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## **RECRUITMENT AND SELECTION GUIDELINES FOR JOB VACANCIES WITH NIL WORK EXPERIENCE REQUIREMENTS**

**Background:** As per the 24<sup>th</sup> HRC meeting dated 24<sup>th</sup> December 2015 and Management Meeting dated 28<sup>th</sup> March 2019, the general standards for entry-level recruitments for candidates without any work experience have been approved. The standards have been reflected in the guidelines given below for the information of the applicants.

**Step 1 – An applicant will check if the following minimum eligibility is met as per qualification requirement given in the job vacancy:**

- a. **Masters degree holder requirement:** Academic score of minimum 55% in Masters; Academic score of minimum 55% for plain courses or 50% for Honors courses in Bachelors degree; and Academic score of minimum 55% in class XII; and Academic score of minimum 55% in class X.
- b. **Bachelor's degree holder requirement:** Academic score of minimum 55% for plain courses or 50% for Honors courses in Bachelors degree; Academic score of minimum 55% in class XII; and Academic score of minimum 55% in class X.
- c. **Class XII pass plus Diploma (of minimum 2 years duration) certificate holder requirement:** Academic score of minimum 55% in Diploma; Academic score of minimum 55% in class XII; and Academic score of minimum 55% in class X.
- d. **Class XII pass certificate holder requirement:** Academic score of minimum 55% in class XII; and Academic score of minimum 55% in class X.
- e. **Class X pass certificate holder with minimum 3 months certified training requirement:** Academic score of minimum 55% in class X.

**Step 2 – An applicant shall submit the following documents on or before the deadline, which shall be retained with NPPF:**

- a. Original of the NPPF filled job application form;
- b. Original of the latest signed resume;
- c. Hard copies of Academic (Masters / PG Diploma / Bachelors / Diploma / Class XII / Class X) and training certificates;



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- d. Hard copy of Citizenship Identity Card;
- e. Hard copy of medical fitness certificate for employment issued in the last one year;
- f. Hard copy of the RBP security clearance: and
- g. Hard copy of any other documents and testimonials, as may be applicable to the vacancy.

**Step 3 – HRD of NPPF shall receive the original filled job applications with the required documents on or before the deadline.**

**Step 4 – HRD of NPPF shall compile a shortlist as per the following criteria for announcement of shortlisted candidates using the aggregate marks for selection (Personal Interview or any other selection process):**

**a. Masters degree holder requirement:**

Qualification	Weightage
Class X aggregate marks	20%
Class XII aggregate marks	20%
Bachelors marks	30%
Masters degree	30%
Total	100%

**b. Bachelor's degree holder requirement:**

Qualification	Weightage
Class X aggregate marks	30%
Class XII aggregate marks	30%
Bachelor's marks	40%
Total	100%

**c. Class XII pass plus diploma certificate holders requirement:**

Qualification	Weightage
Class X aggregate marks	30%
Class XII aggregate marks	30%
Diploma marks	40%
Total	100%



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**d. Class XII pass certificate holder requirement:**

Qualification	Weightage
Class X aggregate marks	50%
Class XII aggregate marks	50%
Total	100%

**e. Class X pass certificate holder with minimum 3 months certified training requirement:**

Qualification	Weightage
Class X aggregate marks	100%
Total	100%

Kindly note:

- Aggregate marks for class X will be english plus 4 best subjects and for class XII will be english plus 3 best subjects;
- A maximum of top 5 candidates as per the academic score shall be invited for personal interview for every one slot; and
- A maximum of top 10 candidates as per the academic score shall be invited for additional selection stage (if required) before the personal interview like written examination or presentation etc.

**Step 5: The shortlisted candidates as per the announcement shall attend the selection. A candidate shall be required to score a minimum of 70% in the selection process to be eligible for appointment. The academic performance shall not be a factor for determining the selection result and is only used for shortlisting for the purpose of selection.**

**Step 6: The highest ranked candidate as per the selection score given in the results announcement will confirm their written acceptance of the vacant position within 3 days of the result announcement. If the selected candidate fails to submit the written confirmation, the standby candidate in order of merit as per result announcement shall be offered the job.**

**END**