

**BHUTAN CIVIL SERVICE  
RULES AND REGULATIONS  
2023**

**CHAPTER 5**

**BHUTAN CIVIL SERVICE  
EXAMINATION FOR  
RECRUITMENT OF  
UNIVERSITY GRADUATES**



## **CHAPTER 5: BHUTAN CIVIL SERVICE EXAMINATION FOR RECRUITMENT OF UNIVERSITY GRADUATES**

### **5.1. Policy**

- 5.1.1. Establish a fair, transparent, and merit-based examination system for the recruitment of university graduates in the Civil Service to select the best and the brightest.

### **5.2. Strategy**

- 5.2.1. Ensure a rigorous, credible and merit based examination system called the Bhutan Civil Service Examination (BCSE).
- 5.2.2. This applies to all Bhutanese citizens who aspire to join the Civil Service as regular in the PMC positions.

### **5.3. Stages of Examination**

- 5.3.1. Stage I: Preliminary Examination (PE):
  - 5.3.1.1. The objective of PE shall be to shortlist candidates for the ME by ensuring minimum standard required of a candidate.
  - 5.3.1.2. PE papers shall be common to all candidates.
  - 5.3.1.3. PE shall consist of objective type questions to test English and Dzongkha communication skills, logic and analytical, problem solving and data interpretation abilities, and general awareness/current affairs of the candidates.
  - 5.3.1.4. Candidates who achieve the minimum cut off marks as decided by the RCSC, shall be eligible to sit for the Main Examination (ME).
  - 5.3.1.5. Marks obtained in the PE shall not be carried forward to the ME and shall be valid only for that particular year/examination.
  - 5.3.1.6. The RCSC may waive the requirement of PE for categories of profession that are accredited and certified by a competent body to practise that profession, and when there are critical shortages of such profession.

### 5.3.2. Stage II: Main Examination

5.3.2.1. The objective of the ME shall be to test the candidate's core competencies and subject/general knowledge for final selection.

5.3.2.2. Candidates appearing the ME shall be grouped as per the following:

- i. Administrative Category;
- ii. Finance Category;
- iii. PGDE Category;
- iv. Technical Category;
- v. Dzongkha Category; and
- vi. B.Ed Category.

5.3.2.3. ME shall consist of three parts with the weight assigned against each part as follows:

<b>Examination Category</b>	<b>Administrative/ Finance/Education (PGDE)/Technical/ Dzongkha</b>	<b>Education (B.Ed)</b>
Part I: Academic Achievement	10%	20%
Part II: Written Examination	70%	60%
Part III: Viva Voce	20%	20%

5.3.2.4. The RCSC shall review weightage for the three parts of the examination periodically.

### 5.3.3. Part I. Academic Achievement

5.3.3.1. Academic achievement shall be assessed based on the marks obtained in the Bachelor's Degree from a higher education Institution recognised by the relevant competent authority. A candidate shall be required to produce both Class X and Class XII academic transcripts as documentary evidence if eligible as per Section 5.4.4.

5.3.3.2. A candidate having more than one Degree shall have the option to choose any one of the Degrees to be considered for the assessment while applying for the administrative category examination. However, for other categories of examination, the most relevant degree shall be considered for assessment where necessary.

5.3.3.3. In the case of a candidate whose result is based on a letter grading system, the grades shall be converted to percentage as per the conversion table given in Schedule 5/A if the conversion value is not specified in the transcripts issued by the university.

5.3.4. Part II. Written Examination (WE)

5.3.4.1. The WE papers shall be as follows:

Categories	Administrative/ Finance/ Education (PGDE)	Dzongkha	Technical	B.Ed
Paper I	Dzongkha	Dzongkha Language & General Knowledge	Language and General Knowledge	Dzongkha Language
Paper II	English & General Knowledge	English Language & Current Affairs	General Subject Knowledge (Common to subject groups)	English Language
Paper III	Bhutan and its (i) Socio-Political Institutions and (ii) Socio- Economic Development (Common paper for all Categories)	Buddhist Studies	Subject Specialisation paper (For specific position)	Teacher Aptitude Test

5.3.4.2. The weightage for the WE which carries 60%-70% of the ME shall be as follows:

Categories	Administrative/Finance/ Education (PGDE)/ Technical/Dzongkha	Education (B.Ed)
Paper I	15%	15%
Paper II	15%	15%
Paper III	40%	30%

5.3.4.3. The RCSC shall review the examination papers, and its weightage from time to time.

### 5.3.5. Part III. Viva Voce

- 5.3.5.1. Viva Voce shall be conducted in both Dzongkha and English languages by committee members appointed by the RCSC. The RCSC may review the composition of the interview panel from time to time.
- 5.3.5.2. The assessment shall be based on a total of 100 marks and each Interview Committee Member shall assess individually, except in areas where documentary evidence is required, in which case marking for that particular area shall be based on consensus.
- 5.3.5.3. The parameters for the viva voce (Interview Form) shall be reviewed by the RCSC periodically.

## 5.4. Eligibility

- 5.4.1. Be a Bhutanese citizen;
- 5.4.2. Have attained at least 18 years and not be older than 35 years for pre- service and 45 years for in-service candidates, as on the last date of online registration;
- 5.4.3. Have a minimum of Bachelor's Degree (full time on campus course meeting the requirement of the minimum contact hours) for a minimum duration of three years from an Institute recognised by the competent authorities in the relevant field. Candidates from Shedras who are awarded equivalent Bachelor's/Master's Degree in two years;
- 5.4.4. Have a minimum of two-year Bachelor's Degree acquired by candidates with a minimum of Class X and a Certificate or Diploma of two years or more, if duly validated by competent authorities empowered by an Act of the Parliament.
- 5.4.5. Meet the following qualification and subject requirements:

Category	Minimum qualification required
Administrative Service	Minimum of a Bachelor's Degree
Finance Service	Minimum of a Bachelor's Degree in relevant field: Commerce Economics Finance Accountancy Business Administration Business Management

Category	Minimum qualification required
Education Service	Minimum of a Bachelor's/Master's Degree with at least one relevant subject prescribed for the Bhutanese School Syllabus or Higher Educational Institute programmes and has obtained the minimum qualifying marks in the Bachelor's Degree and relevant subject Bachelor of Education (B.Ed)
Technical Service	Minimum of a Bachelor's Degree in relevant field Minimum of a Bachelor's Degree in Law with a PGDNL for law graduates

## 5.5. Disqualification

5.5.1. A candidate shall not be eligible to appear for BCSE if he has:

- 5.5.1.1. Been convicted of a criminal offence or is under investigation or prosecution for a criminal charge;
- 5.5.1.2. Been terminated or compulsorily retired from employment;
- 5.5.1.3. Been separated on ERS;
- 5.5.1.4. Been adjudged by a competent medical authority as mentally unsound;
- 5.5.1.5. Intentionally given false statements or used fraudulent practices in academic/BCSE;
- 5.5.1.6. Used fake/forged documents;
- 5.5.1.7. Failed to furnish testimonials as required under the Civil Service Rules; and
- 5.5.1.8. Participated in politics and not completed the required "cooling off" period of one year.

## 5.6. Authority

- 5.6.1. The RCSC shall be responsible for overall administration, coordination and management of BCSE.
- 5.6.2. The RCSC shall prescribe general standards and guidelines for the PE and ME.
- 5.6.3. The RCSC may liaise with relevant Council/Accreditation Agencies which are empowered by the Act of Parliament, to recruit university graduates for the PMC.

- 5.6.4. The RCSC shall call upon any entity or official from the relevant agencies in the Government to assist the Commission in the preparation and smooth conduct of BCSE, including facilities, and security personnel if required.
- 5.6.5. Any misconduct that breaches the confidentiality, credibility and legitimacy of the examination shall be liable for administrative and legal action by the RCSC.
- 5.6.6. Any breach of rules during the examination by a candidate shall be reported in writing to the RCSC by the Chief Invigilator. Such a candidate shall be liable for disciplinary/ legal action by the RCSC.

## **5.7. Setting Questions and Evaluating Answer Papers**

- 5.7.1. The RCSC shall appoint qualified officials/persons as resource persons to set the question papers as well as to evaluate the answer papers referring to the question item bank.
- 5.7.2. The RCSC shall adopt relevant technologies or methodologies to carry out assessment of the answer sheets/papers as the RCSC may deem appropriate.
- 5.7.3. The evaluation of answer sheets/papers shall be on the basis of alternate numbers, without disclosing the identity of the candidate by name and actual registration number.
- 5.7.4. The setting of question papers and evaluation of answer papers shall be conducted in strict secrecy. Any breach of the confidentiality of these processes by any official/person involved shall result in disciplinary/legal action as per the Undertaking executed with the RCSC.
- 5.7.5. The question setters, invigilators, evaluators and interview committee members and others so appointed shall be paid an honorarium.
- 5.7.6. The question setters, evaluators and interview committee members shall declare Conflict of Interest in the prescribed format given at Form 3/2.

## **5.8. Declaration of Result**

- 5.8.1. The RCSC shall publicly declare the results of the PE within one month, and the ME result with the rank in order of merit within 45 days from the date of the examination as per their registration number.
- 5.8.2. The RCSC shall provide opportunity for appeal, after charging an administrative fee for each paper for review within five working days from the date of declaration of the result. The revaluation of answer papers shall not be permitted, except for the recounting. The outcome of the appeal shall be delivered within seven working days from the last date for submission of appeal.

- 5.8.3. The RCSC shall preserve all records of the examination results. However, the answer script and other documents shall be preserved only for one year.
- 5.8.4. The RCSC shall not declare a candidate's result if he has not appeared in all three examination papers of WE, and Viva Voce.

## **5.9. Selection and Placement**

- 5.9.1. To be eligible for selection, a candidate shall be required to obtain at least 50% mark in the BCSE ME.
- 5.9.2. Placement of qualified candidates shall be based on merit ranking of the BCSE result, and availability of the vacancy, except for candidates who have received King's Scholarship and in-service candidate from/to a Constitution Office as decided in consultation with the office concerned.
- 5.9.3. A selected candidate before the appointment into the Civil Service shall be required to undergo mandatory drug tests.
- 5.9.4. Failure to produce a negative drug test result shall lead to disqualification for appointment and the BCSE result shall remain cancelled for that particular year, but be eligible to appear for the BCSE in the following year. The vacancy shall be offered to the next qualified candidate in the order of merit.
- 5.9.5. If a selected candidate withdraws his candidature before the start of the Post Graduate Diploma (PGD) Course, or within one month from the date of appointment for direct appointees, the RCSC shall offer the vacancy to the next standby candidate.
- 5.9.6. The placement of all qualified PGD candidates shall be based on merit ranking calculated on the aggregate percentage of the marks obtained in the BCSE (50%) and PGD course (50%) considering subject relevancy for teacher candidates.
- 5.9.7. For in-service (regular) candidates selected through the BCSE, Position Level and seniority shall be protected. However, for in-service (contract) candidates selected through the BCSE, their Position Level shall be protected or be appointed in the entry Position Level, whichever is higher if selected in the same super structure only. To be eligible for protection of their seniority, in-service (contract) employees must have served for a minimum of one year and fulfil the conditions specified below:
  - 5.9.7.1. If served only for one year and the performance score is PME, the candidate will be appointed at the entry position level.

- 5.9.7.2. If the candidate has served for more than one year and has a performance score of PME, their promotion to the higher level will be delayed by one year for every PME score.
- 5.9.8. In case there are tie-ranks in the final result of the ME 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 WE scores.
- 5.9.9. An administrative fee of Nu. 5,000 shall be charged to those candidates who withdraw between the time period of signing the confirmation and before the oath taking ceremony to cover the administrative cost incurred for conducting the selection and placement.

#### **5.10. Post Graduate Diploma Course for candidates selected through the BCSE**

- 5.10.1. The RCSC shall be the authority to:
  - 5.10.1.1. Approve/discontinue any in-country PGD courses, and enforce any obligations for the PGD course.
  - 5.10.1.2. Approve, monitor and enforce all obligations arising from the PGD course for pre-service candidates.

#### **5.11. Entitlement for Remuneration and Leave**

- 5.11.1. All remuneration to the PG trainees shall be based on the approved rates by the Ministry of Finance (MoF) and paid by the Institutes.
- 5.11.2. For the in-country pre-service training, the TA/DA shall be as per the approved rates of MoF and paid by the Institutes.
- 5.11.3. For the in-country pre-service training, the TA/DA while on a field trip, shall be paid by the Institute concerned to the candidates at the rates determined by the Government.
- 5.11.4. Annual vacation and holidays shall be granted as per the schedule of the Institute.
- 5.11.5. In-service 'Graduate Selected through BCSE' required to undergo a pre-service PGD course shall be eligible for LTT only after serving two years of active service in the current position excluding probation period.
- 5.11.6. An in-service candidate shall not be eligible to receive his regular remuneration and benefits, but only the entitlements for the PG trainee as approved by MoF.

## **5.12. Pre-departure Procedure, Repetition, Extension and Withdrawal.**

- 5.12.1. A candidate selected for PGD courses shall attend a pre-departure briefing which will be conducted by competent authority of the RGoB/RCSC before the commencement of the course and shall sign the Legal Undertaking.
- 5.12.2. No candidate shall be allowed to defer/discontinue the course without the prior approval of the RCSC. A candidate seeking to defer/discontinue the course shall seek approval from the RCSC through the Institute concerned.
- 5.12.3. A candidate shall not be allowed to repeat/terminate or extend training for reasons within his control.
- 5.12.4. Notwithstanding Section 5.12.3 a candidate who is unsuccessful in completing the course may continue and complete the course but at his own expense. However, his appointment shall be along with the next cohort based on merit, irrespective of the course completion date.

## **5.13. Obligation**

- 5.13.1. A PGD candidate shall be liable to pay back the expenditure (including tuition fee waivers, bursaries, concession and quota, stipend and other expenditure) incurred to the RGoB as per the Undertaking signed if:
  - 5.13.1.1. Candidate discontinues the course within his control;
  - 5.13.1.2. Fails to serve two times the duration of the course;
  - 5.13.1.3. Does not report to RCSC upon completion of the PGD course;
  - 5.13.1.4. If the PGD candidate fails to pay financial obligations, the guarantor shall be liable to make the payment to the RGoB. Failure to do so will result in legal action as per the section 19.11.1 and being taken in accordance with the Undertaking and the laws of the country.
- 5.13.2. On successful completion of the PGD course, the candidate shall be appointed against a vacant position and be assigned appropriate Position Title as per the vacancy announcement.

## **5.14. Oath of Allegiance**

- 5.14.1. A candidate selected for an appointment shall execute an Oath of Allegiance.

**ACADEMIC CONVERSION TABLE**

<b>Grading</b>	<b>Marks in %</b>
A+	80
A	75
A-	70
B+	65
B	60
B-	55
C+	50
C	45
C-	40