



ཀྲུལ་ཁམས་ས་གཏོར་ལས་འཛིན་ཚོད།
State Mining Corporation Limited



g. Attention to detail.

Type of employment

Regular

Position, Grade, Salary and Other benefits

- a. Position : Data Assistant
- b. Grade : O3
- c. Basic Pay: Nu. 16,955.00-425.00-29,705.00
- d. Allowances :
 - a. Corporate Allowance: 20% of the basic pay.
 - b. MPI : 20% of basic pay (5% to be paid at the end of the year based on performance).
 - c. PBVP : 15% of the basic pay (to be paid at the end of the year based on performance).
 - d. And any other allowances as per HR manual of the company.

Documents Required:

1. SMCL application form (Download from www.smcl.bt)
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Relevant Training Certificate (if any)
4. Other documents required:
 - i. A copy each of Academic Transcripts and Certificates (XII & X).
 - ii. Valid Security Clearance.
 - iii. Medical Certificate (minimum 6 months validity).
 - iv. A Copy of Citizenship Identity Card.
 - v. Separation Order/last Promotion Order.
5. If currently employed, the applicant should produce the following documents if he/she gets selected:
 - a. No Objection Certificate from the employer.
 - b. Audit Clearance.

Application Deadline

The last date for submission of the application is on **1st October 2021** before 5 PM. The candidates may apply with all the required documents in PDF to hro.smcl@gmail.com.

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Data Assistant's job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

...(legal stamp)...



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State Mining Corporation Limited



(Name).....

CID. No.

Place:

Date:

Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.