

VACANCY ANNOUNCEMENT

1. Position Details

- **Position Title:** Driver.
- **Number of Slots:** 7
- **Position Level/Grade:** 16
- **Pay Scale:** Basic Pay: Nu. 11,230 – 280 – 16,830/-
 - HRA: 20% of Basic Pay.
 - Lump Sum Allowance: Nu. 8,000/- per month.
 - Leave Travel Concession (LTC): Nu. 935/- per month.
 - Overtime Allowance: Nu. 3,000/- per month.
 - Other Benefits: As per the *City Bus Service Rules and Regulations 2020*.
- **Employment Type:** Regular.
- **Place of Posting:** City Bus Service, Thimphu.

2. Eligibility Criteria

- **Education:** Minimum Class VI pass and Graduate from TTI Samthang will be preferred.
- **Professional License:** Must possess a valid Professional Driving License Category- Heavy Bus and Medium Bus.
- **Experience:** Minimum 3 years of driving experience in passenger or heavy vehicles. Experience in public transport operations will be an added advantage.
- **Age Limit:** Must be between age of 25 - 45 years.
- **Character:** Must be of good moral character with no criminal record.
- **Health:** Must be physically and mentally fit; subject to medical fitness and drug testing before appointment.

3. Required Documents

Applicants must submit the following:

1. Employment Application Form (can be downloaded from our website- www.citybusservice.bt)
2. Updated Curriculum Vitae (CV).
3. Academic Transcripts (class VI and above).
4. Experience Certificate(s) from previous employer(s).
5. Copy of Citizenship Identity Card.
6. Valid Professional Driving License.
7. Medical Fitness Certificate.
8. Security Clearance Certificate.
9. No Objection Certificate (if employed).
10. Any other relevant supporting documents.

4. Terms of Reference (TOR)

The selected candidate will be responsible for:

- Operating city buses safely and efficiently along designated routes.
- Ensuring adherence to traffic and safety regulations at all times.
- Conducting pre- and post-trip vehicle inspections and reporting mechanical issues.
- Maintaining cleanliness, fuel records, and service logs of assigned buses.
- Ensuring the safety and security of passengers during boarding, travel, and alighting, with special attention to children, elderly, and disabled persons.
- Handling fare collection and validating passes as required.
- Coordinating with Operations and Maintenance units for smooth service delivery.
- Performing any other duties assigned by the Supervisor or Management.

5. Selection Process

- Shortlisting based on eligibility and completeness of documents.
- Background checking from BCTA and Previous Employer for clean driving and disciplinary record.
- Driving Test to assess skills, traffic discipline, and safety awareness.
- Written Test to validate the qualification.
- Viva Voice (Interview) to evaluate communication, professionalism, and service attitude.

6. Application Deadline

All applications must be submitted to the HR Section, City Bus Service on or before date 24th October 2025 during office hours. Incomplete applications or those submitted after the deadline will not be considered.

Required Skills and Competencies:

- Strong knowledge of traffic rules and safety protocols.
- Good communication and interpersonal skills for dealing with passengers.
- Ability to maintain punctuality, discipline, and high standards of customer service.
- Physically fit and medically certified to operate passenger vehicles.
- Ability to perform basic vehicle inspections and report mechanical issues promptly.

Character and Conduct:

- Must be of good moral character and free from any criminal record.
- Must not have any history of substance abuse or disciplinary actions.
- Subject to mandatory drug and alcohol testing before appointment.
- Should have not record of substance abuse and drinking habit.
- Should be willing to work the duty hours prescribed by the office.