



# **Standard Operating Procedure (SOP) for Placement, Engagement and Employment of Bhutanese Workers in Hydropower Projects**

**Employment Service Division  
Department of Employment and Entrepreneurship  
Ministry of Industry, Commerce and Employment  
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## **1. Background**

This Standard Operating Procedure (SOP) for the Placement, Engagement and Employment of Bhutanese Workers in Hydropower Projects has been formulated in accordance with the resolutions of the Tripartite Meeting convened between the Department of Energy (DoE) under the Ministry of Energy and Natural Resources (MoENR), the Department of Immigration (DoI) under the Ministry of Home Affairs (MoHA) and the Department of Labour (DoL), and the Department of Employment and Entrepreneurship (DoEE) under the Ministry of Industry, Commerce and Employment (MoICE) on September 29, 2025.

This SOP provides a structured, transparent, and accountable framework to facilitate the effective placement, engagement and employment of Bhutanese workers in hydropower projects across the country.

### **Objective**

The primary objectives are to:

- i. Address the Manpower shortages in the projects by facilitating timely deployment of Bhutanese workers, and subsequently notifying the DoL for positions where Bhutanese workers are not available;
- ii. Create meaningful and productive employment opportunities for Bhutanese citizens;
- iii. Enhance the technical skills, work experience, and professional competencies of Bhutanese workers;
- iv. Strengthen partnerships among the Government, Employers, Employees and relevant Stakeholders for employment facilitation;
- v. Promote the active participation of Bhutanese workers in contributing to the socio-economic development of the nation; and
- vi. Build the capacity of the Bhutanese workforce to undertake similar positions/projects in future.

## **2. Purpose**

- 2.1. To establish standardized procedures for the transparent, efficient, and effective selection, placement and recruitment of Bhutanese workers in the hydropower projects.
- 2.2. To ensure uniform implementation, coordination, and accountability among all Stakeholders.

## **3. Scope**

This SOP shall apply across the energy sector (hydropower, solar, wind etc. projects) operating within the Kingdom of Bhutan that engage Bhutanese workers.

## **4. Process and Procedure**

- 4.1. Employers shall register in the Bhutan Labour Market Information System (BLMIS).
- 4.2. The job vacancies shall be uploaded in the BLMIS by the Employers.
- 4.3. The Employers shall notify the DoEE, MoICE and DoE, MoENR on the job vacancies uploaded in the BLMIS with the following details: Job category; Qualification requirements; Basic salary; Date of joining; Location of placement; and any other applicable benefits.
- 4.4. The salary and other entitlements of Bhutanese employees shall not be lower than those provided to foreign employees engaged in the same occupation.
- 4.5. The Employment Officers (EOs) under the Employment Service Division (ESD) of DoEE and the Regional Offices of Industry, Commerce and Employment (ROICES) shall review and verify all requisitions and ensure that vacancies are published on BLMIS immediately or within eight (8) hours of submission.
- 4.6. Applications for job vacancies shall remain open for seven (7) working days and shall be accepted only through the BLMIS.
- 4.7. Respective employers or ESD/ROICE shall share the approved vacancies on other platforms as deemed necessary.

- 4.8. ESD and ROICE shall shortlist applicants within three (3) working days after the last date of registration.
- 4.9. Employers shall commence the recruitment and selection process within five (5) working days from the date of shortlisting.
- 4.10. Employers shall submit the interview result to the ESD and ROICE within 48 hours of the completion of the interview.

## 5. Recruitment and Selection

- 5.1. Employers shall follow a standard interview marking format developed by the DoEE in consultation with relevant stakeholders.
- 5.2. Employers shall disseminate adequate information on the interview date, venue and time through all possible means, and also intimate the DoEE.
- 5.3. For candidates who cannot attend the interview in person, it shall be arranged on a virtual platform.

## 6. Employment Terms and condition

- 6.1 All selected candidates shall execute an employment contract consistent with the requirements of the Labour and Employment Act of Bhutan and its Regulations
- 6.2 A signed copy of the Contract of Employment shall be provided to the candidate

## 7. Monitoring and Evaluation

- 7.1. ESD/ROICE shall conduct physical verification and performance monitoring of employers and candidates as required.
- 7.2. ESD/ROICE shall prepare and submit comprehensive monitoring and evaluation reports to the Department/Ministry and the working committee and follow-up and corrective actions shall be undertaken subsequently.

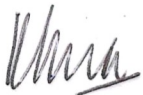
## 8. Grievance Redressal

Any Grievances arising out of work or in contravention of this SOP shall be reported to the DoL for grievance redressal.

## 9. Liabilities of the Parties

Any act of violation, negligence, or non-compliance shall be subject to appropriate administrative or legal action in accordance with the relevant laws, rules, and regulations of the Kingdom of Bhutan.

Approved by:



(Kuzang Lhamu)  
**Director General**

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Ministry of Industry Commerce & Employment  
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