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 ROYAL GOVERNMENT OF BHUTAN
 ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/HRD-A7.4/2021/1187

11th October, 2021

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 2021-2023:

SI #	Field	Target Group	Slot
1	Masters in the following fields: <ul style="list-style-type: none"> ● Health ● Urban/City Analysis ● Transport Planning ● Space Development ● ICT/Digitization 	Civil Servants Based on Superstructure and MoG	1

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, 2021)
- Should have Bachelor's Degree at the time of entry into civil service or be selected through BCSE
- Clean service record



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- Adequate English skills both in written and oral communication:
 - TOEFL iBT: 80 or higher
 - IELTS (Academic Modules): 6.5 or higher
- Civil servants applying for the scholarship and the agency nominating the candidate must ensure the applicant fulfills all the relevant eligibility criteria prescribed in the BCSR 2018.
- Choice of Universities must be from the list identified by the donor: List of University ([Click Here](#))
- Details of the scholarship ([Click here](#))

C. Documents required while applying:

- For short listing by the RCSC:
 - CV generated from ZES
 - Bachelor degree: Copy of Certificate and transcript
 - Class XII: Copy of Certificate and transcript
 - LTT Review Checklist ([Click Here](#))
 - Email address and mobile number.
 - PE Rating/Moderation Score of past two (2) years
 - Research Plan
 - Career Plan

D. Documents required for selection procedure by the JICA:

- **JICA KCCP Application Form:**
 - Personal Information
 - Education Background
 - Work Experiences
 - Consent for joining program from current employer/organization
- **Application Form for SDGs Global Leadership Program:**
- **Graduation Certificate:**
 - Officially certified copies of the original
 - Written in English or accompanied with official translation



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● **Academic Transcript:**

- Must contain all the grades earned in the University
- Officially Certified copies of the original
- 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)

E. Application procedure

- Interested applicants must submit the above documents to HRDD, RCSC after routing through respective agencies 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.

F. 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.

G. Deadlines related to scholarship

Particulars	Deadline
Scholarship submission to HRDD, RCSC (<i>should be routed through respective agencies</i>)	19th October, 2021



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Shortlist announcement (tentative)	20th October, 2021
Selection interview (tentative)	22nd October, 2021

H. Important notes:

- Only those candidates who are committed to this scholarship or not planning for another scholarship in 2022 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 the 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 that 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, the respective agency shall be held accountable.
- For future career progression to Specialist position, Master course should be aligned to Super Structure.
- **Applicants may need to go through the university list carefully. If there is no university that can offer the preferred course, then the applicant will be disqualified.**

For any clarification or information, please contact at 322491/322954/322956 (Ext. 223) or you can also email at jamyangn@rcsc.gov.bt during office hours.