) latest by **9th January, 2025 at 1600hrs**. The candidates must upload the required documents while registering.

Human Resource Division
Headquarters, RBP Thimphu

CIVILIAN EMPLOYMENT APPLICATION FORM

(Fill in BLOCK letters)

1. Full Name: Sex: M..... F.....
Religion:
2. Village/Thromde: Gewog: Dzongkhag:
Thram No: House No:
3. Date of Birth (DD/MM/YYYY):
Nationality:Citizenship ID No:
4. Post Applied for:
5. Email Address:
6. Mobile No:
7. Declaration:

| Sl. No. | Particulars | Yes | No |
|---------|--|-----|----|
| i | I have been convicted of a criminal offence/corruption charge or is under criminal offence/corruption charges; | | |
| ii | I have been terminated or compulsorily retired from employment. | | |
| iii | I have been adjudged medically unfit for employment by a competent medical doctor; | | |
| iv | I have intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination; | | |
| v | I have furnished fake/forged testimonials/documents; | | |
| vi | I have failed to furnish testimonials as required under the PGSCRR, 2024; | | |
| vii | I have participated in politics (If yes, move to Sl. No viii, If No, move to Sl. No. ix) | | |
| viii | I have completed the minimum 'cooling off period' of one year; an | | |
| ix | I have been otherwise disqualified by the Government for appointment in the Civil Service. | | |

8. Academic Qualification: (please start with the Institute last attended)

| Name of Institute | Subjects | Level of Qualification | Aggregate % | Start Date | End Date | Country |
|-------------------|----------|------------------------|-------------|------------|----------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

9. Marks obtained in percentage in the BCSE (if relevant):

- Exam category:
- Aggregate %:
- Position/Ranking:

10. Training:

| Name of Institute | Field of Study | Duration | Start Date | End Date | Country |
|-------------------|----------------|----------|------------|----------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

11. Employment History (if applicable):

| Organisation | Position Held | Period | | Appt. Status | Place Served | Reason for Change |
|--|---------------|--------|----|--------------|--------------|-------------------|
| | | From | To | | | |
| Past Employment | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Present Employment: (attach No Objection Certificate) | | | | | | |
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| | | | | | | |

12. **Declaration:** I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the RBP shall withdraw/terminate my service without any recourse; confiscate all my transcripts/testimonials and prosecute in the court of law for legal actions. I also undertake to abide by all the provisions of Rules and Regulations.

13. **Oath of Allegiance:** I pledge to serve Tsa-Wa-Sum with Lue-Nga-Yi-Sum.

Date: Signature of Applicant

(Affix Legal Stamp)

Note 1: This form should be accompanied by the following documents:

- (i) Copy of valid citizenship identity card;
- (ii) Copies of academic transcripts and certificate(s);
- (iii) Copies of relevant training certificate(s);
- (iv) Medical fitness certificate;
- (v) Passport size photograph;
- (vi) No objection certificate, if employed;
- (vii) Ensure that online security clearance certificate is valid;
- (viii) Copies of certificate(s) on extra-curricular activities; and
- (ix) Any other documents specified in the vacancy announcement.

Note 2: All original documents should be produced at the time of the interview.

For use by the recruiting Agency

Verified by: Agency:

..... Name:

Remakes:

.....

Position Title:

P/ No:

Signature: