



**འབྲུག་བཟོ་ཡར་སྐྱེད་ལས་ཚབ།**  
**Agency for Promotion of Indigenous Crafts**  
**Ministry of Economic Affairs**  
**Royal Government of Bhutan**



**VACANCY ANNOUNCEMENT**

The APIC Management is pleased to announce the following vacant post:

Sl	Position	Slot	Qualification	Basic Pay Scale	Employment Tye	Qualifying Criteria
1	Store In-charge	1	Class XII pass	Nu. 8,060 + 30 contract allowance	On contract for a period of 3 years	Preference shall be given to candidates with working experiences
2	Security guard	1	Class 8 pass	Nu. 6,805 + 30 contract allowance	On contract for a period of 3 years	Preference shall be given to ex- army candidates with working experiences

Interested candidates may submit the applications with the following documents addressing to Chief Executive Officer, Agency for Promotion of Indigenous Crafts (APIC), Thimphu latest by 18<sup>th</sup> May, 2015.

1. Detailed CV
2. Copy of citizenship ID Card
3. Copies of academic transcripts
4. Valid Medical Certificate
5. Valid Security Clearance
6. NOC from current employer if already employed
7. Any other documents relevant to the advertised post's requirements

Shortlisted candidates will be notified for written examinations and interview. Original documents should be produced at the time of interview without which candidates will not be considered for the interview. Contact HRO at telephone No. 334157 for further information during office hours or log on to [www.apic.org.bt](http://www.apic.org.bt)



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ToR

**The duties and responsibilities are as follows:**

**1. Store In charge**

- Responsible for timely compilation of the construction materials
- Maintain proper books of record of Receipt and Issue of materials at site
- Summarize the status of materials and assist project engineer
- Determine the proper issue of the materials to the individual concern
- Any other responsibilities as assigned by the Site Engineer and the management

**2. Security guard**

- Ensure and responsible for security and safeguarding the surroundings of construction site
- Maintain proper entry books for vehicle and others
- Responsible for protecting the assets and raw materials in the site area
- Should safeguard the area during the night as well