**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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