

CHAPTER 7: BHUTAN CIVIL SERVICE EXAMINATION FOR RECRUITMENT OF UNIVERSITY GRADUATES

7.1 Policy

- 7.1.1. Attract and select the most qualified and competent graduates with right attitude.
- 7.1.2. Create an atmosphere of healthy and fair competition for appointment in the Civil Service based on the principle of meritocracy and transparency.
- 7.1.3. Comply with Section 47 of the Civil Service Act of Bhutan 2010, which reads as:
“The Commission shall recruit university graduates through competitive examinations conducted in accordance with the procedures laid down in the BCSR for initial appointments to Professional and Management positions in Civil Service”.

7.2. Strategy

- 7.2.1. Ensure a rigorous, credible and merit based examination system called the Bhutan Civil Service Examination (BCSE).
- 7.2.2. Appoint to regular service in Professional and Management positions through the BCSE only.
- 7.2.3. Select candidates with the minimum qualification of Bachelor’s Degree and above for appointment based on requirement against approved positions.
- 7.2.4. Develop a body of career civil servants, which is dynamic, professional service oriented, resilient and astute.

7.3. Examination

- 7.3.1. The BCSE shall consist of the following two stages of examination:
 - 7.3.1.1. Stage I : Preliminary Examination (PE); and
 - 7.3.1.2. Stage II : Main Examination (ME).
- 7.3.2. Preliminary Examination (PE)
 - 7.3.2.1. The objective of PE shall be to shortlist candidates for the ME and ensure minimum standard required of a candidate.

- 7.3.2.2. A candidate shall be permitted to appear PE up to a maximum of three attempts only.
- 7.3.2.3. PE Papers shall be common to all categories of graduates.
- 7.3.2.4. PE shall be objective type questions to test English and Dzongkha communication skills, logic and analytical, problem solving and data interpretation abilities of the candidates.
- 7.3.2.5. Only those candidates who achieve the minimum cut off marks as decided by the RCSC, shall be eligible to sit for the ME; and
- 7.3.2.6. Marks obtained in the PE shall not be carried forward to the ME and shall be valid only for that particular year/examination.
- 7.3.2.7. The Commission may review the requirement of PE for categories of profession that are accredited and certified by a competent body to practice that profession and when there are critical shortages of such profession.

7.3.3. Main Examination (ME)

- 7.3.3.1. The objective of the ME shall be to test the candidate's core competencies and subject/general knowledge for final selection.
- 7.3.3.2. A candidate shall be permitted to appear ME up to a maximum of two attempts only.
- 7.3.3.3. Candidates appearing the ME shall be grouped as per the Superstructure group under the following categories:
 - a. Administrative Service (AS);
 - b. Finance Service (FS);
 - c. Education Service (ES); and
 - d. Technical Service (TS)
- 7.3.3.4. Education Service shall have two sub categories of examination i.e. one for the general graduate aspiring to undergo PGDE and another for B.Ed graduates for direct appointment after BCSE.
- 7.3.3.5. ME shall consist of the following three parts with corresponding weightage:
 - a. Part I: Academic Achievement 10%
 - b. Part II: Written Examination (WE) 70%

c. Part III: Viva Voce 20%

- 7.3.3.6. The RCSC shall review weightage for the three parts of the examination from time to time, and make required changes.
- 7.3.3.7. The RCSC shall not declare a candidate's result if he has not appeared in all the three examination papers in Part II and Viva Voce in Part III, and this shall be considered as one of the two permissible attempts in the BCSE.

7.3.4. Academic Achievement

- 7.3.4.1. Academic achievement shall be the assessed based on the marks obtained in the Bachelor's Degree from an Institute recognised by the relevant authorities of the Royal Government. In addition, a candidate shall be required to produce both Class X and Class XII academic transcripts as documentary evidence unless specified otherwise.
- 7.3.4.2. 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 Administrative Service Examination. However, for other categories of Examination, the most relevant degree shall be considered for assessment where necessary.
- 7.3.4.3. Only one Degree of the same level shall be accepted for the assessment.
- 7.3.4.4. 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 7(a)* if conversion value is not specified in the transcripts issued by the University.

7.3.5. Written Examination (WE)

- 7.3.5.1. The WE for general graduates opting for the Administrative Service (AS), Finance Service (FS) and Education Service (ES) shall sit for separate examinations according to eligibility. The examination shall comprise of the following three papers for a duration of three hours each:
 - a. Paper I : Dzongkha;
 - b. Paper II : English & General Knowledge; and

- c. Paper III : Bhutan and its (i) Socio-Political Institutions and (ii) Socio-Economic Development since 1961
- 7.3.5.2. Each paper shall carry equal weightage and be evaluated out of 100 marks and the aggregate of the three papers shall be converted to 70% to obtain the total marks for the WE.
- 7.3.5.3. The WE for B.Ed. graduates shall comprise of the following three paper;
- a. Paper I : English Language
 - b. Paper II : Dzongkha Language
 - c. Paper III : Teacher Aptitude Test
- 7.3.5.4. Each paper shall carry equal weightage and be evaluated out of 100 marks and the aggregate of the three papers shall be converted to 60% to obtain the total marks for of the WE.
- 7.3.5.5. The WE for technical graduates, including law graduates opting for the Technical Service shall comprise the following three papers:
- a. Paper I : Language and General Knowledge (Common Paper - 20%)
 - b. Paper II : General Subject Knowledge (Common Paper for each professional group-15%)
 - c. Paper III : Subject Specialisation Paper (Subject specific – 35%)
- 7.3.5.6. Each paper shall be evaluated out of 100 marks and converted to the respective scale of 20% for Paper I, 15% for paper II and 35% for Paper III, and then added to obtain the total marks for of the WE..
- 7.3.5.7. The WE for Dzongkha graduates opting for appointment in positions requiring Dzongkha specialisation and Education Service shall comprise of the following three papers;
- a. Paper I : Dzongkha Language & General Knowledge (20%)
 - b. Paper II : English Language & Current Affairs (15%)
 - c. Paper III : Buddhist Studies (35%)
- 7.3.5.8. Each paper shall be evaluated out of 100 marks and converted to the respective scale of 20% for Paper I, 15%

for Paper II and 35% for Paper III and then added to obtain the total marks for of the WE.

- 7.3.5.9. Technical and Dzongkha category graduates shall be required to obtain minimum pass mark (50%) in Paper III i.e. Subject Specialisation and Buddhist Studies Paper respectively.
- 7.3.5.10. The RCSC shall review the examination papers from time to time to enhance its relevancy.

7.3.6. Viva Voce

- 7.3.6.1. Viva Voce shall be based on an oral interview, bilingual in both Dzongkha and English, to be conducted by a Committee consisting of a minimum of five members (minimum) appointed by the RCSC.
- 7.3.6.2. 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.
- 7.3.6.3. 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.

7.4. Eligibility

A candidate shall:

- 7.4.1. Be a Bhutanese citizen;
- 7.4.2. 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;
- 7.4.3. Have a minimum of Bachelor's Degree (full time on campus course meeting the requirement of minimum contact hours) for minimum duration of three years from an Institute recognised by the relevant authorities of the Royal Government in the relevant field with the exception for the following :
 - 7.4.3.1. Candidates from Shedras who are awarded equivalent Bachelors/Masters Degree in two years; [REDACTED]
 - 7.4.3.2. With a minimum two-year Bachelor's Degree acquired by in-service candidates 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, for in-service Civil candidates; and

- 7.4.3.3. With Masters Degree but without Bachelors approved by the RCSC for in-service Civil candidates prior to 2nd September, 2007.]

7.4.4. Meet the following qualification and subject requirements:

7.4.4.1. Administrative Service:

Minimum of a Bachelor's Degree in any field;

7.4.4.2. Financial Service

Minimum of a Bachelor's Degree in Commerce/ Economics/Finance/Accountancy (Honours)/Economics (Majors)/Business Administration /Business Management;

7.4.4.3. Education Service

- a. Minimum of 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 subject at the Bachelor's Degree examination, if prescribed;

b. Bachelor of Education (B.Ed).

7.4.4.4. Technical Service : Minimum of Bachelor's Degree in relevant field; Meet the minimum qualifying marks in the Bachelor's Degree that may be prescribed by the RCSC.

7.4.5. Be eligible to appear the BCSE and meets all the entry qualification requirement in the event he has voluntarily resigned in SSC and OC.

7.4.6. Have qualified in the PE of the particular year of examination to appear in the ME.

7.5. **Disqualification**

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

7.5.1. Bachelor's Degree which is not a full time on campus course meeting the requirement of minimum contact hours, from an Institute recognised by the relevant authorities of the Royal Government'

7.5.2. Been convicted of a criminal offence or is under investigation or prosecution for a criminal charges;

- 7.5.3. Been terminated or compulsorily retired from the Civil Service, Government Corporation/Project;
- 7.5.4. Voluntarily resigned from the Civil Service while he had a Bachelor's Degree;
- 7.5.5. Been adjudged by a competent medical authority as mentally unsound
- 7.5.6. Already appeared the BCSE-PE thrice and/or CSCE/BCSE-ME twice;
- 7.5.7. Intentionally given false statements or used fraudulent practices in Academic/Civil Service Examinations;
- 7.5.8. Used fake/forged documents;
- 7.5.9. Failed to furnish testimonials as required under the Civil Service Rules;
- 7.5.10. Been previously selected and appointed in the Civil Service, including being selected for mandatory PGD course, but has dishonoured/discontinued the appointment/course;
- 7.5.11. Failed to produce NOC from the employer for appearing the BCSE and appointment in the Civil Service, if employed;
- 7.5.12. Participated in politics and not completed the required "cooling off" period of one year.

7.6. **Registration for Examination**

- 7.6.1. A graduate wishing to appear for the BCSE shall register online.
- 7.6.2. Candidates who qualify in the PE shall be required to report to venue, on the announced date and time in person for verification and confirmation for the ME with the following documents in original as well as photocopies:
 - 7.6.2.1. Bhutanese Citizenship Identity Card;
 - 7.6.2.2. Security Clearance Certificate which shall be verified online;
 - 7.6.2.3. Class X transcripts;
 - 7.6.2.4. Class XII transcripts;
 - 7.6.2.5. Degree certificate/provisional certificate and academic transcripts;
 - 7.6.2.6. No Objection Certificate from the employer if employed.
- 7.6.3. A graduate in medical and health profession shall produce a certificate of registration from the Bhutan Medical and Health Council (BMHC). Similarly, any technical graduates requiring professional license/certificate of practice should be submitted, if applicable.

- 7.6.4. Degree marks shall be confirmed with the candidates during the registration for the purpose of calculating academic weightage.
- 7.6.5. The name of the candidate who meets all the requirements shall be recorded and the candidate concerned shall sign against his name. Only then shall the candidate who qualifies in the PE be considered as confirmed to appear for the ME.
- 7.6.6. Confirmed candidate shall be issued an e-Admission Card, which shall be used for both the WE and Viva Voce. The card shall have the most recent photograph of the candidate with the RCSC stamp, allotted registration number and year of the examination and signature of the candidate. The name of the candidate shall not be mentioned.

7.7. Conduct of Candidate

- 7.7.1. A candidate shall:
 - 7.7.1.1. Reach the examination/viva voce centre at least 15 minutes before the scheduled time;
 - 7.7.1.2. Be in the national dress;
 - 7.7.1.3. Be allowed to enter examination hall only on production of the e-Admission Card;
 - 7.7.1.4. Allow frisking/checking at entry point of the exam hall;
 - 7.7.1.5. Not bring any article, electronic devices, document or written material of any form inside the hall, except the Admission Card, ink, pen, pencil, eraser and non-programmable calculator (if required);
 - 7.7.1.6. Conform his behaviour to the Civil Service Values and Conduct prescribed under this Rule;
 - 7.7.1.7. Not be under the influence of intoxicants/alcohol in and around examination premises;
 - 7.7.1.8. Not canvass for getting favour in the examination in any manner;
 - 7.7.1.9. Not talk, consult, whisper, smoke, eat or indulge in any unacceptable behaviour in the examination hall; and
 - 7.7.1.10. Not give or leave any identification marks on the written answer sheet(s) other than the allotted registration number.
- 7.7.2. Non-compliance to the above rules shall result in debarring of the candidate from the present as well as future BCSE.
- 7.7.3. 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.

7.8. **Administration**

- 7.8.1. The Agencies shall be responsible for submitting graduate requisition against approved positions to the RCSC on annual basis in May of each year, unless specified otherwise as per *Schedule 7 (b)*.
- 7.8.2. The RCSC shall prioritise graduate vacancies against approved positions based on the requisition of the Agencies, including the returning DAHE scholarship candidates.
- 7.8.3. The RCSC shall make public announcement of the BCSE schedule and allow registration time of one month. The announcement shall specify all relevant information on the examination including the following:
 - 7.8.3.1. Vacancies in the Civil Service;
 - 7.8.3.2. Eligibility as well as the disqualification criteria;
 - 7.8.3.3. Documents required;
 - 7.8.3.4. Registration process and schedule;
 - 7.8.3.5. Schedule and venue for registration, PE and ME centres, declaration of PE and ME results, selection and placement of candidates; and
 - 7.8.3.6. Selection and placement procedures.
- 7.8.4. The RCSC shall prescribe general standards and guidelines for the PE and ME.
- 7.8.5. The RCSC shall call upon any entity or official in the Government to assist the Commission in the preparation and conduct of BCSE, including facilities.
- 7.8.6. The question setters, invigilators, evaluators and interview Committee members and others so appointed shall be paid honorarium.
- 7.8.7. The question setters, evaluators and interview Committee members shall declare Conflict of Interest to the RCSC in the prescribed format given at Annexure 3/1.
- 7.8.8. The RCSC shall appoint officials comprising of representatives of relevant Agencies to assist in the smooth conduct of the BCSE.
- 7.8.9. The RCSC shall coordinate deployment of security personnel, if required.
- 7.8.10. Registered applicants shall be provided with information on the BCSE, vacancies and code of conduct before the examination.
- 7.8.11. The RCSC shall facilitate with appropriate logistics arrangements for physically and visually challenged candidates.
- 7.8.12. Agency shall facilitate leave for in-service candidates to appear BCSE. However, they shall not be entitled to TA/DA.

7.8.13. Any misconduct that breaches the confidentiality, credibility and legitimacy of the examination shall be liable for administrative and legal action by RCSC.

7.9. Coordination of BCSE

7.9.1. The CSED shall be responsible for overall coordination and management of BCSE.

7.9.2. CSED shall ensure: Announcement of exam schedule; Registration of candidate; Verification of documents; Arrangement of exam centre; Identification of Resource persons; Conduct of examination and assessment; compilation and verification of results, announcement of results placement of candidates and oath taking ceremonies.

7.10. Invigilation, Evaluation and Interview

7.10.1. Invigilation

7.10.1.1. The RCSC shall appoint qualified civil servants as Chief invigilator and Invigilators for the proper conduct of BCSE. They shall keep strict vigilance and carry out their responsibility sincerely and without any fear or favour

7.10.1.2. The RCSC shall provide the list of registered candidates to the Chief Invigilator containing the following information;

- a. Registration number of each candidate listed serially;
- b. CID number;
- c. Provision for signature of the candidate;
- d. The date, time and subject of the Written Examination of the particular paper; and
- e. Provision for dated signature of Invigilators, before submission of the list to the RCSC.

7.10.1.3. Chief Invigilator shall:

- a. Declare Conflict of Interest
- b. Be responsible for the smooth conduct of the examination in the respective centre
- c. Direct and supervise all Invigilators in the respective Centre to ensure proper conduct of examinations;
- d. Hand over the attendance sheet and answer papers in sealed covers to the RCSC focal person, immediately after completion of the examination for each paper; and
- e. Submit a written report to the RCSC focal person at the end of the examinations.

- 7.10.2.6. Re-evaluation of answer papers shall not be permitted, except for recounting.
- 7.10.2.7. Recounting of answer papers shall be charged an administrative fee.

7.10.3. Conduct of Viva Voce

- 7.10.3.1. The Viva Voce shall be conducted by a Committee comprising a minimum of five members, one of whom shall be designated as the Chairperson.
- 7.10.3.2. The Interview Committee Members shall be composed of serving civil servants and retired senior civil servants appointed by the RCSC.
- 7.10.3.3. The Interview Committee shall be assisted by an Interview Assistant who shall;
 - i. Confirm the attendance of the candidates;
 - ii. Assess the merit certificates and extra curricular certificates; and
 - iii. Verify and tabulate the interview score sheet.
- 7.10.3.4. The Viva Voce shall be conducted in the sequence of registration numbers.
- 7.10.3.5. Each member shall use the assessment form given at Schedule 7(c). The Chairperson of the Committee shall ensure results are compiled in the format given at Annexure 7(d).

7.11. **Declaration of Result**

- 7.11.1. The RCSC shall declare results of the PE within one month from the date of the examination
- 7.11.2. The final results of the ME, ranked in order of merit shall be announced within 45 days from the last day of Viva Voce.
- 7.11.3. Public announcement of results shall be by the registration numbers of the candidates.
- 7.11.4. The RCSC shall preserve all records of the examination results.
- 7.11.5. Answer scripts and registration documents shall be preserved for one year or till the conduct of the next exam, whichever is later.
- 7.11.6. A candidate shall be given opportunity to appeal to the RCSC only once for each paper for review of the examination result within five working days from the date of declaration of the result and outcome of the appeal shall be delivered within seven working days from the last date for submission of Appeal.

7.12. **Annual Intake**

The annual intake shall be decided by the Commission based on the results against approved annual recruitment plan and vacancies.

7.13. **Selection, Placement and Appointment**

- 7.13.1. To be eligible for selection, a candidate shall be required to obtain at least 50% average mark in the BCSE ME.
 - 7.13.2. Placement of qualified candidates shall be based on the following criteria:
 - a. Merit ranking of the BCSE results for the respective examination category; and
 - b. Availability of vacancy.
 - 7.13.3. Notwithstanding section 7.13.2, placement of an in-service candidate from/to a Constitutional Office shall be decided in consultation with the Office concerned.
 - 7.13.4. A selected candidate shall be required to undergo mandatory pre-employment drug test, which would be conducted after completion of selection result and before the appointment into the civil service.
 - 7.13.5. The candidate failing to produce drug test result and medical fitness certificate or if tested positive in the drug test shall be disqualified for appointment and the BCSE results shall remain cancelled for that particular year. His participation in the BCSE shall be counted as one of the three and two permissible attempts in the PE and ME respectively.
 - 7.13.6. If a selected candidate fails to produce medical fitness certificate and drug test report or tested positive to the prescribed drugs, the vacancy shall be offered to the next candidate in the order of merit ranking of the result.
 - 7.13.7. A candidate tested positive shall be eligible to appear for the next BCSE and his appointment into the civil service shall be subject to clearing medical fitness and drug test again, provided he meets other eligibility criteria.
 - 7.13.8. The selected candidates are required to submit degree certificate within two years from the date of appointment in the civil service in the event they were not able to submit during the BCSE registration.
 - 7.13.9. If a selected candidate withdraws his candidature before the start of the PGD Course or within one month from the date of appointment for direct appointees, the vacancy shall be offered to the next qualified candidate in order of merit.
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- 7.13.10. In addition to 7.13.9, withdrawal or failure to take up the position shall be treated as dishonouring the appointment and the candidate shall not be eligible for regular employment in civil service. The list of such candidate with CID number shall be maintained by RCSC.
- 7.13.11. Candidate selected for PGD Course shall successfully complete the respective course at the Institutes/Colleges designated by the RCSC as a pre-service training before his appointment in the Civil Service and shall be governed by Chapter 8 of this rule.
- 7.13.12. PGD candidate withdrawing the course after one month of the course start date shall be liable to refund the expenditure incurred for each selected candidate on BCSE and the entire cost of PGD course to RGoB.
- 7.13.13. BCSE selected candidate who has already completed PGD course prior to being selected through the BCSE shall be given appointment only when his BCSE batch mates complete the PGD course.
- 7.13.14. 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 based on;
- 7.13.15. Placement in a specific position and Agency shall be based on merit ranking calculated on the aggregate percentage of the marks obtained in BCSE (75%) and Post Graduate Diploma course (25%) and in addition subject relevancy shall be considered for teacher candidate.
- 7.13.16. Medical Doctors with specialization as per Schedule 13 (a) with Master's degree shall be appointed in Position Level P3 provided they meet all the criteria as specified.
- 7.13.17. A law graduate on successful completion of the PGDNL shall be appointed in Position Level P4;
- 7.13.18. A technical graduate selected in the BCSE shall be appointed in Position Level P4/P5.
- 7.13.19. For in-service candidates selected through BCSE, Position Level and Seniority shall be protected.
- 7.13.20. 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

7.14. Oath of Allegiance

7.14.1. A candidate selected for appointment shall execute an undertaking of adherence to the Civil Service Values and Conduct and undertake an Oath of Allegiance as per *Schedule 4(c)*.

7.15. Orientation

7.15.1. Pre-service technical graduate selected for appointment shall be required to undergo an orientation programme organized by the RCSC.

7.15.2. A candidate selected for appointment in the Civil Service shall undergo an Induction Programme of appropriate duration during the probation organized by the Agency.

7.16. Probation

7.16.1. Pre-service candidate shall initially be placed on probation for a period of one year during which, the relevant provisions of Chapter 4 on Recruitment, Selection and Appointment - Regular Civil Service Rules and Regulations of the BCSR shall apply.

7.16.2. An in-service candidate selected through BCSE shall not be required to serve probation period provided he has already completed one year probation and his service has been regularized.

7.17. Obligation

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 pre-service training obligation as per Section 8.10.2/Section 8.11.5, whichever is higher; and

7.17.2. A civil servant resigning without fulfilling Section 7.17.1 shall:

7.17.2.1. forfeit his retirement benefits, except Provident Fund and Group Insurance Scheme benefits; and

7.17.2.2. 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.