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



Excellence in Service

RCSC/HRD-A7.4/2019/

October 15, 2019

SDGs Global Leadership Program under JICA Knowledge Co-creation Program Funding

The Royal Civil Service Commission is pleased to announce the availability of scholarship (1 slot) for eligible Bhutanese to pursue relevant post graduate courses in Japan under Government of Japan/JICA Knowledge Co-Creation Program (KCCP) funding for JFY 2020:

Sl #	Field	Target Group	Remarks
1	Masters in the following fields: <ul style="list-style-type: none">• Urban Planning• Civil Engineering• Information Technology• L.L.M	Civil Servants Based on superstructure and MoG	1 slot

Therefore, interested and eligible in-service candidates are encouraged to apply for the above scholarship.

A. Benefits of Scholarship

The successful candidates shall receive following benefits during training:

- Tuition Fees (including examination fees, entrance fees, course fees)
- Living Allowance
- Roundtrip Airfare (once)
- Outfit Allowance
- Moving Allowance (once)
- Research Support Allowances

B. General requirements

- Age: less than 40 years old in principle (as of April 1, 2020)
- Should have bachelor degree at the time of entry into civil service or be selected through BCSE;
- Must have minimum of 55% in Degree
- Clean service record;



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- Adequate English skills both in written and oral communication:
 - TOEFL iBT: 80 or higher
 - TOEFL PBT: 550 or higher
 - IELTS (Academic Module): 6.5 or higher
- Choice of Universities must be from the list identified by the donor (list shall be shared with the applicants later upon being finalized by the JICA)
- Civil servants applying for the scholarship and the agency nominating the candidate must ensure the applicant fulfill all the relevant eligibility criteria prescribed in the BCSR 2018.

C. Documents required while applying

- For short listing by the RCSC:
 - Updated CVs copy (details should also include accurate transfer history)
 - Individual Curriculum Vitae ([Click Here](#))
 - Bachelor degree: Copy of Certificate and transcript
 - Class XII: Copy of Certificate and transcript
 - Moderation score for 2017-2018 and 2018-2019 & Performance Evaluation Ratings (IWP) for 2017-2018 and 2018-2019 (for non moderated agencies)
 - LTT Review Checklist ([Click Here](#))
 - Email address and mobile number.
- Documents required for selection procedure by the JICA:
 - JICA KCCP Application Form ([Click Here](#)):
 1. Personal Information
 2. Education Background
 3. Work Experiences
 4. Consent for joining program from current employer/organization
 - Attachment of Application Form for SDGs Global Leadership Program for FY 2020:
 1. Declaration of desired University placement
 2. Research Plan
 3. Career Plan
 - Graduation Certificate:
 1. Officially certified copies of the original
 2. Written in English or accompanied with official translation
 - Academic Transcript:
 1. Must contain all the grades earned in the University
 2. Officially Certified copies of the original
 3. Written in English or accompanied with official translation
 - Photocopy English Test (TOEFL/IELTS)
 - A copy of Passport with photo (for checking nationality, name, sex and date of birth)
 - 2 Passport-size photographs
 - Health Certificate (to be submitted later)



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D. Application procedure

- Interested applicant must submit the above documents to HRDD, RCSC after routing through respective agency within the given deadline.
- Agency and the candidate should ensure eligibility and relevance of the course and submit duly signed LTT review checklist
- Agencies should ensure NoC can be provided to candidates who get selected for the scholarship. If Agencies cannot provide NoC, they should not forward the application documents to the HRDD, RCSC
- Once shortlisted candidates are announced, respective agencies shall seek approval from HRC and inform RCSC on the decision.

E. Shortlist and Selection procedure

The short listing criteria shall be as per the BCSR 2018 (for civil servants) and alignment to the requirement of the donor agency. For Lecturers (if any), the short listing shall be done by the RUB. The selection of the candidates will be done by the JICA and the accepting Universities in Japan.

F. Deadlines related to scholarship

Particulars	Deadline
Scholarship submission to HRDD, RCSC (<i>should be routed through respective agencies</i>)	October 31, 2019

G. Important notes:

- Only those candidates who are committed to this scholarship or not planning for other scholarship in 2019 should apply. If the candidate withdraws after getting selected, he/she shall be liable for HR action;
- Confirmation of scholarship and date of commencement of course shall depend on candidate fulfilling the admission criteria laid down by the respective universities for securing admission. 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;
- Nominations received without the endorsement of the agency and with incomplete documents will not be accepted for the purpose of short listing.
- Agency should ensure the relevance of the course and only eligible candidates fulfilling requirements are forwarded to HRDD, RCSC on or before the deadline. In the event any discrepancies are found after the selection, respective agency shall be held accountable.



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- The scholarship application should be routed through the applicant's agency with the complete sets of documents.
- For future career progression to Specialist position, Master course should be aligned to Super Structure.
- Details of the scholarship ([Click Here](#))

For any clarification or information, please contact Dezangmo and Dorji at 322491/322954/322956 (Ext. 117) during office hours or you can also email at dezangmo@rcsc.gov.bt or dorji@rcsc.gov.bt