



ཐིམ་ཕུ་ཐར་མ་
ཡིག་གཞི་མང-༢༡༥
མིང་ཐིམ་མང་ ༠༩
གོང་འཛིན་ལམ།



Thimphu Thromde
PO Box No - 215
Building No. 8
Gongdzin Lam



TT/HRS/03/2020-2021/

20th July 2020

VACANCY ANNOUNCEMENT

Thimphu Thromde is pleased to announce the vacancy for the following post on consolidated contract for a period of 2 years:

Sl No	Position Title	Position Level	No. of post	Qualification	Remarks
1	Survey Associate	S 2	1	Cl. XII with Diploma (400 Survey Supervisors course)	
2	Tractor Driver	O4	2	Cl. VIII with Certificate in driving (Tractor)	
3	Caretaker	ESP	2	Not required	Lunngtenzampa MSS and Yangchenphu HSS
4	Sweeper		1		Motithang HSS

Interested Bhutanese citizens may apply with the following documents latest by 03/08/2020 to the HR Section, Thimphu Thromde.

1. RCSC Employment Application form 4/1 available at www.rcsc.gov.bt
2. Resume (Not required for Sweeper)
3. Copy of academic transcripts :VIII (for Driver applicants),X, XII & Diploma -Not required for Sweepers
4. Copy of relevant training transcript, if any
5. Copy of Bhutanese citizenship identity card
6. Copy of Medical fitness certificate issued by competent RoGB medical doctor (Valid up to 6 months from the date of issue)
7. Security Clearance Certificate
8. No objection Certificate, if employed

Shortlisting of sl. no. 1 will be done based on merit (Diploma- 50%, Cl XII- 30%, Cl X- 20%) The shortlisted candidates will be announced in Thimphu Thromde's website www.thimphucity.gov.bt. Also refer the website for ToR of sl. no.1. For any queries, please contact the Human Resource Section at 2327513 during office hours.

Chief Administrative Officer



ཐིམ་ཕུ་ཁྲོམ་གྱི་
ཡིག་གཞི་མང་པོ་
སྤྱི་ཤིང་ཁྲོམ་མང་
གོང་པོ་ལམ་



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ToR for Survey Associate
<ul style="list-style-type: none"> Take care of the instructions, work plans and government properties.
<ul style="list-style-type: none"> Ensure safe keeping of aerial photographs, negatives, diapositives, photo-index maps, flight index, cadastral maps, field thrams, survey reports, etc.
<ul style="list-style-type: none"> Report on the conditions of stations and benchmarks on the ground.
<ul style="list-style-type: none"> Engage in collimation checking of clinometer.
<ul style="list-style-type: none"> Carry out tertiary levelling to improve the height network.
<ul style="list-style-type: none"> Prepare check list for instruments and stores.
<ul style="list-style-type: none"> Carry out 1:25,000 and 1:50,000 scales topographic map field verifications.
<ul style="list-style-type: none"> Carry out cadastral survey for (expropriation, Kasho, dispute, original).
<ul style="list-style-type: none"> Guide map survey for important cities and towns, engineering survey for other agencies and organisations.
<ul style="list-style-type: none"> Administrative boundary verifications for geog and dzongkhag.
<ul style="list-style-type: none"> Collection of ownership data, calculation of parcel areas, preparation and authentication of ownership documents
<ul style="list-style-type: none"> Engage in various office activities such as submission of field records, digitisation and updating of cadastral maps, computerisation of land records, plotting and printing of documents for field reference and fair drawing. Providing information to landowners as permissible.
<ul style="list-style-type: none"> Give preliminary guidance to fresh surveyor recruits.

Dasho Thrompon: +975-2-323665, Executive Secretary: +975-2-340355

Phone: +975-2-336310 Toll Free Number: 2550

www.thimphucity.bt



ཐིམ་ཕུ་ཁྲོམ་གྱི་
ཡིག་གྲོམ་ཨང་-༢༡༥
ལྷོ་ཁྲོམ་ཨང་ ༠༨
གོང་པ་ལྷོ་ཁྲོམ་



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- Any other assignment.