



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་ཐེ།
དགེ་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་ཤེ།
ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
GEDU: CHHUKHA DZONGKHAG



Ref.(02)ADM/HR/2024-2025/1357

09/06/2025

VACANCY ANNOUNCEMENT

Gedu College of Business Studies, Royal University of Bhutan is pleased to announce the following vacancies for immediate recruitment.

SL	Position Title	Position Level	Qualification	Eligibility Criteria	Slot	Status
1	Assistant ICT Officer/ICT Officer/Sr. ICT Officer	8/7/6	MTech IT/CS, MEng IT/CS, MSc IT/CS, BIT/BCA/B.Sc IT, B Engg. IT	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 Bachelors Degree (honors)/ 60% in Bachelors degree (general). (Note: criteria will not apply for those with minimum of five years relevant experience)	1	Regular
2	Library Assistant	13	CI-XII	<ul style="list-style-type: none">Candidates must have a minimum aggregate of 50% each in Class X (English + best 4 subjects) and Class XII (English + best 3 subjects)	2	Regular
3	Security Guard	GSS	Class-VIII & above	Experienced preferred	1	Contract

- **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 **23rd June, 2025, 5.00 PM.**

Telephone: President: +975-05-282297, PA to President: 05-282286, Deputy President: 05-282425, Dean of College Operation: 05-282292, 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



Position Profile:

1. Assistant ICT Officer/ICT Officer/Sr.ICT Officer : [Click here](#)
2. Library Assistant : [Click here](#)
3. Security Guard : [Click here](#)

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.

The following copies of documents are required.

1. Mark sheets of Class VIII for Security Guard
2. Marksheets of Class X, XII for Library Assistant
3. Marksheets of Class X, XII, Degree/Masters for ICT Officer
4. Valid Security Clearance Certificate (valid till the last date of application)
5. Valid Medical Fitness Certificate (valid till the last date of application)
6. Valid Citizenship ID card
7. Audit Clearance Certificate, if employed
8. No Objection Certificate if employed
9. 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.
10. Experience Certificate/Letter (if any)
11. Employed candidates must produce No Objection Certificate from the Parent/Working Agency within 5 working days after the selection interview, if selected.

NOTE:

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- The two references should be **professional** referees from two different organizations' if employed. If there is only one or no past employment record, one or both referees can be from the College/University where the highest qualification was obtained.
- Applications with incomplete documents or incomplete information in their application will be directly rejected during the time of scrutiny.
- 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.
- Candidate must produce a Negative Drug Certificate, if selected.
- For further information, please contact HR Office at 05-282511 during office hours.