**ROYAL GOVERNMENT OF BHUTAN**

**ROYAL CIVIL SERVICE COMMISSION**

**FOR SPECIFIC JOB DESCRIPTION**

1. **JOB IDENTIFICATION:-**
	1. Position Title:-
	2. Major Occupation Group:-
	3. Sub Group:-
	4. Position Level:-
	5. Job Code No:-
	6. Job Location *(Complete as appropriate)*:-
	7. Agency:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section/Unit:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Official Title of Supervisor:-
1. **PURPOSE, DUTIES AND RESPONSIBILITIES** *(Describe the purpose, duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of relative importance):*

**Purpose:-**

**Specific Job Description for the year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Duties and Responsibilities** | **% of Time** |
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