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 རྒྱལ་གཞུང་གི་གཞི་གཞི་ལས་ཁུངས་ལྷན་ཚོགས།
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RCSC/HRD- A 7.4/2022/899

12-Sep-2022

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

The Royal Civil Service Commission (RCSC) is pleased to announce the availability of scholarships for Master’s degree under the Japanese Grant Aid for Human Resource Development Scholarship (JDS) 2023 funding:

| Sub-Program (JDS Priority Areas) | Components (JDS Development Issues) | | Slot | Accepting University Graduate School (GS) | Degree | Recommended Target Group | Target Agency |
|--|--|--|------|--|--|--|------------------|
| | | | | | | Position category 1. Super structure a. Major Occupational Group (MoG) | |
| 1. Improving Administrative Ability snf Institution Building | 1-1 | Economic Policy Development | 2 | International University of Japan GS of International Relations | -MA in Economics -MA of International Development etc | Professional and Management Category (PMC) 1. Administration Service 2. Finance Service 3. Technical Service (Statistical Services) | *Cross sector |
| | 1-2 | Public Policy/Administration and International Relations | 3 | Meiji University GS of Governance Studies | -MA of Public Policy | Professional and Management Category (PMC) 1. Administration | *Cross sector |



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| | | | | | | Service 2. Finance Service | |
| | | | 1 | Ritsumeikan University GS of International Relations | MA in International Relations | Professional and Management Category (PMC) 1. Administration Service | Ministry of Foreign Affairs |
| 2. Building a Strong Base for Sustained Economic Growth | 2-1 | Agriculture and Rural Development Policy | 1 | Hiroshima University GS of Humanities and Social Sciences | -MA of Economics -MA of Business Administration -MA of Int'l Cooperation Studies -MA of Philosophy | Professional and Management Category (PMC) 1. Technical Service a. Agriculture and Livestock Service Group b. Forestry and Environment Protection Services Group 2. Administration Service 3. Finance Service | *Cross secto |
| | 2-2 | Countermeasures for Climate Change and Disaster Risk Management Policy and Infrastructure Development Policy for Sustainable Economic Growth | 2 | Nagoya University GS of Environmental Studies GS of Engineering* | -MA of Environmental Studies -MA of Engineering* *GS of Engineering only offers MA of engineering. | Professional and Management Category (PMC) 1. Technical Service a. Architectural, Engineering and Land Services Group 2. Administration | *Cross secto |



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| | | | | | | Service 3. Finance Service | |
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Note: Applicants can choose specific areas of research within the listed degree for masters specialization. Please check their website for details (<https://jds-scholarship.org/country/bhutan/framework.html>)

1. Eligibility:

- a. Should be a Bhutanese;
- b. Should be 39 years or younger as of April 1, 2023;
- c. Should have bachelor’s 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.*
- d. Should have a minimum of two years or more of experience under the same Parent Agency at the time of application to RCSC (such experiences shall be related to applying Sub-Program/Component);
- e. Should be a regular (permanent) government employee who is in Professional & Management Category (PMC);
- f. Belong to the service listed for each Component under the specified Super Structure Groups;
- g. Have a good command of both written and spoken English; and
- h. Should have sound mind and body.

1. Documents Required:

- i. While submitting the documents to the RCSC:**
 - a. Performance Rating/Moderation Score for last two years;
 - b. Copy of system generated CV;
 - c. Class XII Certificate and Mark sheet;



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- d. Degree Certificate and Mark sheet;
- e. Merit certificates (Leadership, Volunteerism, Publication, and Professional Recognition- after entry into Civil Service));
- f. Duly completed LTT Review Checklist, and
- g. Research thesis topic (should be aligned to the agency's needs and the applicants current job responsibilities).

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

| Doc No. | Required Documents | File Type | Remarks |
|---------|--|------------------------|---|
| 1 | Short Essays | PDF (One file only) | * Prescribed form Short essays on "Responsibilities of your work", "Reason for applying the Graduate School/course", and "Future Contribution" |
| 2 | Research Plan | PDF (One file only) | * Prescribed form |
| 3 | University Certificate of Degree (Attested) | PDF (One file only) | ✓ Upload attested copies of the original certificate/ transcript. ✓ Must contain all the grades earned from the university. ✓ Written in English or accompanied with official translation. *Please submit the letter of Concern if the Name of graduated univ. typed in AF Education background and certificates is different. |
| 4 | University Transcript of Academic Records (Attested) | PDF (One file only) | |
| 5 | Reference Letter | PDF (One file only) | * Prescribed form ✓ Must be issued by the supervisor of your workplace. ✓ JICE may contact your referee for |



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|---|-----------------------------------|------------------------|---|
| | | | verification |
| 6 | Photocopy of Passport (or CID) | PDF (One file only) | Those who do not have passport can attach colure soft copy of CID. |
| 7 | Photo | JPG, JPEG, PNG, GIF | <ul style="list-style-type: none"> ✓ A Color photo, taken within the last 3 months ✓ 4:3 (height: width) aspect ratio ✓ Must be taken against a plain background |
| 8 | [If any] IELTS Certificate | PDF (One file only) | The Test taken on/after 1 Nov 2021. |

*Prescribed form can be downloaded from JDS Bhutan HP.

*Before proceeding with the Apply online system, please prepare the required documents above in PDF format. For further details please access to: <https://jds-scholarship.org/country/bhutan/index.html>

3. Information to the 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 math test in Thimphu in **November 2022**. 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>



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- **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 Ritsumeikan University are exempted from math test based on the requirement from the universities.

*The scores will be reviewed in the first selection by the accepting universities. Universities may require the applicants to have good command of English (IELTS6.0 or higher) and numeracy skills.

4. Application Procedure and deadline

| Sl no. | Event | Dates | Remarks |
|--------|---|-------------|---|
| 1 | Application opening date | 12-Sep-2022 | Applications must be routed through the working and parent agency |
| 2 | Application closing date | 14-Oct-2022 | Applications must be submitted to the RCSC on or before this date |
| 3 | Shortlisting result announcement on website | 4-Nov-2022 | RCSC to screen and shortlist the candidates and submit to JICE *JICE will provide candidate with necessary information for JDS application |



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5. Important Notes:

- a. Applications after the deadline shall not be accepted;
- b. 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;
- c. 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. 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;
- d. The scholarship application should be routed through the applicant's working and parent agency with the complete sets of documents.
- e. 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.
- f. The scholarship is provided under the funding of JDS and all the scholarship entitlements are confined to those offered by them. Therefore, no additional benefits from the RCSC/RGoB shall be admissible to the candidates under this scholarship.
- g. For future career progression to Specialist position, Master course should be aligned to Super Structure.

6. General Information

- a. For program details and application procedures, please visit <http://jds-scholarship.org/country/bhutan/index.html> (the website will be opened by 12th Sept 2022).
- b. [Click here](#) for FAQs related to JDS for your reference.
- c. For clarification/queries, contact Jamyang Norbu, HRDD at 02-322491 (Ext. 223) or email at jamayangn@rcsc.gov.bt