



ରୋଯାଲ ବ୍ୟାକ୍ସନ୍ ବିଶ୍ୱବିଦ୍ୟାଳୟ ଓ କାମିକ କୋଲେଜ  
ରୋଯାଲ ବ୍ୟାକ୍ସନ୍ ବିଶ୍ୱବିଦ୍ୟାଳୟ ଓ କାମିକ କୋଲେଜ



Ref.(02)ADM/HR/2025-2026/

31/12/2025

## **VACANCY ANNOUNCEMENT**

Gedu College of Business Studies, Royal University of Bhutan is pleased to announce the

SL	Position Title	Position Level	Qualification	Eligibility Criteria	Slot	Status
1	Assistant Student Service Officer (Male)	8	Bachelors (General)	Candidates must have a minimum aggregate of 60% each in Class X (English + best 4 subjects) and Class XII (English + best 3 subjects), and 55% in Bachelor's Degree (honors)/ 60% in Bachelor's degree (general). <b>(Note:</b> criteria will not apply for those with minimum of five years of relevant experience)	1	Regular
2	Assistant/Finance Officer	8/7	Bachelors (Finance/ Accounting)		1	Regular
3	Mason	12	VTI/TTI	Class-X with 2 years Certificate (VTI/TTI)/In-service with Certificate	1	Regular
4	Gardener	GSS	CI-VI & above	Experienced preferred	1	Contract

following vacancies for immediate recruitment.

- **Eligible Candidates are requested to submit an application via the online portal RUB IMS (Applicants are required to register job applicant via (<https://ims.rub.edu.bt>) and then apply latest by January 14, 2026, 5.00 PM.**

## Position Profile:

1. Assistant Student Service Officer
2. Assistant/Finance Officer

Telephone: President: +975-05-282297, PA to President: 05-282286, Deputy President: 05-282425, Dean of College Operations: 05-282292, ADM/HR Section: 05-282511, Finance Section: 05-282291, Library: 05-282212, Exam & Student Record Section: 05-282270, ICT Section: 05-282361, Guest House: 05-282220 Security Gate: 05-282288



3. Mason
4. Gardener

## ELIGIBILITY CRITERIA

### A candidate must:

1. Be a Bhutanese citizen
2. Have attained at least 18 years of age and not more than 45 years of age
3. Meet qualification, experience and other requirements as specified in the position profile of the position.
4. For the position of Assistant Student Service Officer & Assistant/Finance Officer, candidates must have a minimum aggregate of 60% each in Class X (English + best 4 subjects) and Class XII (English + best 3 subjects), and 55% in bachelor's degree (honors)/60% in bachelor's degree (general/technical). (Note: criteria will not apply for those with a minimum of five years of relevant professional experience)
5. Eligible candidates are requested to submit applications via the online portal RUB IMS (applicants are required to register and apply via <http://ims.rub.edu.bt> ) latest by January 14, 2026, 5:00 PM.

### Documents required for Assistant Student Service Officer/Assistant/Finance Officer.

1. Degree Certificate of Bachelor's degree and above (if any)  
(In the event, recent degree certificate is yet to be awarded, a provisional degree certificate must be submitted instead)
2. Mark sheets of Bachelor's degree and above (if any)  
(Grade Conversion of the mark sheet MUST also be submitted if the marks are awarded in CGPA)
3. Mark sheets of Class XII and Class X
4. Valid Security Clearance Certificate (approved online and valid on the last date of application)
5. Valid Medical Fitness Certificate for Employment/Interview (valid on the last date of application)
6. Valid Citizenship ID card (both sides)
7. Valid Audit Clearance Certificate, if employed



8. Employed candidates must produce a **No Objection Certificate** from the Parent/Working Agency within 5 working days after the selection interview, if selected.
9. Experience Certificate(s)/documentary evidence(s) for current and previous employment records.
10. For in-service candidates, the basis for assigning higher positions will be as per the prevailing rules for lateral entry (*Click here for Lateral Entry Criteria*) and experience reflected in the position profiles.

## Documents required for the Mason

1. Academic Transcripts: Class X & above and VTI/TTI marksheet & Certificate.
2. Valid Security Clearance Certificate (approved online and valid on the last date of application)
3. Valid Medical Fitness Certificate for Employment/Interview (valid on the last date of application)
4. Citizenship ID Card (both sides)
5. Audit Clearance Certificate, if employed
6. Employed candidates must produce a **No Objection Certificate** from the Parent/Working Agency within 5 working days after the selection interview, if selected
7. Experience Certificate(s)/documentary evidence(s) for current and previous employment records.

## Documents required for the Gardener

1. Academic Transcripts: Class VI & above.
2. Valid Security Clearance Certificate (approved online and valid on the last date of application)
3. Valid Medical Fitness Certificate for Employment/Interview (valid on the last date of application)
4. Citizenship ID Card (both sides)
5. Audit Clearance Certificate, if employed
6. Employed candidates must produce a No Objection Certificate from the Parent/Working Agency within 5 working days after the selection interview, if selected
7. Experience Certificate(s)/documentary evidence(s) for current and previous employment records.



**Important note for all the positions which are announced:**

1. The two references in the application form should both be professional referees from two different organizations, if employed. If there is only one past/current employment record, one referee should be from that organization, and the other one should be from the School/College/University where the highest qualification was obtained. If there is no past/current employment record, both the referees should be from the School/College/University where the highest qualification was obtained.
2. Applications with incomplete documents or incomplete information in their application will be directly rejected during the time of scrutiny.
3. Please note that it is the sole responsibility of applicants to ensure that all mandatory documents as mentioned above are submitted/uploaded along with the application.
4. Candidates must produce a Negative Drug Certificate if selected.

**For further information, please contact the HR Office at 05-282511 during office hours.**