



རྒྱལ་ཡོད་འབྲུག་གཞུང་།
ཨ་ཤིང་ཁམས་སྐོར་ལྟེ་གནས་པ། མོང་གར།

ROYAL GOVERNMENT OF BHUTAN
Dzongkhag Sports Association, Monggar



MD/SA-12/2021-2022/ 7326

June 21, 2022

Vacancy Re-Announcement

The Monggar Sports Association (MSA) is pleased to re-announce the vacancy for the following post on a Contract for two years.

Position title	No. of vacancy	Minimum Qualification	Placement	Date of Appointment
Ground In-Charge	1	12	Gyalpoizhing	July 1, 2022

All the interested Bhutanese nationality between the age of 18-40 years fulfilling the criteria may submit your application to the General Secretary, MSA or Dzongkhag Reception Desk along with the following documents latest by June 27, 2022. The application may be submitted in hard copies during office hours or sent a soft copy to msa@monggar.gov.bt. The documents required are;

1. MSA Job Employment Form
2. Resume/Curriculum Vitae (CV)
3. Copy of Citizenship Identity Card,
4. Passport Size Photograph
5. Copies of academic transcript and certificates (BCSE, BHSEC & Degree),
6. Diploma in Sports Certificate (if available)
7. Referee Course Certificate (if available)
8. Copies of relevant training certificates,
9. Medical fitness certificate,
10. Valid Online Security Clearance,
11. Extra-Curricular activities certificate
12. No Objection Certificate (if employed)

For more details, please contact General Secretary, MSA at 17121613 during office hours.

(Jamyang Cheda)

Offtg. President

Cc.

1. General Secretary, MSA, for information and necessary action
2. Football Secretary, MSA, for information
3. Treasurer, MSA, for information

Remuneration and Benefits

Pay Scale

1. The remuneration of the employee shall be fixed at **14,675-295-19100 (Nu.)**
2. The employee appointed under this agreement shall not be admissible for contract allowance.

Annual Increment

1. Annual increment of the employee shall be entitled at fixed at Nu. 295 or the revised rate.
2. Annual increments shall be based on the performance of the employee.

Leave and Travel

1. The employee shall be eligible for the following leave categories and be granted by the Head of the employer;
 - Casual leave for 10 working days
 - Bereavement leave for 21 days
 - Medical leave as prescribed by the medical doctor not exceeding two months
2. The employee making official tours as per the direction of MSA shall be entitled to Daily Subsistence Allowance of Nu. 1250 and mileage at the prevailing government rate.

Housing

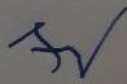
1. The employee shall make his own arrangements and be paid Nu. 3500.00 (Ngultrum Three Thousand and Five Hundred) only as a housing allowance. However, if Government accommodation is provided, house rent shall be deducted as per the prevailing rules.

Pension, Provident Fund, and Insurance

1. The employee shall not be covered by the National Pension and Provident Fund Scheme but shall be covered by the RGoB Employee Group Insurance Scheme.

Retirement

1. Gratuity shall be paid at the rate of one month's last basic pay for every completed year of satisfactory service.
1. The extension shall be granted only if the employer has a clear service history, which shall not contain any record of indiscipline, adverse report, misdemeanor, or any act that is considered a violation of the Code of Conduct.



JOB RESPONSIBILITIES FOR ASTRO-TURF IN-CHARGE, GYALPOIZHING

The employee must shoulder the following job responsibilities:

1. Take utmost care of the astroturf facility;
2. Take care of the belongings of Monggar Sports Association (MSA) within the premises of the astroturf facility;
3. Keep the ground and the surroundings clean;
4. Intimate MSA for the use of astroturf for other purposes;
5. Ensure efficient management of match bookings;
6. Encourage digital transaction of ground fees;
7. Must not receive the ground fee in the personal account;
8. Ensure the ground fees from the teams are deposited in the MSA account
9. Keep a clean record of ground fee collection and submit monthly reports to Monggar Sports Association;
10. Officiate football match for all the bookings except for tournaments;
11. Uphold fair play and other sporting ethics;
12. Provide enough balls for the match;
13. Ensure to kick off the match on time;
14. Open and close the gate on time;
15. Keep the astroturf facility safe and under local and key when not in use;
16. Coordinate grass cutting on the premises of the astroturf facility;
17. Operate Turf-Boy for the maintenance of the ground;
18. Submit issues related to the astroturf ground to the President and General Secretary in collaboration with Football Secretary or federation coach; and
19. Any other responsibilities assigned by the employer.

