



JSWLAW/5/HRM-02/2023-2024/89

2 August 2023

### **VACANCY ANNOUNCEMENT**

JSW Law is pleased to announce vacancies for the following position:

SL. No	Position Title	Slot	Remarks
1	Senior/Deputy Chief HRO	1	Please click here to view the <a href="#">Terms of Reference</a>

Interested Bhutanese Nationals, fulfilling the above criteria may kindly submit the applications along with the following documents via email at [hr@jswlaw.bt](mailto:hr@jswlaw.bt). The last date of the application is **15th August 2023**.

1. A completed Application for [Staff Application Form](#);
2. Copies of Academic Transcripts (CI X,XII & Degree);
3. Copies of relevant Training Certificates;
4. At least one reference letter from current employer;
5. Latest Curriculum Vitae (CV);
6. Copy of Citizenship ID Card;
7. Approved Online Security Clearance;
8. Copy of Medical Fitness Certificate not exceeding 6 months from the date of issue. Any overwriting will not be accepted unless authenticated by the examining doctor;
9. No Objection Certificate if employed from the previous employer.

Please visit our website at [www.jswlaw.bt](http://www.jswlaw.bt) for details.

*If any of the above documents are missing, the application will be disregarded. JSW Law shall not be responsible for any delays in receiving applications sent through post. For further details, call us at **+975 77182224** during office hours or email us at [hr@jswlaw.bt](mailto:hr@jswlaw.bt)*