



**འབྲུག་ཤྲོག་མེ་ལས་འཛིན།**  
**Bhutan Power Corporation Limited**  
(An ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 Certified Company)  
Registered Office, Thimphu  
Human Resource & Corporate Services  
Human Resource & Administration Department  
Thimphu : Bhutan



BPC/HRA/HR-01/2021/ 264

February 25, 2020  
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**INTERNAL VACANCY ANNOUNCEMENT**

HRAD is pleased to announce the post of Head, TLMSD, Yurmoo, TMD, Tintibi, internally. The details of the post are as follows:

**Duties and Responsibilities:**

1. Carry out administrative functions to run the subdivision office smoothly.
2. Verify expenses and bills and ensure that expenses are incurred within the financial resources allocated to the subdivision office.
3. Verify TA/DA, leave and other claims of staff in the subdivision office.
4. Coordinate and supervise line staff in the subdivision office.
5. Prepare annual maintenance plans to carry out the R&M of 132/400kV Transmission line.
6. Carry out condition monitoring to ensure the reliability of lines.
7. Carry out breakdown and emergency maintenance to restore the lines into service as soon as possible.
8. Implement material management strategy to ensure that assets, T&P and spares are accounted properly and maintained in proper condition.
9. Prepare and submit monthly work done and other reports as required to the division office for further compilation and submission to head office.
10. Carry out R&M of civil infrastructures including store shed.
11. Monitor and report progress of CWIP works if any.
12. Implement SOP for linemen travel.
13. Assist Divisional Manager to achieve the TAS and compact targets where applicable.
14. Carry out any other works as directed by the senior officers of the company in the interest of the corporation.

**B. Qualification**

Minimum Diploma in Electrical Engineering

**C. Mandatory Requirement**

1. B4 and above (Posting will be in the same grade).
2. Should have minimum of 5 years' experience in O&M of transmission lines

**E. Place of Posting**

TLMSD, Yurmoo, TMD, Tintibi, under TD

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**F. Incentives:**

Entitled for 10% of Position Specific Allowance (PSA) and Communication Allowance of Nu. 500 as per PSA Policy and all other benefit as admissible as per the BPC SSR 2016

Interested candidate should submit the application form to HRAD latest by 5:00 PM, March 5, 2021 (Friday).

The application form can be downloaded from the BPC website [www.bpc.bt](http://www.bpc.bt).

  
(Rinchen Wangdi)  
General Manager