



འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་།

Bhutan National Bank

Terms of Reference

Position Information	
Position Title	Electrician
Reporting to	Real Estate In-charge
Employment Type	Regular
Entry Band	K
Duty Station	Corporate Office
Slot	1
Key Responsibilities:	
<p>1. Electrical Systems Operation & Maintenance- Carry out routine and corrective maintenance on all electrical systems across branches, including UPS & batteries, Diesel Generators, and Transformers to keep all equipment in full working condition.</p> <p>2. Building & Mechanical Systems Upkeep Perform hands-on servicing of all building systems including HVAC, lifts, Precision AC (PAC), split AC units in the data center, and plumbing to keep all corporate facility systems fully operational.</p> <p>3. Records & Log Sheet Maintenance Record, update, and maintain accurate log sheets for all electrical and building equipment, capturing inspection dates, maintenance done, faults identified, and parts replaced across all branches.</p> <p>4. Safety Equipment Servicing - Inspect, service, and maintain all safety equipment including fire extinguishers.</p> <p>5. Facility Support & Assigned Works Assist the Facility Officer in executing electrical and facility maintenance tasks across all branches.</p> <p>6. Any other functions/ task assigned by the Management /Board in the interest of the bank.</p>	
Primary Eligibility Criteria	
Educational Qualification	



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<p><i>*The applicants should have completed the course through regular class (distance education will not be accepted).</i></p> <p><i>*The applicants should have completed their education from a school recognized by Bhutan Accreditation Council.</i></p>	<ul style="list-style-type: none">Competency Requirement: National Certificate – II (with aggregate of 60%)
Vacancy Announcement Date	4th March, 2026
Last Date for Submission of Application	11th March, 2026
Eligibility Criteria; <ul style="list-style-type: none">All applicants meeting the primary eligibility criteria shall be shortlisted for the interview and aptitude test 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)100% of National Certificate aggregate	
Selection Criteria: <ul style="list-style-type: none">Academic Marks: (National Certificate Aggregate)- Class XII -30%Aptitude Test -35%Viva Interview -35%	
Remuneration Package; <p>Nu. 17,366 + 25% HRA + Fixed Corporate Allowances of Nu. 9,000 and other allowances as per the HR Policy of the Bank, with 15% Provident Fund (PF) contribution by the bank.</p>	
Mandatory Documents to be Submitted: <p>Applicants are required to submit the following documents online via the e-recruitment portal at https://recruitment.bnb.bt/</p> <ul style="list-style-type: none">Curriculum vitaCover Letter/Expression of InterestValid copy of CID cardValid copy of Medical CertificateValid copy of Security ClearanceAcademic certificates and transcripts (If selected, the applicant is required to submit the notarized copies of all the academic certificates and transcripts).Any other supporting document	