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Royal Government of Bhutan | National Medical services

"Towards Efficient, Effective and Equitable Health System"



NMS/HRD/2024-25/4A/ 2822

26/03/2025

**VACANCY ANNOUNCEMENT
(FOR FOREIGN TRANSFER)**

As per the decision of 15th HRC Meeting held on 14th February 2025, the National Medical Service is pleased to announce the following vacancy for Pharmacist and Liaison Assistant as detailed below:

Position Title	Position Level	Place of Posting	Slot	Duration	Minimum Qualification	Other criteria
Pharmacist	P4-P2	RBCG Kolkata	1	3 years	Minimum Bachelor of Pharmacy	As per the criteria given below
Liaison Assistant	SS4-SS2	RBCG Kolkata	1	3 years	Minimum Bachelor/Diploma/Certificate in Community Health.	As per the criteria given below

Interested In-Service civil servants who meet the eligibility criteria may apply for the post. For details, kindly visit Zhiyog Recruitment System (ZRS) at the jobs.rcsc.gov.bt.

The candidate should fulfill following basic criteria;

1. Be a Bhutanese citizen
2. Be able to produce audit and other clearance
3. Have completed minimum of 4 years of active service for Pharmacist and 10 years for Liaison Assistant.
4. Possess excellent written and oral communication skills in English
5. Have excellent public relation skills
6. Not have availed such posting earlier including secondment to International Agencies and corporations.
7. Be currently in Major Occupational Group of Medical and Health Services.
8. Have clean service record.
9. Not on Extraordinary leave or Study Leave/Secondment/Deputation (Those under HMS may be accepted if provided with waiver from RCSC)

(Leela Rupa Adhikari)
Sr. HR Officer

Cc:

1. Hon'ble President, NMS, for kind information
2. Chief, Referral Division, NMS for kind information
3. ICT, MoH with request to upload in website
4. Office copy

Term of Reference for Liaison Assistant (Health)

1. Ensure that patients receive appropriate medical treatment as per the referral sanction order.
2. Visit hospital to check the progress of treatment of the patients admitted in the hospital and liaise with treating doctors.
3. Ensure that medicines prescribed by treating doctors are issued for six weeks only.
4. Provide regular updates on the progress of the patients to Health Liaison Officer (HLO).
5. Investigate unexpected death of patients in the referral center and report to the HLO and Chairman of the National Referral Committee.
6. Assist HLO in seeking appropriate clearance from Chairman of NRC for cases that has deviated from referral sanction order.
7. Inform the referral hospital management on the rules and regulations for patient referred from Bhutan.
8. Ensure that referral hospitals do not prescribe drugs which are still in experimental stage.
9. Ensure that referral hospitals do not opt for very expensive treatment when other less costly treatment with equal or at par efficacy is available.
10. Inform the chairman of the NRC on the quality of services provided by the referral centers from time to time.
11. Inform patient and escort to report to the treating/ referring doctor for review and to submit a copy of the discharge summary to the referral section, JDWNRH
12. Liaise with the hospital management for admission of patients.
13. Maintain cordial relation with the referral hospitals/Public Relation Officer of the hospital.
14. Liaise with Royal Bhutan Consulate to ensure that the guest houses are kept clean and hygienic (Kolkata only).
15. Ensure that patients are sent back to Bhutan within three days after completion of treatment/discharge from hospital failing which DSA shall not be paid if the transportation has already been arranged.
16. Liaise with local authorities for proper transportation of dead bodies back home.
17. Ensure that the patient's records are up to date and submit the report to HLO and RBCG.
18. Ensure that return TA and DSA is paid to patient and escort on their return to Bhutan.
19. Submit detailed patient reports to HOL on daily basis, or quarterly basis/ as and when required.
20. Attend meetings/seminars as and when required by

Embassy/Consulate/MoH.

21. Purchase emergency medicine, equipment and accessories as and when required by JDWNRH, and MoH.
22. Any other duties assigned by the HLO, RBCG, Ministry or NRC, JDWNRH.