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Khesar Gyalpo University of Medical Sciences of Bhutan

Royal Government of Bhutan

Thimphu: Bhutan

A premier centre of excellence in medical education, research and quality healthcare.



Ref. No. KGUMSB/HR/06/2025-26/693

Date: 8th January 2026

ANNOUNCEMENT

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) is pleased to announce vacancy for Personal Assistant, Office of the President, KGUMSB.

Sl.No	Position Title	Position Level	Minimum Qualification	Required number of slots	Remarks
1	Personal Assistant	PL13/S5	Cl XII	1	<ul style="list-style-type: none"> • Regular • Preferences will be given to those with Office Management/ Basic Computer Skills training

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

- Must be a Bhutanese Citizen
- Application in the prescribed format (Can be downloaded from <http://www.kgumsb.edu.bt/wp-content/uploads/2016/07/employment-form.pdf>)
- Curriculum Vitae
- Academic transcripts and Course Completion Certificates (Class 10 & 12)
- Relevant training certificates to the post (if any)
- Valid Security Clearance copy
- Valid Audit Clearance Certificate copy if employed
- If employed, documentary evidence of the current position level
- No Objection Certificate from the Respective HRC or Employer (If employed) after the date of the vacancy announcement
- A copy of Citizenship Identity Card
- A copy of the Medical Fitness certificate issued by a competent medical doctor.
- Merit/Other certificates (if any)
- One recent passport-size photograph
- One legal stamp
- Shortlisting preference will be given to the applicants with relevant training and work experience with the production of evidence.
- Short-listed applicants must produce the original documents during the time of the interview

Post Box No: 446, KGUMSB Secretariat Building, Menkhang Lam-3,

Tel: (+ 975)2-328990/328999, 332664(President), 338005(Registrar), 332656(Director),

Website: www.kgumsb.edu.bt, Facebook: www.facebook.com/kgumsb



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- Short-listed applicants will be notified through University website and called for a selection interview.
- 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 22nd January 2026, 5 PM.

For further information or clarifications, kindly contact HR section at 17112603 during office hours.

(Sonam Phuntsho)

Offtg. Director