


CHAPTER 7
BHUTAN CIVIL SERVICE
EXAMINATION FOR
RECRUITMENT OF UNIVERSITY
GRADUATES



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 Uphold meritocracy and transparency for recruitment in the Civil Service.
- 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 & 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 PMC 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 Ensure the best and the brightest are selected.

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.
- 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 waive 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 Super Structure group in line with Section 2.3 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 graduates who shall undergo PGDE before an appointment and another for B.Ed graduates for direct appointment.
- 7.3.3.5 ME shall consist of three parts with the weight assigned against each part as follows:

Components	For AS/FS/TS/ES (PGDE)	ES (B.Ed)
Part I: Academic Achievement	10%	20%
Part II: Written Examination	70%	60%
Part III: Viva Voce	20%	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 three examination papers of WE and Viva Voce, and this shall be counted as one of the two permissible attempts in ME.

7.3.4 Academic Achievement

7.3.4.1 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. 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) for PGDE shall appear for examinations according to eligibility. The written examination shall comprise of the following three papers for a duration of three hours each:

- a. Paper I : Dzongkha;
- b. Paper II : English and General Knowledge; and
- c. Paper III : Bhutan and its (i) Socio-Political Institutions and (ii) Socio-Economic Development.

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.

7.3.5.2 The WE for B.Ed. graduates opting for Education Service shall comprise of the following three papers:

- a. Paper I : English Language;
- b. Paper II : Dzongkha Language; and
- c. Paper III : Teacher Aptitude Test.

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 the WE.

7.3.5.3 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%); and
- c. Paper III : Subject Specialisation Paper (Subject specific – 35%).

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 the WE.

7.3.5.4 The WE for Dzongkha graduates (TS) opting for appointment in positions requiring Dzongkha specialisation and Education Service shall comprise of the following three papers:

- a. Paper I : Dzongkha Language and General Knowledge (20%);
- b. Paper II : English Language and Current Affairs (15%); and
- c. Paper III : Buddhist Studies (35%).

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 the WE.

7.3.5.5 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 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 awarded to the candidate by the panel members shall be eliminated and average of the remaining shall determine the final marks.

7.4 Eligibility

7.4.1 A candidate shall:

- 7.4.1.1 Be a Bhutanese citizen;
- 7.4.1.2 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;
- 7.4.1.3 Have a minimum of Bachelor's Degree (full time on campus course meeting the requirement of the minimum contact hours) for minimum duration of three years from an Institute recognised by the competent authorities in the relevant field with an exception for the following:
 - a. Candidates from Shedras who are awarded equivalent Bachelor's/ Master's Degree in two years;
 - b. 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 competent authorities empowered by an Act of the Parliament, for in-service candidates; and
 - c. With Master's Degree but without Bachelor's Degree approved by the RCSC for in-service candidates prior to 2nd September, 2007.

7.4.2 Meet the following qualification and subject requirements:

Category	Minimum qualification required
Administrative Service	Minimum of a Bachelor's Degree in any field.
Finance Service	Minimum of a Bachelor's Degree in Commerce/ Economics/ Finance/Accountancy (Honours)/Economics (Majors)/Business Administration /Business Management.
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 Bachelor's Degree and relevant subject, if prescribed. b. Bachelor of Education (B.Ed).
Technical Service	Minimum of Bachelor's Degree in relevant field.

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

7.4.4 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 on campus and is not recognised by the competent authority.

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 Been adjudged by a competent medical authority as mentally unsound.

7.5.5 Already appeared the BCSE-PE thrice and/or CSCE/BCSE-ME twice.

7.5.6 Intentionally given false statements or used fraudulent practices in Academic/Civil Service Examinations.

7.5.7 Used fake/forged documents.

- 7.5.8 Failed to furnish testimonials as required under the Civil Service Rules.
- 7.5.9 Been previously selected and appointed in the Civil Service, including being selected for mandatory PGD course, but has dishonoured/discontinued the appointment/course.
- 7.5.10 Failed to produce NOC from the employer for appearing the BCSE and appointment in the Civil Service, if employed.
- 7.5.11 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 the 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; and
 - 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/accreditation from the Bhutan Medical and Health Council (BMHC). Similarly, any technical graduates requiring professional license/certificate to practice shall submit certificate of registration/accreditation, 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 confirmed candidate shall be issued an e-Admission Card, which shall be used for PE, WE and Viva Voce. The card shall have the most recent photograph of the candidate with his name, CID, registration number, year of the examination and signature.

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 only on production of the e-Admission Card;
- 7.7.1.4 Allow frisking/checking at entry point of the exam hall as well as after completing examination;
- 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 the 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;
- 7.7.1.10 Not carry electronics, including mobiles; and
- 7.7.1.11 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 RCSC shall be responsible for overall administration, coordination and management of BCSE.
- 7.8.2 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 Form 7/1.
- 7.8.3 The RCSC shall prioritise graduate vacancies against approved positions based on the requisition of the Agencies, including the returning DAHE scholarship candidates.
- 7.8.4 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:
 - 7.8.4.1 Vacancies in the Civil Service;
 - 7.8.4.2 Eligibility as well as the disqualification criteria;
 - 7.8.4.3 Documents required;
 - 7.8.4.4 Registration process and schedule;
 - 7.8.4.5 Schedule and venue for registration, PE and ME centres, declaration of PE and ME results, selection and placement of candidates; and
 - 7.8.4.6 Selection and placement procedures.
- 7.8.5 The RCSC shall prescribe general standards and guidelines for the PE and ME.
- 7.8.6 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.
- 7.8.7 The question setters, invigilators, evaluators and interview Committee members and others so appointed shall be paid an honorarium.
- 7.8.8 The question setters, evaluators and interview Committee members shall declare Conflict of Interest to the RCSC in the prescribed format given at Form 3/2.
- 7.8.9 The RCSC shall appoint officials comprising of representatives of relevant Agencies to assist in the smooth conduct of the BCSE.

- 7.8.10 The RCSC shall coordinate deployment of security personnel, if required.
- 7.8.11 Registered applicants shall be provided with information on the BCSE, vacancies and code of conduct before the examination.
- 7.8.12 The RCSC shall facilitate with appropriate logistics arrangements for physically and visually challenged candidates.
- 7.8.13 A civil servant shall be eligible for authorized leave of absence (actual dates of travel and scheduled programme) to appear BCSE but shall not be entitled to TA/DA.
- 7.8.14 Any misconduct that breaches the confidentiality, credibility and legitimacy of the examination shall be liable for administrative and legal action by the RCSC.

7.9 Invigilation, Evaluation and Interview

7.9.1 Invigilation

- 7.9.1.1 The RCSC shall appoint qualified civil servants as Chief invigilator and Invigilators for the proper conduct of the BCSE. They shall keep strict vigilance and carry out their responsibility sincerely and without any fear or favour.
- 7.9.1.2 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.

7.9.2 Chief Invigilator shall:

- 7.9.2.1 Declare Conflict of Interest as per Form 3/2;
- 7.9.2.2 Be responsible for the smooth conduct of the examination in the respective centre;
- 7.9.2.3 Direct and supervise all Invigilators in the respective Centre to ensure proper conduct of examinations;

- 7.9.2.4 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;
 - 7.9.2.5 Submit a written report to the RCSC focal person at the end of the examinations; and
 - 7.9.2.6 Conform his behaviour to the Civil Service Values and Conduct prescribed under the Rule.
- 7.9.3 Invigilators shall:
- 7.9.3.1 Declare Conflict of Interest as per Form 3/2;
 - 7.9.3.2 Be responsible for smooth conduct of the examination in the respective hall/room;
 - 7.9.3.3 Be responsible for ensuring admission of only the registered candidates to the examination hall/room after verifying the registration number and admission cards, and in accordance with the provisions of the Rule;
 - 7.9.3.4 Ensure the candidate signs the attendance column before entering the examination hall;
 - 7.9.3.5 Hand over the attendance sheet and answer papers in sealed covers to the Chief Invigilator, immediately after completion of the examination for each paper;
 - 7.9.3.6 Frisk and check the candidates at entry and exit of the exam hall/room;
 - 7.9.3.7 Report any untoward incidence to the Chief Invigilator immediately; and
 - 7.9.3.8 Conform his behaviour to the Civil Service Values and Conduct prescribed under the Rule.
- 7.9.4 Setting Questions and Evaluating Answer Papers.
- 7.9.4.1 The RCSC shall appoint qualified officials/persons as resource persons to set the question papers as well as to evaluate the answer papers.
 - 7.9.4.2 The RCSC shall maintain question item bank.

- 7.9.4.3 The evaluation of PE shall be carried out by Optical Mark Reader (OMR) or any other technology that the Commission may deem appropriate.
 - 7.9.4.4 The evaluation of answer sheet/papers shall be on the basis of alternate numbers and not by disclosing the identity of the candidate by name and actual registration number.
 - 7.9.4.5 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.
 - 7.9.4.6 Re-evaluation of answer papers shall not be permitted, except for recounting.
- 7.9.5. Conduct of Viva Voce
- 7.9.5.1 The Viva Voce shall be conducted by a Committee comprising a minimum of five members, one of whom shall be designated as the Chairperson.
 - 7.9.5.2 The Interview Committee Members shall be composed of serving civil servants and retired senior civil servants appointed by the RCSC.
 - 7.9.5.3 The Interview Committee shall be assisted by an Interview Assistant who shall:
 - a. Confirm the attendance of the candidates;
 - b. Assess the merit certificates and extracurricular certificates; and
 - c. Verify and tabulate the interview score sheet.
 - 7.9.5.4 The Viva Voce shall be conducted in the sequence of registration numbers.
 - 7.9.5.5 Each member shall use the assessment form given at Form 7/2. The Chairperson of the Committee shall ensure results are compiled in the format given at Form 7/3.

7.10 Declaration of Result

- 7.10.1 The RCSC shall declare results of the PE within one month from the date of the examination.
- 7.10.2 The final results of the ME, ranked in order of merit shall be announced within 45 days from the last day of Viva Voce.

- 7.10.3 Public announcement of results shall be by the registration numbers of the candidates.
- 7.10.4 A candidate shall be given an 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.
- 7.10.5 The RCSC shall preserve all records of the examination results.
- 7.10.6 Answer scripts and registration documents shall be preserved for one year or till the conduct of the next exam, whichever is later.
- 7.10.7 Recounting of answer papers shall be charged an administrative fee approved by the Commission from time to time.
- 7.10.8 A selected candidate shall be given direct appointment or sent for PGD courses as per Chapter 8 to relevant Institute depending on the category of BCSE.

7.11 Annual Intake

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

7.12 Selection, Placement and Appointment

- 7.12.1 To be eligible for selection, a candidate shall be required to obtain at least 50% average mark in the BCSE ME.
- 7.12.2 Placement of qualified candidates for direct appointment shall be based on the following criteria:
 - 7.12.2.1 Merit ranking of the BCSE results for the respective examination category; and
 - 7.12.2.2 Availability of vacancy.
- 7.12.3 Notwithstanding Section 7.12.2, placement of an in-service candidate from/to a Constitutional Office shall be decided in consultation with the Office concerned.
- 7.12.4 A selected candidate before the appointment into the Civil Service shall be required to undergo mandatory pre-employment drug test, which shall be conducted after the declaration of selection result.

- 7.12.5 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 result 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.
- 7.12.6 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 qualified candidate in the order of merit ranking of the result.
- 7.12.7 A candidate tested positive shall be eligible to appear for the next BCSE provided his permissible BCSE attempts are not exhausted, he meets other eligibility criteria and clears medical fitness and drug test again upon selection.
- 7.12.8 The selected candidates are required to submit Degree Certificate within two years from the year of examination in the Civil Service. Failure to submit the Degree Certificate shall result in cancellation of the appointment.
- 7.12.9 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.
- 7.12.10 In addition to Section 7.12.9 above, 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 the Civil Service. The list of such candidate with CID number shall be maintained by the RCSC.
- 7.12.11 A 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.
- 7.12.12 A PGD candidate withdrawing the course after one month of the course start date shall be liable to refund the expenditure incurred for PGD course to the RGoB as per Section 8.10.3. In addition, Section 7.12.10 shall apply.
- 7.12.13 A 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.
- 7.12.14 The placement of qualified PGD candidates shall be based on the following criteria:
- 7.12.14.1 Successfully completed the PGD course;

- 7.12.14.2. Merit ranking calculated on the aggregate percentage of the marks obtained in the BCSE (75%) and Post Graduate Diploma course (25%); and
- 7.12.14.3. Subject relevancy shall be considered for Teacher candidates.
- 7.12.15 Medical Doctors with Post Graduate specialization shall be appointed in Position Level P3 provided they meet all the criteria as specified in Schedule 13/A.
- 7.12.16 A qualified candidate shall be appointed as per the entry position level and position title as specified in latest Position Directory or vacancy announcement.
- 7.12.17 For in-service candidates selected through the BCSE, Position Level and seniority shall be protected as specified in Section 8.6.2.
- 7.12.18 A civil servant shall serve a minimum of three years in the first place of posting/ position specified in the appointment order, including probation period, from the date of initial appointment as per Section 14.4.13.

7.13 Oath of Allegiance

- 7.13.1 A candidate selected for an appointment shall execute an Undertaking of adherence to the Civil Service Values and Conduct and undertake an Oath of Allegiance as per Form 4/3.

7.14 Orientation

- 7.14.1 A pre-service technical graduate selected for an appointment shall be required to undergo an orientation programme organized by the RCSC.
- 7.14.2 A candidate selected for an appointment in the Civil Service shall undergo an Induction Programme of appropriate duration during the probation organized by the Agency.

7.15 Probation

- 7.15.1 A pre-service candidate shall initially be placed on probation for a period of one year during which, the relevant provisions of Section 4.12.1 to Section 4.12.5 shall apply.
- 7.15.2 An in-service candidate selected through the BCSE shall not be required to serve probation period provided he has already completed one year probation in his earlier position and his service has been regularized.

7.16 Minimum Service Obligation upon Appointment

- 7.16.1 A candidate appointed through the 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.
- 7.16.2 A civil servant resigning without fulfilling Section 7.16.1 shall:
 - 7.16.2.1 Forfeit his retirement benefits, except Provident Fund and Group Insurance Scheme benefits; and
 - 7.16.2.2 Be liable for financial obligation in lieu of the service obligation as per Section 8.10.3/Section 8.11.6 of the Rule.

ACADEMIC CONVERSION TABLE

Grading	Marks in %
A+	80
A	75
A-	70
B+	65
B	60
B-	55
C+	50
C	45
C-	40
D	35

Note: This table shall be used when such conversion is not provided in the academic transcripts.

DETERMINATION OF 'RCSC-SELECT GRADUATES'

Super Structure Group	Select Graduates	Remarks
Administrative Service, Finance Service, Education Service (PGDE)	Graduates who joined Civil Service prior to 1983.	No examination.
	Graduates selected through National Level Graduate Recruitment Examination and joined Civil Service from 1983 onwards.	RCSC Officers' Selection Examination introduced in 1983 for recruitment of all university graduates interested to join the Civil Service.
		Later, upon delegation by the RCSC, separate examinations for finance officers (AC - Finance) was introduced by RIM and for teaching (TC) by Education Department.
		Graduate recruitment centralized by the RCSC and selected through the Civil Service Common Examination (CSCE) from 2005 - 2009 and Bhutan Civil Service Examination (BCSE) from 2010 onwards.
Education Service (B.Ed.)	Graduates who joined Civil Service prior to 2010.	No examination.
	Graduates selected by MoE in 2010 and BCSE 2011 onwards.	Selection of B.Eds introduced in 2010 and the first batch was selected by MoE as delegated by the RCSC. Taken over by the RCSC from 2011 onwards.
Technical Service	Graduates who joined Civil Service prior to 2006.	No examination
	Graduates selected through CSCE from 2006 to 2008 and BCSE from 2010 onwards including in-service engineers from CST, RUB.	Examination for all technical graduates was introduced in 2006.
	In-service graduates from in-country institutes/ colleges selected through BCSE from 2012 onwards.	Selection of in-service candidates with Bachelors degree from in-country institutes/colleges starting with B.Sc from CNR and B.P.H from RIHS through BCSE introduced in 2012.
	In-service candidates with master's degree but without Bachelors degree selected through BCSE from 2012 onwards.	Selection of in-service candidates with Master's degree but without Bachelors degree through BCSE started in 2012.

Super Structure Group	Select Graduates	Remarks
Technical Service (Dzongkha)	Graduates who joined Civil Service prior to 1983.	No examination
	Graduates selected through National Level Graduate Recruitment Examination and joined Civil Service from 1983 – 2007.	From 1983 - 2007, Dzongkha graduates were required to appear examination along with general Graduates.
	Graduates selected through CSCE in 2008 & 2009 and BCSE from 2010 onwards.	Separate Examination for Dzongkha graduates introduced in 2008 specifically for those interested to join teaching and positions in the Agencies (non-teaching) requiring Dzongkha graduates.

Note:

1. *For a civil servant who upgraded his qualification to a Bachelors'/Masters' Degree as an in-service candidate, the year of graduation is being referred, to determine whether he is to be considered as a 'RCSC-Select Graduate'*
2. *Militia Officers (1989-1990) are treated as 'RCSC-Select Graduate'*



ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

ANNUAL GRADUATE REQUISITION FORM FOR THE YEAR
MINISTRY/AGENCY:

Sl. No	Department	Division/Section	Position Title	PL	Qualification required	Super Structure	Approved	Existing	Gap	Requested	Priority Ranking	Remarks

Note: The above annual graduate requisition shall supersede all the earlier requisition submitted to RCSC and this shall remain valid till the next annual graduate requisition is submitted in May of the following year.

Reference:

HR Committee Meeting held on.....

Prepared by :
Signature :
Name :
Position Title :
Date :

Chairperson of HR Committee :
Signature :
Name :
Position Title :
Date :



ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN

BHUTAN CIVIL SERVICE EXAMINATION INTERVIEW FORM

Registration No. :

Exam Category :

Sl. No.	Factors	Marks	Marks Awarded
1	MANNER and DISPOSITION	5	
2	LANGUAGE PROFICIENCY		
	a) Dzongkha	10	
	b) English	10	
	c) Others*- Major Bhutanese dialects/ and regional/international languages	5	
3	INTELLIGENCE, ABILITY and COMPETENCE		
	a) Professional subject knowledge	10	
	b) General awareness	10	
	c) Presentation skills (organisation of thoughts)	10	
	d) Analytical ability	10	
	e) Promptness in comprehension and clarity in expression	10	
	f) Confidence	5	
4	EXTRA CURRICULAR ACTIVITIES**	10	
5	ACADEMIC AND OTHER ACHIEVEMENTS **	5	
TOTAL MARKS		100	

* Marking based on consensus of the Committee members

** Marking based on documentary evidence and consensus of the Committee members.

Place:

Date:

(Name of the Committee Member and Signature)



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

**BHUTAN CIVIL SERVICE EXAMINATION
.....[YEAR]
ASSESSMENT FORM FOR INTERVIEW**

Candidate's Registration No.: _____

Sl. No.	Name of the Board Member	Total Marks	Marks Awarded
1	(Chairperson)	100	
2	(Member)	100	
3	(Member)	100	
4	(Member)	100	
5	(Member)	100	
	Total		

Middle Scores	
Panel Member No.	Marks
Total	

Percentage of marks in the interview:%

(Sum of 3 middle scores/3)

Verified & certified by:

Place: _____

Date: _____

Name & Signature of Chairperson