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 རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།
 ROYAL GOVERNMENT OF BHUTAN
 ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/HRD-A7.6/2018/1093

August 28, 2018

“The Project for Human Resource Development Scholarship by Japanese Grant Aid”

The Royal Civil Service Commission (RCSC) is pleased to announce the availability of scholarships for Master’s degree under the Japanese Grant Aid for Human Resource Development Scholarship funding:

| JDS Priority Areas | JDS Development Issues | | Slots | Super Structure Group |
|---|------------------------|---|------------------------------|---|
| 1. Enhancement of Policymaking capacity for Industrial Development | 1.1 | Agriculture and Rural Development | | 1. Technical Service [a. Agriculture and Livestock Service Group, and B. Forestry and Environment Protection Services Group] |
| | 1.2 | Industrial Foundation Development | Economic Policy | 1. Administration Service, 2. Finance Service, and 3. Technical Service [a.Statistical Service Group] |
| | 1.3 | | Public Policy/Administration | 1. Administration Service, and 2. Finance Service |
| | 1.4 | Infrastructure Development for Sustainable Economic Growth | | 1. Technical Service [a. Architectural, Engineering and Land Services Group] <i>i. Engineering Services, ii. Farm Mechanization Service, iii. Geology and Mines Services, iv. Heritage, sites and Conservation Services, v. Meteorology/hydrology Services, and vi. Urban Development Control Services</i> |
| 2. Reduction of Vulnerability | 2.1 | Countermeasures for climate Change and disaster risk management | | 1. Technical Service [a. Architectural, Engineering and Land Services Group] <i>i. Engineering Services ii. Meteorology/Hydrology services</i> |

1. Eligibility:

- a. Should be a Bhutanese;
- b. Should be a civil servant;
- c. Should be 39 years or younger as of April 1, 2019 (born on or after April 2, 1979);
- d. Should have Bachelors Degree from the Universities recognized by the Royal Government of Bhutan and other countries;

Some accepting universities have other requirements or desirable academic background. Check “Accepting University” in “Information of Each Sub-Program / Component” and “University Information” on Application Guidelines.



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- e. Should have a minimum of two years or more of experience at the organization that he/she belongs; Should have a good command of both written and spoken English; and
- f. Should have sound mind and body.

2. Documents Required:

a. While submitting the documents to the RCSC:

- i. Performance Rating/Modertion Score for last two years
- ii. Copy of system generated CV
- iii. Class XII Certificate and Marksheet
- iv. Degree Certificate and Marksheet
- v. Merit certificates (Leadership, Volunteerism, Publication, and Professional Recognition)

b. While completing the online application process after getting shortlisted by RCSC:

| Doc No. | Application Documents | Required number to be submitted | | Remarks |
|---------|--|---|---------------------------|---|
| | | Original (or attested copy of the original) | Photocopy of the original | |
| 1 | Checklist of Application Documents ((designated form)) | 1 | - | This is enclosed in the set of Application Form (AF). |
| 2 | Application Form (AF) (designated form) | 1 | 2 | Undersign ALL the pages of AF. |
| 3 | Photograph (4 cm x 3 cm) | 4 | - | 3 on AFs and 1 on RF (Doc No. 9) |
| 4 | University diploma / Certificate of degree | 1 (Attested copy) | 2 | If not written in English, attach notarized official English translation. |
| 5 | Academic transcript of university | 1 (Attested copy) | 2 | If not written in English, attach notarized official English translation. |
| 6 | Reference Letter "Annex" (designated form) | 1 | | This is enclosed in the set of AF. |
| | | | | Submit 1 original written in English in a <u>sealed envelope</u> . |
| 7 | Personal identification document (Passport or National ID) | 1 (Attested copy) | 1 | The page of holders name and date of expiry |



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|---|--|---|---|------------------------------------|
| 8 | Questionnaire on Source of Information | 1 | - | This is enclosed in the set of AF. |
| 9 | Registration Form (RF) | 1 | - | This is enclosed in the set of AF. |

3. General Information:

- a. Eligible candidates must fulfill the in-service training criteria of the BCSR 2018 (unless specified otherwise in the Scholarship Criteria);
- b. Applicants should consult respective Ministry/Agency before applying for the course;
- a. Agency should ensure relevancy of the course and forward application of the eligible candidates only; and
- b. Every qualified applicant will be required to take English proficiency test (IELTS) as well as math test in Thimphu in **November 2018**. The fixed date and venue will be informed to each applicant.
 - a. **IELTS:** Refer to the link for sample questions to prepare yourself: <https://www.ielts.org/about-the-test/sample-test-questions>
 - b. **Math test:** 60 minutes test consists of arithmetic operations, solving fractions, equations, inequality, matrix, basic quadratic functions, basic operations of exponential and logarithmic functions, basic integral and differentiation, etc.
Past math test sample can be also downloaded here.

Note: Applicants for The University of Tokyo and Ritsumeikan University are exempted from math test based on the requirement from those universities.

*The scores will be used for reference purpose in the first selection by the accepting universities. Universities may require the applicants to have good command of English (TOEFL score of 500 or higher) and numeracy skills.

4. Application Procedure and deadline

- a. Application deadline:
 - i. **5 pm on September 20 (Thursday), 2018:** Candidates should submit applications to the Parent Agency through the Working Agency.
 - ii. **5 pm on September 27 (Thursday), 2018:** The Parent Agency to submit the applications to the RCSC.



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- iii. **4:30 pm on October 8 (Monday), 2018:** RCSC to screen and shortlist the candidates and submit it to the JICE JDS Office. JICE will provide the candidates with Password to complete the online application process.

Note: Applications after deadline shall not be accepted.

5. General information:

- a. For program details and application procedures, please visit <http://jds-scholarship.org/country/bhutan/index.html> or attend session at JICE Office, Babesa, Thimphu.
- b. For clarification/queries, contact Sangay Yeshe or Passang Wangdi, HRDD at 02-322491 (Ext. 229/223) or email at syeshi@rcsc.gov.bt/passangw@rcsc.gov.bt.