ERA/ADM/HRD/2025-26/224 10th September 2025

**VACANCY ANNOUNCEMENT**

The Electricity Regulatory Authority (ERA) is pleased to announce the vacancies for the post of Accounts Assistant for immediate recruitment **on contract** basis.

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| **Position Title** | **Position Level/Grade** | **Slots** | **Qualification** | **Experience required** | **Employment status** |
| **Accounts Assistant** | **S2/10** | **1** | Minimum of 55% in class X (English plus best four subjects) and XII (*English plus best three subject)* with Diploma in Financial Management | Experience of 1 to 3 years in the related field | On Contract for 2 years with possibility of extension |

1. Interested Bhutanese candidates with minimum of 18 years of age and maximum of 45 years of age who meet the above criteria may submit following documents to the Office Assistant in hard copy latest by **September 19, 2025 before 5:00PM**:
2. Duly filled up ERA’s Job application form (<http://www.bea.gov.bt/form>) with recent passport-sized photograph;
3. Resume;
4. Copy of academic transcripts;
5. Copy of citizenship identity card (valid);
6. Copy of medical certificates (valid);
7. Copy of security clearance (valid); and
8. Copy of relevant training transcripts.
9. Copy of experience letters
10. Incomplete application or non-submission of any required documents (a to h) shall be considered as disqualified without further notice.
11. Applicant must check the announcement of shortlisted applicants on the Electricity Regulatory Authority’s (ERA) website ([www.bea.gov.bt](http://www.bea.gov.bt)) for the Interview.
12. All shortlisted applicants for the Interview are required to bring the original Documents. The date of Interview will be announced on **September 20, 2025** on the ERA website and will not be contacted individually.
13. Please mention a valid contact number and email address in the job application form.
14. The ERA reserves the right to cancel the recruitment and selection process without assigning any reason thereof. The ERA shall not be liable for any cost and expenses incurred by applicant for submission of the application and attending the selection process.
15. Candidates shall be required to produce No Objection Certificate from parent Agency **within one week on being selected**.

For any clarification, please contact Officiating HR Officer at jigme.choden@era.gov.bt

**ERA Secretariat**