



JSWLAW/5/HRM-02/2022-2023/225

9 November 2022

VACANCY ANNOUNCEMENT

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

Sl. No	Position Title	Slot	Qualification
1	Registrar	1	Please click here to view the Terms of Reference
2	Junior Lecturer	2	Please click here to view the Terms of Reference (TOR 1) (TOR 2)
3	Junior Executive Secretary to Dean	1	Please click here to view the Terms of Reference
4	Student Service Officer	1	Please click here to view the Terms of Reference
5	Faculty Secretary	1	Please click here to view the Terms of Reference

Interested Bhutanese Nationals, fulfilling the above criteria may submit applications along with the following documents via email at hr@jswlaw.bt. The last date of the application is **30th November 2022**.

1. A completed Application for [Staff Application Form](#);
2. Copies of notarized Academic Transcripts;
3. Copies of relevant Training Certificates;
4. At least two references from current employer;
5. Performance Appraisal Form (IWP) for the last two years; (Sl.no. 1)
6. Latest Curriculum Vitae (CV);
7. Copy of Citizenship ID Card;
8. Approved Online Security Clearance;

9. 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;
10. No Objection Certificate if employed from the previous employer.

Please visit our website at 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/Ext. No. 728 during office hours.

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