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 རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ལྷན་ཚོགས།
 ROYAL GOVERNMENT OF BHUTAN
 ROYAL CIVIL SERVICE COMMISSION



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RCSC/HRD-A7.6/2019

October 03, 2019

“The Project for Human Resource Development Scholarship by Japanese Grant Aid”

The Royal Civil Service Commission (RCSC) is pleased to re-announce the availability of scholarships for Master’s degree under the Japanese Grant Aid for Human Resource Development Scholarship (JDS) 2019 funding under the following component:

JDS Priority Areas	JDS Development Issues		Slots	Superstructure Group
1. Enhancement of Policymaking capacity for Industrial	1.2	Industrial Foundation Development	Economic Policy	2 1. Administration Service, 2. Finance Service, and 3. Technical Service [a.Statistical Service Group]

1. Eligibility:

- a. Should be a Bhutanese;
- b. Should be a civil servant;
- c. Should be 39 years or younger as of April 1, 2020 (born on or after April 2, 1980);
- d. Should have Bachelors Degree from the Universities recognized by the Royal Government of Bhutan and other countries;
Some accepting universities have other requirements or desirable academic background. Check “Accepting University” in “Information of Each Sub-Program / Component” and “University Information” on Application Guidelines.
- e. Should have a minimum of two years or more of experience at the organization that he/she belongs; *Should have a good command of both written and spoken English;* and
- f. Should have sound mind and body.



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2. Documents Required:

a. While submitting the documents to the RCSC:

- i. Performance Rating/Moderation Score for last two years
- ii. Copy of system generated CV
- iii. Class XII Certificate and Mark sheet
- iv. Degree Certificate and Mark sheet
- v. Merit certificates (Leadership, Volunteerism, Publication, and Professional Recognition)
- vi. LTT Review Checklist

b. While completing the online application process after getting shortlisted by RCSC:

Doc No.	Application Documents	Required number to be submitted		Remarks
		Original (or attested copy of the original)	Photocopy of the original	
1	Checklist of Application Documents (designated form)	1	-	This is enclosed in the set of Application Form (AF).
2	Application Form (AF) (designated form)	1	2	Undersign ALL the pages of AF.
3	Photograph (4 cm x 3 cm)	4	-	3 on AFs and 1 on RF (Doc No. 9)
4	University diploma / Certificate of degree	1 (Attested copy)	2	If not written in English, attach notarized official English translation.
5	Academic transcript of university	1 (Attested copy)	2	If not written in English, attach notarized official English translation.
6	Reference Letter "Annex" (designated form)	1	-	This is enclosed in the set of AF.
				Submit 1 original written in English in a <u>sealed envelope</u> .
7	Personal identification document (Passport or National ID)	1 (Attested copy)	2	The page of holder's name and date of expiry



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8	Questionnaire on Source of Information	1	-	This is enclosed in the set of AF.
9	Registration Form (RF)	1	-	This is enclosed in the set of AF.

3. Information to the Candidates:

- Eligible candidates must fulfill the in-service training criteria of the BCSR 2018 (unless specified otherwise in the Scholarship Criteria);
- Applicants should consult respective Ministry/Agency before applying for the course;
- Every qualified applicant will be required to take English proficiency test (IELTS) as well as math test in Thimphu in **November 2019**. The fixed date and venue will be informed to each applicant.
 - IELTS:** Refer to the link for sample questions to prepare yourself:
<https://www.ielts.org/about-the-test/sample-test-questions>
 - Math test:** 60 minutes test consists of arithmetic operations, solving fractions, equations, inequality, matrix, basic quadratic functions, basic operations of exponential and logarithmic functions, basic integral and differentiation, etc.
 Past math test sample can be also be downloaded from the link given below:
<https://jds-scholarship.org/past/>

Note: Applicants for The University of Tokyo and Ritsumeikan University are exempted from math test based on the requirement from those universities.

*The scores will be used for reference purpose in the first selection by the accepting universities. Universities may require the applicants to have good command of English (TOEFL score of 500 or higher) and numeracy skills.

4. Application Procedure an deadline

- Application deadline:
 - 5 pm on October 17 (Thursday), 2019:** The applications to be submitted to RCSC routed through working Agency and Parent Agency



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• **Important Notes:**

1. Applications after deadline shall not be accepted.
2. Only those candidates who are committed to this scholarship should apply. If the candidate withdraws after the announcement of the interview/selection result, candidate shall be liable for HR action;
3. Confirmation of scholarship and date of commencement of course shall depend on candidate fulfilling the admission criteria laid down by the University for securing admission.
4. Therefore, the candidates are advised not to make major changes to their home/office life (such as handing over of work, moving out of their house etc) until the confirmation of scholarship/admission is received from RCSC;
5. The scholarship application should be routed through the applicant's agency with the complete sets of documents
6. Agency should ensure that relevance of the course and only eligible candidates fulfilling requirements are forwarded to RCSC on or before the deadline. In the event any discrepancies are found after the selection, respective agency shall be held accountable.
7. For future career progression to Specialist position, Master course should be aligned to Super Structure.

5. General Information:

- a. For program details and application procedures, please visit <http://jds-scholarship.org/country/bhutan/index.html> or attend session at JICE Office, Changzamtok, Thimphu.
- b. For clarification/queries, contact Dezangmo or Dorji, HRDD at 02-322491 (Ext. 117) or email at dezangmo@rcsc.gov.bt/dorji@rcsc.gov.bt.