

**VACANCY ANNOUNCEMENT – GARDENER IN THE
EMBASSY OF INDIA, THIMPHU**

The Embassy of India, Thimphu invites applications from eligible candidates interested in filling up the regular post of “**Gardener**” in the Embassy.

Age:	25 to 35 years as on 30.09.2022
Language:	Hindi, English and Dzongkha
Educational Qualification:	Minimum Matriculate or equivalent
Work Experience:	Minimum 2 years’ experience in gardening work including horticulture and agriculture
Key Requirement	<ul style="list-style-type: none">• Upkeep & maintainance of gardens in the India House Estate premises• Knowledge of various flower and fruit plants & related issues• Handling of garden equipment
Approximate Salary:	Nu 24,000/- per month
Documents to Submit:	Curriculum Vitae Duly-filled in application form (<i>may be downloaded from Embassy website https://www.indembthimphu.gov.in/</i>), recent passport-size photograph, copy of CID, proof of residence in Thimphu, copy of educational qualification, copy of Medical Fitness Certificate, Security Clearance Certificate (approved online)
Last Date for Acceptance of Application:	30.09.2022

Applications should be sent either by post **OR** email to the following address:

Head of Chancery
Embassy of India, Thimphu
Tel: +975-2-322251/17127663 (Mob)
email: hoc.thimphu@mea.gov.in, adm.thimphu@mea.gov.in

Shortlisted eligible candidates will be called for an interview at the Indian Embassy

Embassy of India
Thimphu

PROFORMA OF APPLICATION FORM
For the position of Gardener

Paste recent passport-size
photograph

1. Name: _____

2. Gender: _____

3. Nationality: _____

[In case of Bhutanese nationals, kindly attach copy of CID]

4. Date of Birth: _____

[Kindly attach proof of Date of Birth]

5. Current Address in Thimphu: _____

[Kindly attach proof of residence]

6. Contact Numbers and email address : _____

7. Language Proficiency:

Language	Level of Proficiency		
	Speaking (No / Good / Very Fluent)	Reading (No / Good / Very Fluent)	Writing (No / Good / Very Fluent)
English			
Dzongkha			
Hindi			
Mention others (if any)			

8. Educational Qualification: _____

[Kindly attach proof of Matriculation]

9. Previous Work Experience **[Kindly attach proof of experience]** :

S.No.	Organization Name	Duration	Position	Remarks

Place:

(Signature of the applicant)

Date:

**VACANCY ANNOUNCEMENT – RECEPTIONIST CUM LIBRARIAN IN THE
EMBASSY OF INDIA, THIMPHU**

The Embassy of India, Thimphu invites applications from eligible candidates interested in filling up the regular post of “**Receptionist cum Librarian**” in the Embassy.

Age:	25 to 35 years as on 30.09.2022
Language:	Proficiency in English and Dzongkha
Educational Qualification:	Minimum Bachelor’s degree or equivalent
Work Experience:	Minimum 2 years’ experience for international organisations / embassies / corporate houses / government/ private sector
Key Requirement	<ul style="list-style-type: none">• Good verbal & written communication skills in English and Dzongkha.• Proficiency in IT/Computer skills• Ability to plan and organize educational and cultural activities• Adequate skill in maintaining Library Record/Books• Any other work as assigned by Embassy
Approximate Salary:	Nu 36,000/- per month
Documents to Submit:	Curriculum Vitae Duly-filled in application form (<i>may be downloaded from Embassy website https://www.indembthimphu.gov.in/</i>), recent passport-size photograph, copy of CID, proof of residence in Thimphu, copy of educational qualification certificates copy of Medical Fitness Certificate, Security Clearance Certificate (approved online)
Last Date for Acceptance of Application:	30.09.2022

Applications should be sent either by post **OR** email to the following address:

Head of Chancery
Embassy of India, Thimphu
Tel: +975-2-322251/17127663 (Mob)
email: hoc.thimphu@mea.gov.in, adm.thimphu@mea.gov.in

Shortlisted eligible candidates will be called for an interview at the Indian Embassy

Embassy of India
Thimphu

PROFORMA OF APPLICATION FORM
For the position of Receptionist cum Librarian

Paste recent passport-size
photograph

1. Name: _____

2. Gender: _____

3. Nationality: _____

[In case of Bhutanese nationals, kindly attach copy of CID]

4. Date of Birth: _____

[Kindly attach proof of Date of Birth]

5. Current Address in Thimphu: _____

[Kindly attach proof of residence]

6. Contact Numbers and email address : _____

7. Language Proficiency:

Language	Level of Proficiency		
	Speaking (No / Good / Very Fluent)	Reading (No / Good / Very Fluent)	Writing (No / Good / Very Fluent)
English			
Dzongkha			
Hindi			
Mention others (if any)			

8. Educational Qualification: _____

[Kindly attach proof of graduation]

9. Previous Work Experience **[Kindly attach proof of experience]** :

S.No.	Organization Name	Duration	Position	Remarks

Place:

(Signature of the applicant)

Date: