

NHDCL/CS/HR-15/2023/753

7th April 2023

Vacancy Announcement

National Housing Development Corporation Limited would like to invite application for the following posts:

| Sl No | Position Title | Position Level | Slots | Minimum Qualification | Pay Scale and Allowance | Employment type & Placement |
|-------|-----------------------------|----------------|-------|---|--|-----------------------------|
| 01 | Company Secretary | 7 | 1 | BA (LLB) | 21,990-550-32,990 with 20% HRA. Other benefits as per service rules and regulations. | Regular, Thimphu |
| 02 | Head, Internal Auditor | 5 | 1 | B. Com with minimum 7 to 10 years of working experience with 2 to 5 years in Internal Auditing. | 30,155-755-45,255 with 20% HRA. Other benefits as per service rules and regulations. | Regular, Thimphu |
| 03 | Manager, Tenancy and Rental | 5 | 1 | B. Com with minimum 7 to 10 years of working experience. | 30,155-755-45,255 with 20% HRA. Other benefits as per service rules and regulations. | Regular, Thimphu |

The following documents should be submitted to HR Division, NHDCL on or before 5th May 2023.

1. NHDCL employment application form
2. Curriculum Vitae
3. Copies of academic transcripts and certificates (Class X, XII & Degree)
4. Copy of citizenship card
5. Work Experience Certificate
6. Medical and Security Clearance Certificate
7. Merit Certificate if any
8. Details of at least two referees (Family members or relatives will not be accepted)
9. NOC from the current employer if already employed (upon selection)

For further information contact HR Division at telephone No. 323147/332734 (Ext No. 103) during office hours or visit our website at www.nhdcl.bt.

Management
Corporate Services