

VACANCY ANNOUNCEMENT – PUBLIC RELATIONS OFFICER IN THE EMBASSY OF INDIA, THIMPHU

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

Age:	25 to 35 years
Educational Qualification:	Minimum Bachelor’s degree or equivalent
Work Experience:	Minimum 2 years’ experience for international organisations / embassies / Government/ private sector
Key Requirements	PRO is expected to maintain contacts across Bhutanese civil society, including think-tanks, local media, opinion makers; keep abreast of important developments in Bhutan; and to analyze and research on important trends and current developments. Good computer skills (Word, excel, power point, photoshop) Proficiency in English and Dzongkha (oral and written)
Approximate Salary:	Nu 50,000/- 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:	25.02.2023

Applications may 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

Embassy of India
Thimphu

PROFORMA OF APPLICATION FORM
For the position of Public Relations Officer

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: