

## **CHAPTER 4: RECRUITMENT, SELECTION AND APPOINTMENT - REGULAR CIVIL SERVICE**

### **4.1. Policy**

- 4.1.1. Provide equal opportunity to all eligible Bhutanese citizens for employment and career advancement in the Civil Service on the basis of merit, qualification, fair and open competition without discrimination on the grounds of race, sex, language, religion, and other status;
- 4.1.2. Recruit the most qualified and capable candidate with right attitude for the right jobs to ensure professionalism in the Civil Service.
- 4.1.3. Maintain a small, compact, efficient and effective Civil Service.

### **4.2. Strategy**

- 4.2.1. Determine existing as well as emerging vacant positions in the Civil Service through a periodic Organisational Development (OD) exercise and five year staffing plan supported by annual recruitment plan.
- 4.2.2. Annual recruitment plan shall be drawn up for five years which shall be reviewed and updated annually.
- 4.2.3. Recruitment shall be based on transparent and fair systems.
- 4.2.4. Recruit university graduates through competitive examinations conducted in accordance with the Chapter 7 of the BCSR for initial appointments to Professional and Management positions in the Civil Service.
- 4.2.5. All regular appointments into the Civil Service for all categories of positions shall take place with effect from 1st January of each year under the Single Window Process in order to ensure strategic and systematic recruitment plan; greater transparency and predictability in the recruitment and alignment to promotion cycle.

**4.3. Types of recruitment:**

- 4.3.1. Regular Professional & Management Category recruitment
- 4.3.2. Regular Supervisory & Support Category and Operational Category recruitment
- 4.3.3. Contract recruitment
- 4.3.4. General and Elementary Service recruitment

**4.4. Authority**

- 4.4.1. The RCSC in accordance with the CSAB 2010 is the central personnel agency for all Human Resource matters pertaining to the Civil Service.
- 4.4.2. As provided in Section 47 of CSAB 2010, the recruitment of University Graduates to Professional and Management Position Category shall be conducted by the RCSC through the BCSE as per Chapter 7 of this Rule.
- 4.4.3. Any new recruitment into the Civil Service shall only be in the entry Position Level and the authority to recruit, select and appoint shall be as follows:

POSITION CATEGORY	AUTHORITY
Professional & Management	RCSC
Supervisory & Support	Agencies
Operational	Agencies

- 4.4.4. The RCSC shall monitor all appointments carried out by Agencies and they are subject to regular HR Audit.

**4.5. Recruitment Planning Process**

- 4.5.1. The RCSC in consultation with the Agency shall determine the staffing pattern and strength required for the Agency for the plan period for all Position Categories. Accordingly annual recruitment plan shall be drawn up for the plan period.
- 4.5.2. Working agency shall carry out recruitment as per the approved annual recruitment plan, staffing pattern and strength, and delegation of authority.
- 4.5.3. The Agency shall assess the vacant positions in consultation with the Division/Sector and obtain approval from the HR Committee. However,

the Working Agency shall consult with the Parent Agency concerned prior to initiating the annual recruitment after taking into account excess civil servants and civil servants returning from study, EOL, Medical leave etc.

- 4.5.4. In the event of any change to the approved staffing plan or the recruitment plan, the working agency shall submit the updated five year's annual recruitment plan to RCSC every year in the month of May for approval.
- 4.5.5. If the HR need assessment involves additional post creation, the process shall be as follows:
  - 4.5.5.1. Review the mandate of section / division/ department/ agency;
  - 4.5.5.2. Review opportunity to multitask by the approved existing staff;
  - 4.5.5.3. Review SOP, TAT and log of activities.
- 4.5.6. The Agency shall submit graduate requisition to the RCSC as per Section 7.8.1 of Chapter 7 of this rule.
- 4.5.7. The recruitment against a vacant position shall be made either by direct recruitment of a new employee or in-service recruitment.
- 4.5.8. All regular appointments into the Civil Service for all categories of positions shall be as per Section (4.2.5)

#### **4.6. Eligibility**

- 4.6.1. The eligibility for a candidate applying for PMC shall be as per Section 7.4 of Chapter 7 of this rule.
- 4.6.2. The following eligibility shall be applicable for a candidate applying for SSC and OC:
  - 4.6.2.1. Be a Bhutanese citizen;
  - 4.6.2.2. Meet the minimum qualification requirements specified for the particular position as per the Position Directory and Job Description;
  - 4.6.2.3. Have attained at least 18 years of age and not more than 40 years on the date of appointment for pre-service candidates; and
  - 4.6.2.4. If in-service, possess the minimum qualification required and have no service obligation to the Agency.

#### **4.7. Disqualification**

- 4.7.1. A candidate shall not be eligible to apply for employment in the PMC as per Section 7.5 of Chapter 7 of this rule.

- 4.7.2. A candidate shall not be eligible to apply for employment in the SSC and OC positions in the Civil Service if he has:
- 4.7.2.1. Been convicted of a criminal offence or is under investigation or prosecution for a criminal offence;
  - 4.7.2.2. Been terminated or compulsorily retired from the Civil Service or a Government Corporation/Project;
  - 4.7.2.3. Voluntarily resigned from the Civil Service and applying for a position category not higher than the one held prior to resignation;
  - 4.7.2.4. Been adjudged medically unfit for employment by a competent RGoB medical doctor;
  - 4.7.2.5. Intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination
  - 4.7.2.6. Furnished fake/forged testimonials/documents;
  - 4.7.2.7. Failed to furnish testimonials as required under the Civil Service Rules; and
  - 4.7.2.8. Participated in politics and not completed the minimum 'cooling off period' of one year.

#### **4.8. Recruitment Procedure**

- 4.8.1. Vacancy Announcement :
- 4.8.1.1. As per the delegation of authority, the Agency shall advertise the approved vacant positions through mainstream media including online platforms with sufficient time of at least two weeks for registration. If required, time extension may be granted for another two weeks.
  - 4.8.1.2. The vacancy announcement shall clearly define the following: :
    - i. Profile of the position, including Position Title and Position Level;
    - ii. Qualification required;
    - iii. Type of recruitment;
    - iv. Documents required;
    - v. Registration process, schedule and venue;
    - vi. Short-listing criteria, if required; and
    - vii. Contact number and address.

4.8.2. Documents Required:

4.8.2.1. A candidate applying for a vacant position in the Civil Service shall be required to submit the following documents:

- i. RCSC Employment Application Form (*Schedule 4(a)*);
- ii. Resume;
- iii. Copies of academic transcripts;
- iv. Copies of relevant training transcripts, if required;
- v. Copy of the Bhutanese citizenship identity card;
- vi. Copy of Medical Fitness Certificate issued by a competent RGoB medical doctor;
- vii. Security Clearance Certificate which shall be verified online and
- viii. No Objection Certificate, if employed.

4.8.2.2. A candidate shall produce original documents to the recruiting agency at the time of interview for verification.

4.8.3. Short-listing of applicants :

4.8.3.1. The HRD/HR Services shall screen the applicants based on the fulfilment of the Academic and/or relevant Training as per the minimum requirement specified in the Position Directory, the vacancy announcement, eligibility and disqualification as per Section 4.6 and 4.7 respectively.

4.8.3.2. The HRC of the agency shall shortlist the applicants based on the criteria decided by the HR Committee of the Agency

4.8.3.3. For short-listing, in the event there is more number of applicants, then the ratio of vacancy to candidate shall be at least 1:3;

4.8.3.4. In the event, vacancies for multiple positions are announced requiring the same entry qualification, any applicant fulfilling the criteria shall be considered as eligible for all the vacant positions. However, the minimum number of applicants required should be equal to the vacancy announced and should be more than three applicants.

4.8.4. Re-announcement :

4.8.4.1. If there is no eligible candidate or only one eligible candidate, the Agency shall announce the time extension of

- another two weeks for more candidates to submit applications. or
- 4.8.4.2. Extend the deadline to submit applications, if the Agency is not satisfied even when the number of eligible candidates are more than one;
  - 4.8.4.3. Proceed with the selection process even if there is only one eligible candidate despite the time extension of two weeks or more;
  - 4.8.5. **Announcement** of Short Listed Candidates :  
The Agency shall announce short-listed candidates after obtaining the approval of the HR Committee, along with date and venue for selection (interview and/or written examination).

#### **4.9. Selection Procedure**

- 4.9.1. Competitive Selection Procedure excluding selection through BCSE
  - 4.9.1.1. Depending on the requirement of the position, the competitive selection process shall include the following methods:
    - i. Panel interview which shall be mandatory; and
    - ii. Weightage for Academic/relevant training or
    - iii. Written/ Practical examination.
  - 4.9.1.2. The HRC of the Agency shall determine the methods and the weightage to be assigned.
- 4.9.2. Selection Committee:
  - 4.9.2.1. The Selection Committee members shall be nominated by HRC comprising of at least five relevant members. They shall conduct the interview in bi-lingual, Dzongkha and English (*Schedule 4 (b): Sample Form-form as per the changes with BCSE form*). The Committee members shall be properly briefed on the eligibility criteria for the position and the applicant's resume details prior to the interview. The Committee shall observe the Civil Service Values and Conduct as enshrined in this Rule including declaration of "Conflict of Interest" as per format *Annexure 3/1*.

- 4.9.2.2. The Selection Committee shall pre-determine the cut off percentage to be eligible for selection to ensure quality of candidates but should be higher than 50%.
- 4.9.2.3. Two extreme marks of the panel members shall be eliminated (highest and lowest) and the average of the remaining shall be considered to get the final score.
- 4.9.2.4. The Interview Assistant shall compile the result sheet based on the selection method adopted, which shall be verified and signed by the Selection Committee.

**4.10. Post- Selection Procedure**

- 4.10.1. The HR Committee shall review and endorse the result sheet signed by the Selection Committee.
- 4.10.2. On endorsement of the result by the HR Committee, the Agency shall declare the result and notify the successful candidate within two week from the conduct of the interview.
- 4.10.3. Along with the declaration of the selection result, the Agency shall **inform** the candidates with information on the reporting date for placement and appointment.
- 4.10.4. A candidate shall be given opportunity to appeal to the Appellate Authority for review of the selection result within 10 working days from the date of declaration of the result.

**4.11. Appointment Procedure and Placement:**

- 4.11.1. The Agency shall appoint the successful candidates against approved vacant positions in the order of merit ranking of the selection result.
- 4.11.2. A selected candidate shall submit drug test report prior to appointment.
- 4.11.3. The appointment shall be effected from 1<sup>st</sup> of January every year after the completion of all requirements. Exception to this shall be only upon endorsement from the RCSC.
- 4.11.4. His pay shall be fixed at the minimum of the scale prescribed for the position. Seniority and Position Level for in-service candidates selected shall be protected and accordingly his pay shall be fixed as per Chapter 11 of this rule.
- 4.11.5. The Agency as per the delegation of authority shall submit online the details of selected candidate(s) as required, along with

compiled selection result and forward the following documents of the selected candidates to the RCSC.

- i. Copy of the vacancy announcement(s);
- ii. Compiled selection result signed by the Selection Committee; and
- iii. Documents specified under **Section 4.8.2.1** above.

If in-service candidates selected involve inter- agency transfer/ Change in MOG/Change in Super Structure, the authority to approve and issue the inter-agency transfer order shall vest with the RCSC for which, the following documents in addition to the documents specified above shall be submitted to the RCSC:

- i. No Objection Certificate from parent agency endorsed through the HRC.
  - ii. Application ID of an approved Audit Clearance Certificate which shall be verified online
- 4.11.6. The RCSC shall verify details of the recruitment carried out by the Agency and allot Employee Identity (EID) Number.
  - 4.11.7. Only upon the allotment of EID Number, shall the selection be considered endorsed by the RCSC.
  - 4.11.8. The agency shall then generate the appointment order of the candidates from the CSIS who has been issued with EID.
  - 4.11.9. The HR Division of the concerned agency shall :
    - 4.11.9.1. Open a Personal File and Service Book for each new employee
    - 4.11.9.2. Collect the duly filled form in Chapter 25 of the rule (Schedule 25(a) & 25(b))
    - 4.11.9.3. Execute an undertaking of adherence to the Civil Service Values and Conduct for each new employee as per Schedule 3 ( ); and
    - 4.11.9.4. Execute an undertaking of Oath of Allegiance as per Schedule 4(c) for each new employee.
  - 4.11.10. In the event the selected candidate withdraws his candidature or a similar vacancy arises in the same agency within a period of three months from the endorsement of the result by the HRC or 31st December, whichever is earlier, the post may be offered to the next candidate in Order of Merit of the Selection Result subject to fulfilling the pre-determined minimum cut-off percentage.

- 4.11.11. BCSE selected candidate who has already completed PGD course prior to being selected through the BCSE shall appointment only when his BCSE batch mates complete the PGD course.
- 4.11.12. A civil servant shall be eligible for transfer only after serving a minimum of three years, including probation period, from the date of initial appointment.

#### **4.12. Probation**

- 4.12.1. A candidate selected for appointment shall initially be placed on probation for a period of one year before his appointment to regular service is confirmed.
- 4.12.2. Upon completion of the probation, the HR Committee of the Agency shall review the performance of the candidate and if satisfied, issue the office order regularizing the service. If performance of the candidate is poor, his service shall not be regularized and be removed from the service.
- 4.12.3. The probation period shall not be considered as part of active service for the purpose of promotion and long term study leave.
- 4.12.4. A civil servant shall be eligible for any mandatory competency in-country training. However they shall not be eligible for any ex-country travel/training while on probation.
- 4.12.5. Entitlement for Leave shall be as per Chapter 10 of this rule.
- 4.12.6. An in-service candidate shall not be required to serve probation provided he has already completed one year probation and his service has been regularized.

#### **4.13. Orientation**

- 4.13.1. Orientation of a new employee shall be compulsory and it shall be the responsibility of the Agency concerned to conduct the orientation programme.
- 4.13.2. The Agency shall assign a mentor for the new employees for a period of one year for proper induction into the civil service.
- 4.13.3. The programme shall aim to properly induct the candidate into the Civil Service at large and in particular integrate and assimilate the candidate as a team player in the organisation. Depending on the need, an Orientation Programme shall include the following:

- 4.13.3.1. Introduction to the organisation – physical, work culture and organisation values;
- 4.13.3.2. Familiarization with organisation, its policies, plans & programmes, BCSR, Financial Rules, Civil Service Welfare ; and
- 4.13.3.3. Understanding of his position job description and the expectations of the Agency.

#### **4.14. Obligation**

- 4.14.1. Once appointed, a civil servant in the SSC and OC shall be obliged to serve a minimum of two years of active service including probation provided there is no other service obligation. However, as per section 7.17.1. A candidate appointed through BCSE shall be obliged to serve a minimum of four years of active service including probation or completion of training obligation as per Section 8.10.2/Section 8.11.5, whichever is higher
- 4.14.2. A civil servant resigning before fulfilling the obligation as per Section 4.14.1 shall :
  - 4.14.2.1. forfeit his retirement benefits, except Provident Fund and Group Insurance Scheme benefits; and
  - 4.14.2.2. be liable for financial obligation in lieu of the service obligation for as per Section 8.10.3/Section 8.11.3 of this rule.

#### **4.15. Accountability**

- 4.15.1. An appointment, which does not conform to this Rule, shall be treated as unauthorised and hence, it shall be revoked by the RCSC.
- 4.15.2. The authority responsible for violation shall be accountable and liable for administrative actions.