

NHDCL/CS/HR-14/2022/051

18th January 2021

Vacancy Announcement

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

Sl No	Position Title	Position Level/Grade	Slot	Minimum Qualification	Pay Scale and Allowance	Employment type and Placement
01	Chief Internal Auditor	Managerial Level/ Grade 4	1	Bachelors in Civil Engineering with 8 years of experience in relevant field. (Candidates with experience in Auditing will be given preference)	33,820-845-50,720 with 20% HRA. Other benefits as per service rules and regulations.	Regular, Head Office, Thimphu
02	ICT Assistant	Supervisory level/ Grade 9	1	2 years Diploma in Information Management System (DIMS) with minimum of 60% aggregate in Diploma and Minimum of 60% aggregate in class XII & X.	18,955-475-28,455 with 20% HRA. Other benefits as per service rules and regulations.	Regular, Head Office, Thimphu
03	Driver (Bus)	Operational level/ Grade 15	1	Class X passed with occupational license (Medium) and 2 years of working experience.	12,095-300-18,095 with 20% HRA. Other benefits as per service rules and regulations.	Regular, Head Office, Thimphu
04	Driver (DCM)	Operational level/ Grade 15	1	Class X passed with occupational license (Medium) and 2 years of working experience.	12,095-300-18,095 with 20% HRA. Other benefits as per service rules and regulations.	Regular, Head Office, Thimphu



The interested applicants who have attained 18 years and above should submit the following documents to HR Division, NHDCL on or before 31st January 2022:

1. Job Application Form
2. Curriculum Vitae
3. Copies of Academic Transcripts & Certificates
4. Copy of Citizenship Card
5. Copy of Medical Certificate
6. Copy of Drug Test Certificate issued by competent authority (Upon Selection)
7. Copy of Security Clearance
8. Letter of merit if any
9. Copy of work experience certificate
10. NOC from the current employer if employed. (Upon Shortlisting)
11. Copy of driving license (For the post of driver)

For further information contact HRO at telephone No. 323147/332734 (Ext No. 103) during office hours. The interested applicants can also email the complete documents to tashi.dema@nhdcl.bt