



BDFL/HRM/04/2026/093

Date: 17/02/2026

VACANCY ANNOUNCEMENT

Bhutan Duty Free Limited (BDFL) invites applications from eligible candidates interested in taking up the following position at BDFL:

Position	Slot	Placement	Eligibility Criteria	Pay & Benefits
Company Secretary	1	Thimphu (Head Office)	At least a Bachelor's degree in LLB., and PGDNL or law graduate from Jigme Singye Wangchuck School of Law	a. BDFL Grade – 8 b. Pay scale - Nu. 20,230-505-30,330 c. In addition to the basic pay, the incumbent will be eligible for the following: i) Monthly Lumpsum Pay (MLP) – Nu. 12,225 ii) House Rent Allowance (HRA) - 20% of the basic pay iii) Performance-Based Variable Incentives (PBVI) as per the annual performance compact. iv) Other benefits and allowances as per BDFL Service Rule.

A completed application form along with relevant documents must be submitted to the Human Resource Manager, BDFL Corporate Head office, Thimphu on or before **February 27, 2026** before 4:00 PM. For detailed Terms of Reference, visit our website at www.bdf.l.bt. Shortlisted candidate's names will be uploaded on our website.

For further information, please contact during office hours at 77782256/17485177

Chief Executive Officer

