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ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/CSED-1/2022-23/143

June 14, 2023

ANNOUNCEMENT FOR BHUTAN CIVIL SERVICE EXAMINATION 2023

The Royal Civil Service Commission is pleased to announce the schedule [\(Click here for the overall BCSE 2023 Schedule\)](#) and information for the Bhutan Civil Service Examination (BCSE) 2023 for the recruitment of University Graduates in the Professional and Management Category (PMC) into the Civil Service from January 2024.

The details of the BCSE 2023 are as follows:

A) EXAMINATION DETAILS

STAGE I: PRELIMINARY EXAMINATION (PE)

1. The objective of the Preliminary Examination (PE) is to shortlist candidates for the Main Examination and ensure the minimum standard of a candidate.
2. A candidate shall be permitted to appear PE for an unlimited time, provided they meet the age requirement of 35 years for pre-service/45 for all in-service candidates, during the time of online registration.
3. Preliminary Examination Papers shall be common to all categories of graduates.
4. The preliminary Examination shall be objective-type questions to test the English and Dzongkha communication skills, logical and analytical, problem-solving, and data interpretation abilities of the candidates.
5. Candidates shall be required to answer in the Optical Mark Reader (OMR) answer sheet provided by the RCSC. The instructions on how to use the OMR answer sheet is available on <https://www.youtube.com/watch?v=5jDICwPhUws>
6. Only those candidates who achieve the minimum cut-off marks, decided by the Commission, shall be eligible to sit for the Main Examination (ME).
7. Marks obtained in the Preliminary Examination shall not be carried forward to the Main Examination, and shall be valid only for that particular year.
8. Log into <https://bcse.rcsc.gov.bt/Login> for registration for the PE



STAGE II: MAIN EXAMINATION (ME)

1. The objective of the Main Examination is to test the candidate's core competencies and subject/general knowledge for the final selection.
2. A candidate shall be permitted to appear ME for an unlimited time provided they meet the age requirement of 35 years for pre-service/45 for all in-service candidates.
3. Candidates appearing ME shall be grouped under the following categories of the BCSE:
 - Administrative Service;
 - Finance Service;
 - Dzongkha;
 - Education Service;
 - PGDE;
 - B.Ed. Graduates (Primary/Secondary): The B.Ed. Graduates will appear for the Main Examination only. The graduates are required to complete the e-registration within the given schedule, and
 - Technical Service; (The MBBS Graduates will appear for the Main Examination only. The graduates are required to complete the e-registration within the given schedule.
4. Main Examination shall consist of the following three parts with the corresponding weightage for merit ranking, and selection and placement:
 - Administrative, Finance, Education(PGDE), Technical, and Dzongkha categories:
 - Part I: Academic Achievement (AA) - 10%
 - Part II: Written Examination (WE) - 70%
 - Part III: Viva Voce (VV) - 20%
 - B.Ed. Category:
 - Part I: Academic Achievement (AA) - 20%
 - Part II: Written Examination (WE) - 60%
 - Part III: Viva Voce (VV) - 20%

B) ACADEMIC REQUIREMENT

1. Have a minimum of a Bachelor's Degree which is a full-time on campus course meeting the requirements of the minimum contact hours and of at least three year duration from an Institute recognized by the competent authorities in any relevant field.
2. Candidates from Shedras, who are awarded equivalent Bachelors/Masters Degree; and



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3. With a minimum of two-year Bachelors Degree acquired with minimum of Class X and Certificate/Diploma of two years or more, if duly validated by the Royal University of Bhutan/Bhutan Accreditation Council/Bhutan Medical and Health Council and other similar authorities empowered by an Act of the Parliament.
4. Meet the following subject requirements:
 - a) **Administrative Service:** Minimum of a Bachelor's Degree in any field.
 - b) **Finance Service:** Minimum of a Bachelor's Degree in Commerce/ Economics (Honours)/ Economics (Majors)/Business Administration/Business Management.
 - c) **Education Service (PGDE):** Minimum of a Bachelor's Degree/Masters Degree with at least one relevant subject prescribed for the Bhutanese School Syllabus or Higher Educational Institute Programme and has obtained the minimum qualifying marks in the subject at the Bachelor's Degree examination, if prescribed.
 - d) **Technical Service:** Minimum of Bachelor's Degree in relevant field of specialization for position announced, and minimum of PGDNL for law graduates.
 - e) **Dzongkha:** Minimum of a Bachelor's Degree in Dzongkha/Buddhist Studies.
 - f) **B.Ed.:** Minimum of Bachelors of Education (B.Ed)

C) REGISTRATION PROCESS

1. A graduate wishing to appear for the BCSE shall register online*. For registration visit the website at <https://bcse.rcsc.gov.bt/Login>
 - B.Ed and MBBS who are exempted from PE should register during the online registration phase;
 - Until you receive an e-admit card, your registration is not completed.
 - The guide to the registration Process is available at:
[e-Registration for BCSE tutorial](#)
2. Registered candidates shall be provided with information on the venue, date and time of the Preliminary Examination before the examination is announced on the RCSC website.



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3. Candidates who qualify in the Preliminary Examination shall be required to report in person for verification and confirmation for the Main Examination with the following documents in original as well as a complete set of photocopies:
- Degree certificate and academic transcripts in semester-wise/year-wise or consolidated statement of marks;
 - Class XII transcripts;
 - Class X transcripts;
 - Valid Bhutanese Citizenship Identity Card;
 - Must have valid Security Clearance Certificate online which will be verified by the official on duty;
 - A graduate in medical and health profession shall produce a certificate of registration/internship completion letter from the Bhutan Medical and Health Council;
 - Original "No Objection Certificate for appearing BCSE and appointment/transfer in the Civil Service" from the Head of the Agency, if employed in the Civil Service, Corporation, Private, NGO, Project, etc;
 - One recent passport photograph;
 - Four legal stamps;
 - Letter of Undertaking, which will be made available on our website during the time of documents verification; and
 - Valid Bhutanese Citizenship Identity card of the witness for your Letter of Undertaking.

D) VENUE FOR PRELIMINARY EXAMINATION (PE)

The RCSC will facilitate conducting the PE in Mongar besides Thimphu for the convenience of the candidates. However, this option is subject to registration of a minimum required number of graduates opting to appear for the PE in Mongar. As such, the RCSC shall make an announcement on our website on or before 20th July, 2023 regarding the confirmation to conduct the PE at the optional venue submitted during the e-registration.

E) SELECTION AND PLACEMENT

1. The final selection and placement of the BCSE candidates into the Civil Service shall be based on the following:
- Obtained a minimum of 50% score in the Main Examination;
 - Merit ranking of the Main Examination result of category; and
 - Availability of vacancies.



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2. In case there are tie-ranks in the final result of the Main Examination for a single vacancy or the last vacancy available, a candidate with higher score in the Written Examination will be selected for the vacant position and subsequently by the Viva Voce score if there is a need to further break the tie in the Written Examination scores.
3. An administrative fee of Nu. 20,000 shall be charged to those candidates who withdraw after signing the confirmation and before the oath taking ceremony, to cover the administrative cost incurred for conducting selection and placement process again.
4. After declaration of the result, those selected candidates are required to undergo a mandatory pre-employment drug test and produce the drug test certificate during the time of the conduct of selection, placement and appointment.
5. Submit the Medical Certificate during the selection and placement, and appointment.

F) OTHER IMPORTANT NOTE

1. Medical and Health profession graduates are required to complete their internship latest by 31st December, 2023 to appear for the BCSE 2023.
2. Certificate of Merit (if any) should be produced in original and submit a complete set of photocopies during the time of Viva Voce only.
3. The RCSC shall not accept any document which has inconsistent information of the candidate, particularly name of the candidate and date of birth.
4. Registration of applicants for the Main Examination with incomplete documents will not be accepted, even after securing the minimum pass mark from PE. However, the Commission shall review such cases, if arises.

G) IN-SERVICE CANDIDATES (Civil Servants)

In-service candidates who have attained 35 years of age and above and not attained 45 years of age are requested to fill up this form ([Click here to download the form](#)) and send it to bcse@rcsc.gov.bt along with a copy of your Citizenship Identity Card, and **complete your e-registration upon receipt of the intimation from the RCSC.**

For any clarification, please contact the Civil Service Examination Secretariat
@77193226/77324343/77193225/ during office hours or email us at bcse@rcsc.gov.bt



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***** **BEST OF LUCK** *****