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Bhutan Power Corporation Limited
(An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Company)
Registered Office, Thimphu
Corporate Services Department
Support Services Division
Human Resources & Management Section
Thimphu: Bhutan



BPC/SSD/HRMS-22/2025/ 7

April 8, 2025

Internal Vacancy Announcement for Technican I (Electrical)

In line with the Management Meeting decision on March 19, 2025, and as stated in the approved Minutes of Meeting with the Distribution and Customer Services Department and the Transmission Operation & Maintenance Department dated March 27, 2025, the Support Services Division is pleased to announce the internal vacancies for 67 Technician I (Electrical) positions across various offices.

The details of the positions and their responsibilities are as follows:

1. Job Responsibilities (DCSD)

Technicians are responsible for carrying out various technical works related to the operation, maintenance, and improvement of the power distribution network. Their key responsibilities include:

I. Operation and Maintenance (O&M):

- a) Routine inspection, preventive maintenance, and breakdown maintenance of 33 kV and 11 kV distribution lines, substations, and associated equipment.
- b) Troubleshooting and fault rectification of distribution transformers, Ring Main Units (RMUs), switchgear, and other network components.
- c) Periodic testing, servicing, and replacement of electrical components to ensure reliability and efficiency.

II. Construction and Upgradation Works:

- a) Installation, extension, and upgradation of 33 kV and 11 kV lines, substations, and associated distribution infrastructure.
- b) Erection of poles, laying of conductors, stringing of lines, and installation of switching equipment.
- c) Relocation of lines and substations as per project requirements and clearances.
- d) Conversion of overhead lines to underground systems wherever required.

III. Earthing and Safety Compliance:

- a) Installation, maintenance, and testing of earthing systems to ensure safe operation of the distribution network.



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IV. Right of Way (RoW) and Clearances:

- a) Clearing vegetation and obstacles in the right of way to prevent faults and ensure system reliability.

V. Customer Service and Support:

- a) Responding to customer complaints related to power outages, voltage fluctuations, and other service-related issues.
- b) Assisting in meter installation, service connections, and disconnections, replace faulty meters as per company policies.
- c) Conducting site surveys for new connections, extensions, and modifications of the distribution network.
- d) Reading of energy meters with Smart Billing Machine or Mobile App.
- e) Respond to power outages and customer complaints promptly.
- f) Record and report faults, incidents, and corrective actions taken.

VI. Other Duties:

- a) Assisting in emergency response and disaster management efforts.
- b) Participating in technical training programs to enhance skills and knowledge.
- c) Carrying out any other technical duties as assigned by the management.

2. Job Responsibilities (TOMD)

- a) Follow the substation shift duty roster prepared by the substation head and report for duty on time.
- b) Use PPE, ensure safety of self, colleagues, equipment and customers at all times and understand the provisions of safety codes, rules and regulations.
- c) Carry out handing / taking over of the shift duties after providing / obtaining detailed information of the system status, works in progress or pending, T&Ps and other materials used / issued, etc.
- d) Get familiar and follow standard operating procedures (SOPs) for all activities.
- e) Carry out inspection of switchyard equipment in every shift and record any abnormalities observed. Understand the various parameters of equipment to be observed and monitored.
- f) Take readings either manually or from SCADA in every shift at required intervals. If readings are taken manually, enter in Microsoft Excel file. Send the data file (Excel or extracted from SCADA) by email to concerned agencies at scheduled times.
- g) Communicate with adjacent substation, generating station, concerned ESD/ESSD, customer or any other agency during tripping and confirm status at their respective ends.
- h) Operate circuit breakers, isolators and other switching devices in the substation either manually or through SCADA as per proper sequence and after ensuring the healthiness of each element to be operated and receiving confirmation from the other substation end.



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- i) Note down all substation events and disturbances in the log book including the details of relays operated during tripping along with the time of operation of each event.
- j) Report all important observations, events, disturbances and occurrences to the substation head promptly for necessary remedial action.
- k) Assist in the maintenance of substation equipment, structures, auxiliaries and substation / colony surroundings as and when required or directed.
- l) Assist the maintenance team in carrying out tests for fault-finding, preventive maintenance or condition monitoring of substation equipment and understand the various types of tests carried out.
- m) Climb towers for inspection and maintenance and be able to work at a height without fear.
- n) Carry materials like tower members, conductors, sand, cement, etc. during maintenance and emergency restoration works.
- o) Do manual works like digging, pulling, cutting, right of way clearing, etc.
- p) Stay in camp at site when required.
- q) Carry out line patrolling on foot or by vehicle as feasible and understand all the parameters to be observed and report the findings, such as vegetation growth and illegal activities near the transmission RoW, slides, etc and report promptly to maintenance head for remedial action.
- r) Assist in the erection and dismantling of towers, stringing of conductors and replacement of conductor accessories, replacement of insulators and accessories and repair of earthing systems.
- s) Carry out measurement of tower footing resistance and understand the test results.
- t) Carry out measurement of GPS co-ordinates of tower locations and submit the results to concerned persons for database updating.
- u) Assist in carrying out other tests for fault-finding, preventive maintenance or condition monitoring of transmission lines and understand the various types of tests carried out.
- v) Assist in the inspection of new transmission lines and understand the objectives and outcomes of the assignment.
- w) Attend the emergency restorations works as and when called for.
- x) Should have Basic IT knowledge required to open and send emails, operate SCADA and work with numerical, microprocessor based digital systems, Knowledge of Microsoft Word and Excel

Carry out any other official works as directed by the maintenance head, divisional manager or competent authority in the company.

3. Eligibility Criteria

I. Qualification :

NC II /RPL(Electrical) with Class X Pass and above.

II. Age :

The Muster roll staff and VECT (Village Electrical Contract Technician) applying for the position should be of 30 years or less (born on or after 01/01/1995)

III. Number of Vacant Posts:

67



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IV. Experience:

- The Muster roll staff and VECT (Village Electrical Contract Technician) should have worked with BPC for minimum three years
- Should have good communication skills
- Should have good internal/external public relationship
- Should be physically fit
- Should have ability to work in multi-disciplinary field

Interested candidates should submit the following documents at vacancyatbpc@gmail.com by **5:00 PM, April 18 (Friday), 2025**. For further information or clarification, please **contact Ms. Cheten Lhamo or Ms. Deki Yuden at +975 17120310 during office hours** (9:00 AM to 5:00 PM, with a lunch break from 1:00 PM to 2:00 PM). **Kindly note that text messages will not be entertained on the provided contact number.**

1. Internal Job Application form (<https://www.bpc.bt/downloads/>)
2. Copy of citizenship ID Card
3. Academic Transcripts (Class X Pass marksheet and school Leaving Certificate/Character Certificate)
4. NC II/RPL (Electrical) Certificate
5. Copy of Audit Clearance
6. Copy of approved online Security Clearance
7. Medical Certificate (check the validity of 6 months). Any overwriting shall not be accepted unless authenticated by the examining doctor.
8. No Objection Certificate, if currently employed.

(Deki Yuden)
Offtg. General Manager