



འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་།

Bhutan National Bank

Terms of Reference

Position Information	
Position Title	General Support Staff II
Reporting to	Administrative In-charge/Branch Manager/Extension Manager
Employment Type	Regular
Duty Station	Departments/Branches
Role Band Cap	M
Slot	5
Key Responsibilities: <ol style="list-style-type: none">Stock and Storage Management: Organize space and storage as per supervisor instruction, ensure goods and equipment are put in proper place and restock supplies.Timely Service: Maintain and move files along with other documentation under safety custody, as required, prepare and service of food and beverages, as and when required.Others: Any Other functions/tasks assigned by the management in the interest of the bank.	
Primary Eligibility Criteria	
Educational Qualification <i>*The applicants should have completed the course through regular class (distance education will not be accepted).</i> <i>*The applicants should have completed their education from a school recognized by Bhutan Accreditation Council.</i>	Minimum X passed with 60% (English plus best four subjects)
Vacancy Announcement Date	4th March, 2026
Last Date for Submission of Application	11th March, 2026
Shortlisting Criteria; <ul style="list-style-type: none">Minimum of 60% (English + Best four subjects) in class X.	



འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་།

Bhutan National Bank

- All applicants meeting the primary eligibility criteria shall be shortlisted for the interview in the ratio of 1:6 (for every slot, 6 candidates shall be shortlisted for the next round of selection, i.e. the aptitude and the interview)

Selection Criteria:

- Academic Marks Class X -50%
- Viva Interview -50%

Remuneration Package;

Nu. 14,576.00 + 25% HRA + fixed Corporate Allowances of Nu. 7554.00 and other allowances as per the HR Policy of the Bank, with 15% Provident Fund (PF) contribution by the bank.

Mandatory Documents to be Submitted:

Applicants are required to submit the following documents online via the e-recruitment portal at <https://recruitment.bnb.bt/>

- CV
- Cover Letter/Expression of Interest
- Valid copy of CID card
- Valid copy of Medical Certificate
- Valid copy of Security Clearance
- Academic certificates and transcripts (If selected, the applicant is required to submit the notarized copies of the academic certificates and transcripts).
- Any other supporting document



ཕུ་ འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་།

Bhutan National Bank