**Vacancy Announcement**

Khorlochhu Hydro Power Limited (KHPL), Trashiyangtse is pleased to announce the vacancy for the immediate appointment on contract basis for the **initial period of three years:**

| SN | Position | Slot | Pay Scale | Qualification/Grade | Eligibility Criteria |
|---|---|---|---|---|---|
| 1 | Personal Secretary(PS) / Office Secretary(OS) | 4 | 16,185-405-24,285/- | Class XII Passed / O4 | • Must have min qualification of Class XII passed with **55% aggregare marks in both Class X & XII**(English plus other four best subject).<br>• **Must have Office management Skills** and **Computer skills** (MS office applications including MS Word, Excel, Powerpoint, email and other basic office related software) |

Interested Bhutanese candidates fulfilling above criteria may apply online through KHPL recruitment portal: https://khpl.bt/portal/login.php) on or before November 21, 2026 (Working Hour 9:00AM-5.00pm) along with the following mandatory documents:

1. Curriculum Vitae
2. Academic Transcripts: Class X & XII.
3. Pass Certificates (Class X & XII)
4. Valid Security Clearance Certificate (to be verified online)
5. Copy of Valid Citizenship Identity Card
6. Valid Medical Fitness Certificate
7. Audit Clearance (for in-service candidates, if selected)
8. No objection certificate (from parent organization, if currently employed)

Note:

- KHPL reserves the right to either increase/decrease the number of intakes or may not take any, depending on the qualification/experiences /capabilities of the interested candidates, and their performance in the interviews. KHPL also reserves the right to select / not select the next candidate based on the merit ranking should a selected candidate withdraw.

- Please contact Assistant Human Resource Officer at 17506912 for any further clarifications during office hours (9 AM to 5 PM) from Monday to Friday.

- Partial or incomplete submission of required documents shall lead to rejection/disqualification.

- Applicants cannot submit applications for more than one post.

- An application that is not accompanied by any of the mandatory documents as specified above, whether in part or whole and not clearly scanned, shall be rejected without citing any reason.

- Applications via hard copy or email will not be accepted and will be directly rejected.