



དཔལ་ལྷན་འབྲུག་གཞུང་།  
རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།  
ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



RCSC/LD-63/NOTIFICATION/4772

September 20, 2021

NOTIFICATION

**Subject: Definition of Publication for Specialist Promotion**

As per the decision of the 105th Commission Meeting held on August 31, 2021, the following are the Publications requirements for civil servants to be considered for specialists' promotion from January 1, 2022:

1. All publications should be aligned to the Specialist position and area of specialization identified.
2. All research/publication topics should be vetted and endorsed by the Human Resource Committee of the respective agencies, which must ensure that the individual conducts research and publishes articles that are relevant and useful for the agency aligned to the Area of Specialization identified.
3. All publications should be published within the performance period considered for the promotion cycle.
4. The definition of publication for specialist promotions is as follows:
  - a. Articles in credible national or international professional journals (both hard copies print or online journals) with a peer review process as described below. For such publications, there is no capping to the maximum number of authors, since such publications require contributors with different expertise and country experiences.
  - b. For international journals, publication will be vetted against Impact Factor, Source Normalized Impact per Paper (SNIP) Score etc.
  - c. For an Article to be considered "Peer- Reviewed", it must comprise of the following:
    - i. **Article Structure:** An abstract, Literature review, Methodology, Results, Conclusion, References etc.
    - ii. **Editorial Standards/Journal Information:**  
The competence/credibility of a journal will be based on how the "Instruction to Authors" are easily accessible with clear expectations, acceptance of electronic submissions, timeliness of publication, and longevity of its publication.
    - iii. **Turnaround time / publication lag:**  
The length of the review process, average length of time from submission to acceptance or rejection; from acceptance to publication and frequency of publication of the publication will be reviewed.
  - d. If a publication is not peer-reviewed, the vetting of the publication must be done by a "Peer Review Committee" formed at National Level. The composition of the Committee will be a minimum of three individuals (professionals with relevant domain expertise) and the membership of the Committee will be endorsed by HRC of the relevant Agency and RCSC. The Committee will review each type of publications in this group to affirm its



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quality and professional standards. The maximum authors allowed is only two for such publications.

(Karma Hamu Dorjee)  
Chairperson

**Copy to:**

1. Hon'ble Cabinet Secretary, Cabinet Secretariat.
2. Hon'ble Secretary, all Ministries.
3. Dzongdag, all Dzongkhags.
4. Heads, all Autonomous Agencies.
5. CHRO/Dy. CHRO/Sr. HRO/Asst. HRO, all Ministries, Agencies, and Dzongkhags for necessary action.