

The PEMA Secretariat invites applications for the following posts from interested candidates (2025):						
Designation/ Position Title	Position Level	Minimum Qualification and Experience Required	No of Applicant (s)	Working Agency	Employment Type	Documents Required
Personal Assistant	S5 - S1	Class XII with IT knowledge (Preferably Inservice)	1	The PEMA Secretariat	Consolidated Contract/ Regular	1. Class X Marksheet 2. Class XII Marksheet 3. Certificate or Diploma Marksheet 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)
Procurement Assistant	S2- S1	Class XII with Diploma in Materials and Procurement Management/ Equivalent	1	The PEMA Secretariat	Consolidated Contract/ Regular	1. Class X Marksheet 2. Class XII Marksheet 3. Diploma Marksheet 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)
Media & Communication Officer	P5 - P2	Bachelors Degree in Media/Communication/Literature (Preferably Inservice)	1	The PEMA Secretariat	Consolidated Contract	1. Class X Marksheet 2. Class XII Marksheet 3. Degree Marksheet 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)
Mental Health Outreach Worker	S5-S1	Class XII with Certificate in Community Mental Health Outreach Worker	2	Response Service, The PEMA Secretariat	Consolidated Contract	1. Class X Marksheet 2. Class XII Marksheet 3. Course Certificate in Community Mental Health Outreach Worker 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)
			5	The PEMA Rehab (Mitshey Yarab Lamzang), The PEMA Secretariat	Consolidated Contract	1. Class X Marksheet 2. Class XII Marksheet 3. Course Certificate in Community Mental Health Outreach Worker 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)

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Matron (Child caregiver)	S5 - S1	Class XII/ Class XII with Certificate or Diploma in Caregiver	3	The PEMA Home, Response Service, The PEMA Secretariat	Consolidated Contract	1. Class X Marksheet 2. Class XII Marksheet 3. NOC if working 4. CID 5. Security Clearance 6. CV 7. Medical Certificate 8. Any related document(s)
Warden	S5 - S1	Class XII with Computer Application or Diploma or Certificate in Hospitality/ Administration	1	The PEMA Rehab (Mitshey Yarab Lamzang), The PEMA Secretariat	Consolidated Contract	1. Class X Marksheet 2. Class XII Marksheet 3. NOC if working 4. CID 5. Security Clearance 6. CV 7. Medical Certificate 8. Any related document(s)
Protection Officer	P5 - P2	Bachelors Degree in Psychology/Counselling/Social work or Degree with postgraduate diploma in relevant field	3	Response Service, The PEMA Secretariat	Regular Contract	1. Class X Marksheet 2. Class XII Marksheet 3. Degree Marksheet 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)
Protection Officer (SUD Case Manager)	P5 - P2	Bachelors Degree in Psychology/Counselling/Social work or Degree in SUD related field with postgraduate diploma in relevant field	3	The PEMA Rehab (Mitshey Yarab Lamzang), The PEMA Secretariat	Regular Contract	1. Class X Marksheet 2. Class XII Marksheet 3. Degree Marksheet 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)
Asst. Program Officer	P5 - P2	Bachelors Degree in Public Health /Social Work /Counselling /Public Administration (preferably inservice)	3	The PEMA Secretariat	Consolidated Contract/ Regular	1. Class X Marksheet 2. Class XII Marksheet 3. Degree Marksheet 4. NOC if working 5. CID 6. Security Clearance 7. CV 8. Medical Certificate 9. Any related document(s)

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Designation/ Position Title	Position Level	Minimum Qualification and Experience Required	No of Applicant (s)	Working Agency	Employment Type	Documents Required
Counsellor	P5 - P2	Bachelors Degree in Psychology/ Counselling/ Degree with postgraduate diploma in relevant field	2	The PEMA Rehab (Mitshey Yarab Lamzang), The PEMA Secretariat	Regular Contract	1. Class X Marksheet 2. Class XII Marksheet 3. Counselling Credentials or equivalent 4. Degree Marksheet 5. NOC if working 6. CID 7. Security Clearance 8. CV 9. Medical Certificate 10. Any related document(s)
Drivers	O4 - O1	Minimum Class VIII	2	The PEMA Secretariat	Consolidated Contract	1. Class VIII Marksheet (Minimum) 2. Certificate (Driver Training) 3. Valid Driver's License 4. Medium Driver's License (Bus) 5. NOC if working 6. CID 7. Security Clearance 8. Medical Certificate 9. Any related document(s)
Total			27			