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ཐིམ་ཕུ་རྫོང་ཁག་བདག་སྐྱོང་།  
**ROYAL GOVERNMENT OF BHUTAN**  
**THIMPHU DZONGKHAG ADMINISTRATION**  
*"Reaching the unreached"*

ReF.No. TDA/HRD-09/2018-19/2048

August 24, 2018

**Minutes of the Meeting**

The Recruitment and Selection Committee of Thimphu Dzongkhag Administration convened meeting on 24<sup>th</sup> August 2018 to shortlist candidates for recruitment of the following posts:

1. Two Youth Centre Managers at (Khasadrapchu and Kabesa Youth Centre) on contract for two years from the pool of Teachers.
2. One Childgiver (male) for Wangbama Centrals School, Campus II on consolidated contract
3. One Driver of Naro Gewog on consolidated contract
4. One Backhoe driver at IAT Farm, Sisina
5. One Cess Pool Driver at TDA on consolidated contract
6. One Garbage Collector ( ESP Category)
7. One caretaker at Yangchengatshel MSS

**Youth Centre Managers**

- There were only four applicants for the post of two youth centre manager having announced for the second time.
- Out of the four applicants, one applicant do not meet the criteria of completing 10 years in service therefore, the committee did not shortlist the candidate.
- The selection interview date is scheduled on 4<sup>th</sup> September 2018 and the following criteria shall be considered;
  1. There will be a presentation of ten (10) minutes on the topic given during the selection interview where the assessment focused would be on two major skills:  
(1) Communication skill (2) Managerial skill
  2. Relevant certificates
  3. PE rating for two consecutive years
- The shortlisted candidates should be informed on the set criteria and accordingly should ask them to bring laptop and certificates on the day of section interview.
- The candidate who is not shortlisted should be apprised too.



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### Childgiver

The committee decided to keep only viva voce for Childgiver since he is a lone candidate. Despite announced for second time only once candidate turned up for the post.

### Drivers

All the posts have been announced for twice. There are three applicants for post of driver at Naro Gewog. One applicant for the Backhoe Driver and one for Cess Pool. The committee decided to shortlist all of them.

### Caretaker and Garbage Collector

One applicant each turned up for the above post. Committee decided to shortlist them.

(Chimi Namgyel)  
Planning Officer

(Gembo Dorji)  
Dy. Chief DHO

(Dhodo)  
Dy. Chief DAO

(Lham Tshering)  
Dy. Chief DEO

(Pemba Tshering)  
Offtg. AO

  
CHAIRMAN