



འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་།

Bhutan National Bank

Terms of Reference

Position Information	
Position Title	Assistant Manager
Reporting to	Chief/Branch Manager
Employment Type	Regular
Duty Station	Departments/Branches
Slot	1
Entry Band	I
Key Responsibilities: *Based on the Job Positions	
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> <i>*There will be no rounding up of marks; the candidates should have exact 65% in order to qualify for the submission of the application.</i>	• General Graduates • Minimum of 65% in Bachelor's Degree, & 65% (English + Best four subjects) in Class XII and X
Vacancy Announcement Date	20 July 2026
Last Date for Submission of Application	27 July 2026
Shortlisting Criteria; • All applicants meeting the primary eligibility criteria shall be shortlisted for the next round of selection, i.e. the aptitude and the interview in the ratio of 1:12 (for every slot, 12 candidates shall be shortlisted for the next round of selection) • 20% of Bachelor's Degree plus 15% of CI XII plus 10% of CI X	



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Selection Criteria:

- Academic Marks -45% (Degree-20%, Class XII-15% & Class X-10%)
- Aptitude Test -20%
- Viva Interview -35%

Remuneration Package;

Nu. 32,355.00 + 25% HRA + Fixed Corporate Allowances of Nu. 16,769.00 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 all the academic certificates and transcripts).
- Any other supporting document