



གཞི་སའ་རྒྱལ་པོ་གསོ་སྦྲེལ་གྱི་སྐབས་ལྷན་ཁང་གི་སྐབས་ལྷན་ཁང་

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/06/2026/1824

Date: 30th June 2026

Notification for In-house Vacancy

The Khesar Gyalpo University of Medical Sciences of Bhutan is pleased to announce the following vacancy:

Sl.No	Position Title	Position Level	Qualification	Placement	No. of Post
1	Chief Administrative Officer	PL4	Minimum of Degree/Master	Faculty of Nursing and Public Health	1

Eligibility criteria:

1. Must be a regular employee of the University.
2. Must have Master Degree in relevant field with a minimum of 4 years of active service in the Position Level PL5 or must have a Bachelor degree in relevant field with 6 years of active service in the Position Level PL5.
3. Must have a minimum of 4 years of experience in the field of administrative and managerial positions.
4. Minimum of “Very Good” Evaluation Rating for the last three consecutive years.
5. No record of administrative, disciplinary, or audit-related issues within the last promotion cycle.

Interested applicants, who meet the eligibility criteria may apply along with following mandatory documents:

1. Application in the prescribed format (Can be downloaded from <http://www.kgumsb.edu.bt/wp-content/uploads/2016/07/employment-form.pdf>)
2. Curriculum Vitae with two referee contact details (Name, Email and Phone Number)
3. Academic transcripts and Course Completion Certificates (Bachelors and Masters)
4. Relevant training certificates to the post (if any)
5. No Objection Certificate from the management.
6. A copy of a valid Medical Fitness Certificate issued by a competent Medical Doctor
7. A copy of valid Security Clearance Certificate
8. A copy of valid Citizenship Identity Card (Both sides)
9. A copy of Valid Audit Clearance Certificate



གཤམ་རྒྱལ་པོ་གསོ་རིག་གཞུགས་ལག་སློབ་མཉེ

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10. Merit/Other certificates (if any)
11. One recent passport-size photograph
12. One legal stamp

Note:

- Short-listed applicants will be informed about the selection interview through the university website.
- The University reserves the right not to select applicants if the University does not get appropriate applicants for the post.
- Must score a minimum of 60% in the interview and University has the right not to select the candidate if not appropriate for the position.

Application along with the above-mentioned documents must be submitted to the HR Division, Office of the President, KGUMSB, Thimphu on or before 15th July 2026 by 5:00 PM.

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

Sd/-

(Dr. Kuenzang Chhezom)

Registrar