

**VACANCY ANNOUNCEMENT – PUBLIC RELATIONS OFFICER IN THE
EMBASSY OF INDIA, THIMPHU**

The Embassy of India, Thimphu invites applications from eligible candidates interested in filling up the regular post of “**Public Relations Officer**” in the Embassy.

Age:	25 to 35 years as on 30.06.2022
Language:	Proficiency in English and Dzongkha
Educational Qualification:	Minimum Bachelor’s degree or equivalent
Work Experience:	Minimum 2 years’ experience for international organisations / embassies / corporate houses / government/ private sector
Key Requirement	PRO is required to maintain links and build contacts across Bhutanese civil society including think-tanks, opinion makers and others; keep abreast of developments in Bhutanese society and to analyze and research on important trends and current events, monitoring of the local media etc. Proficiency in Dzongkha both written and oral
Approximate Salary:	Nu 50,000/- per month
Documents to Submit:	Curriculum Vitae Duly-filled in application form (<i>may be downloaded from Embassy website https://www.indembthimphu.gov.in/</i>), recent passport-size photograph, copy of CID, proof of residence in Thimphu, copy of educational qualification, copy of Medical Fitness Certificate, Security Clearance Certificate (approved online)
Last Date for Acceptance of Application:	03.06.2022

Applications should be sent either by post **OR** email to the following address:

Head of Chancery
Embassy of India, Thimphu
Tel: +975-2-322251/17127663 (Mob)
email: hoc.thimphu@mea.gov.in, adm.thimphu@mea.gov.in

Shortlisted eligible candidates will be called for an interview / test at the Indian Embassy within one week of the closing date i.e. 03.06.2022..

PROFORMA OF APPLICATION FORM
For the position of Public Relations Officer

Paste recent passport-size
photograph

1. Name: _____

2. Gender: _____

3. Nationality: _____

[In case of Bhutanese nationals, kindly attach copy of CID]

4. Date of Birth: _____

[Kindly attach proof of Date of Birth]

5. Current Address in Thimphu: _____

[Kindly attach proof of residence]

6. Contact Numbers and email address : _____

7. Language Proficiency:

Language	Level of Proficiency		
	Speaking (No / Good / Very Fluent)	Reading (No / Good / Very Fluent)	Writing (No / Good / Very Fluent)
English			
Dzongkha			
Hindi			
Mention others (if any)			

8. Educational Qualification: _____

[Kindly attach proof of graduation]

9. Previous Work Experience **[Kindly attach proof of experience]** :

S.No.	Organization Name	Duration	Position	Remarks

Place:

(Signature of the applicant)

Date: