



དབལ་ལྷན་འབྲུག་གཞུང་།  
 རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ལྷན་ཚོགས།  
 ROYAL GOVERNMENT OF BHUTAN  
 ROYAL CIVIL SERVICE COMMISSION  
*Excellence in Service*



RCSC/HRD-A7.6/2021/1202

13<sup>th</sup> October, 2021

**“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) 2022 funding under the following component:

Sub-program (JDS Priority Areas)	Component (JDS Development Issues)		Slot	Accepting University	Degree	Main Target Group	
						Position Category 1. Super Structure a. Major Occupational Group (MOG) i. Sub group	Parent Agency
Enhancement of Policy Making Capacity for Industrial Development	Industrial Foundation Development	Economic Policy	2	-International University of Japan, -Graduate School of International Relations	-Master of Arts in International Development -Master of Economics	Professional and Management Category (PMC) 1. Administration Services 2. Finance Services 3. Technical Services (Statistical Services)	Cross sector



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**1. Eligibility:**

- Should be a Bhutanese;
- Should be a civil servant;
- Should be 39 years or younger as of April 1, 2022 (born on or after April 2, 1982);
- Should have Bachelor's Degree from the Universities recognized by the Royal Government of Bhutan and other countries;

**2. Documents Required:**

a. While submitting the documents to the RCSC:

- i. LTT Nomination Application Form
- ii. Performance Rating/Moderation Score for last two year
- iii. Copy of system generated CV
- iv. Degree Certificate and Mark sheet
- v. Master's degree Certificate and Mark sheet
- vi. Merit certificates (Leadership, Volunteerism, Publication, and Professional Recognition)
- vii. LTT Review Checklist



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

Sl #	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		Undersign all the pages of AF
3	Photograph (4cm x 3cm)	3		Write your name on the back, paste 1 photo on AF original, and also submit additional 2 photos for backup.
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 <b><u>in a</u></b>



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				<b>sealed envelope.</b>
7	Personal identification document (Passport)		3	The page of the holder's name and date of expiry (First and last page).
		1 (Attested copy)	2	If you do not have a passport, submit your CID with attestation.
8	Questionnaire of Health Conditions (prescribed form)	1		No need to submit the hardcopy, but by Excel Application Form
9	Questionnaire (Prescribed form)	1		
10	(if any) IELTS certificate		3	The test taken in the two year period preceding the application deadline is acceptable

**3. Information to candidates:**

- a. Eligible candidates must fulfill the in-service training criteria of the BCSR 2018 (unless specified otherwise in the Scholarship Criteria);
- b. Applicants should consult respective Ministry/Agency before applying for the course;
- c. Applicants to kindly visit respective universities website for the availability of their research areas being offered or not;
- d. Every qualified applicant will be required to take English proficiency test (IELTS) as well as a math test in Thimphu in **November 2021**. The fixed date and venue will be informed to each applicant.



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- e. **IELTS:** Refer to the link for sample questions to prepare yourself:  
<https://www.ielts.org/about-the-test/sample-test-questions>
- f. **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/>

\*The scores will be reviewed 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 and deadline

Sl #	Event	Dates	Remarks
1	Application closing date	26 <sup>th</sup> October, 2021	Application submission must be routed through Working Agency and Parent Agency
2	Shortlisting Result Announcement on website	28 <sup>th</sup> October, 2021	RCSC to screen and shortlist the candidates and submit it to the JICE JDS Office. *JICE will provide the candidates with necessary information for JDS application.



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#### 5. Important Notes:

- Applications after the deadline shall not be accepted.
- 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;
- Confirmation of scholarship and date of commencement of course shall depend on the candidate fulfilling the admission criteria laid down by the University 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;
- The scholarship application should be routed through the applicant's agency with the complete sets of documents
- Agency should ensure that the 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, the respective agency shall be held accountable.
- For future career progression to Specialist position, Master course should be aligned to Super Structure.

#### 6. General Information:

- For program details and application procedures, please visit <http://jds-scholarship.org/country/bhutan/index.html> or attend online seminar provided by JICE Office, Changzamtok, Thimphu.
- For clarification/queries, contact Jamyang Norbu, HRDD at 02-322491 (Ext. 223) or email at [jamyangn@rcsc.gov.bt](mailto:jamyangn@rcsc.gov.bt)