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**Royal Government of Bhutan**  
**Ministry of Education**  
**Directorate of Services**  
**Human Resource Division**  
**Thimphu**



MoE/DoS/HRD/Promotion/2020/ 4151

6<sup>th</sup> April 2020

**NOTIFICATION FOR PROMOTION DUE ON 1<sup>ST</sup> JULY 2020**

The Ministry of Education would like to notify all the eligible civil servants under the Ministry of Education including the field staff to submit the promotion proposals falling due on 1<sup>st</sup> July 2020 through the proper channel.

**I. Broad-Banded Promotion (Headquarter Staff only): Criteria**

1. Served minimum of 4 years of active service in the current position on 30<sup>th</sup> June 2020 for Professional and Management, Supervisory and Support, and Operational Categories;
2. Civil servants for promotion from S1A to SS4 and from SS4 to SS3 through SS1 should have completed minimum of 5 years of active service in the current position as on 30<sup>th</sup> June 2020;
3. "Good" and above in the Moderation Results for recent 3 years;
4. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for recent 3 years (FY 2016-2017, 2017-2018, 2018-2019);
3. Valid Audit Clearance Certificate (for promotion only);
4. Valid Security Clearance Certificate.

*Note: Hard copies for Sl. No. 2, 3, and 4 under Documents need not be submitted. HRD, MoE will verify the information and documents online.*

**II. Fast-Track and Meritorious Promotions (both Headquarter and Field Staff): Criteria**

1. Civil Servants must fulfill the criteria under Section 13.10 and 13.11, Chapter 13 of BCSR 2018 (refer [www.rcsc.gov.bt](http://www.rcsc.gov.bt)).
2. Served 3 years of active service in the current position on 30<sup>th</sup> June 2020 (up to P2A level only);
3. 'Outstanding' for 3 consecutive years in the Moderation Results in the recent 3 years;
4. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for recent 3 years:
  - 2.1 FY 2016-2017, 2017-2018, and 2018-2019) for MoE HQ employees; and
  - 2.2 Calendar year 2017, 2018 and 2019 for School staff authenticated by Dzongkhag/Thromde HROs and submit along with the promotion proposals;
3. Valid Audit Clearance Certificate (for promotion only);
4. Valid Security Clearance Certificate.
5. Documents as desired under Section 13.10 and 13.11 under Chapter 13 of BCSR 2018.

**Notes:**

1. MoE HQ employees are not required to submit hard copies for Sl. No. 2, 3, and 4 under Documents. HRD, MoE will verify the information and documents online.

Chief: 327703; HROs: 335402, 324826, 328313, 331760, 326412, 322893, 330252; Admins: 321242, 331761, 328214, 331761.  
 Post Box No. 112, Kawajangsa, Thimphu, Bhutan







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2. However, Dzongkhag and Thromde HROs shall verify online Audit and Security Clearances and not forward any promotion proposal if there is any issue.
3. In accordance with Section 2.9.6.2(vi), Chapter 2 of BCSR 2018, the Dzongkhags and Thromdes shall submit Fast-Track and Meritorious Promotion proposals directly to RCSC, if any.

**III. P1 Specialist Promotion (both Headquarter and Field Staff): Criteria**

1. Served 4 years of active service in the current position on 30<sup>th</sup> June 2020;
2. "Good" and above in the Moderation Exercise Results for recent 3 years;
3. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Headquarter Staff- Moderation Results for recent 3 years (FY 2016-2017, 2017-2018, 2018-2019);
3. Field Staff - Moderation Results for the calendar year 2017, 2018 and 2019 authenticated by Dzongkhag and Thromde HROs and submit along with the promotion proposals;
4. Valid Audit Clearance Certificate (for promotion only);
5. Valid Security Clearance Certificate;
6. Post Adjustment Form (Annexure 13/3, Chapter 13 of BCSR 2018); and
7. Undertaking (Annexure 13/4, Chapter 13 of BCSR 2018).

**Notes:**

1. MoE HQ Staff need not submit hard copies for Sl. No. 2, 4 and 5 under Documents. HRD, MoE will verify the information and documents online.
2. Field staff need not submit hard copies for Sl. No. 4 and 5 under Documents. HRD, MoE will verify the information and documents online. However, Dzongkhag and Thromde HROs shall verify online Audit and Security Clearances and not forward any promotion proposal if there is any issue.

**IV. Executive Specialist (ES) Level Promotion**

**A. Principal (Specialist III) at ES3A Level: Criteria**

1. Served 6 years of active service as Principal I at P1A on 30<sup>th</sup> June 2020;
2. Possess Master's Degree (Status should be reflected as "completed" in the CSIS);
3. School Performance (significant improvement OR featured in Top 10 in the recent year) OR Publication, whichever is appropriate;
4. Fulfilled 160 hours of Professional Development: Facilitated (60%) and Attended (40%);
5. Ability to lead and mentor Principals/VPs (Statement from the concerned Chief DEO/TEO or Dasho Dzongda/Executive Secretary);
6. "Good" and above in the Moderation Results for recent 3 years;
7. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for the calendar year 2017, 2018 and 2019 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals.

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3. Publication, if any (not a Master Degree Thesis) - *not mandatory*;
4. Valid Audit Clearance Certificate (*for promotion only*)
5. Valid Security Clearance Certificate;
6. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018);
7. Post Adjustment Form (Annexure 13/3, Chapter 13 of BCSR 2018); and
8. Undertaking (Annexure 13/4, Chapter 13 of BCSR 2018).

*Note: Hard copies for Sl. No. 4 and 5 under Documents need not be submitted. HRD, MoE will verify the information and documents online. However, Dzongkhag and Thromde HROs shall verify online Audit and Security Clearances and not forward any promotion proposal if there is any issue.*

**B. Master Teacher (Specialist III) at ES3A Level: Criteria**

1. Served 6 years as Senior Teacher I at P1A on 30<sup>th</sup> June 2020;
2. Possess Master's Degree with specialization in the relevant field (*Status should be reflected as "completed" in the CSIS*);
3. Average student performance in their teaching subject for 2 years (2018 and 2019);
4. Fulfilled 160 hours of Professional Development: Facilitated (60%) and Attended (40%);
5. Ability to lead and mentor Teacher colleagues (Statement from the concerned school Principal);
6. "Good" and above in Moderation Results for the recent 3 years;
7. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for the calendar year 2017, 2018 and 2019 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals.
3. Publication, if any (not a Master Degree Thesis) - *not mandatory*;
4. Valid Audit Clearance Certificate (*for promotion only*);
5. Valid Security Clearance Certificate;
6. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018);
7. Post Adjustment Form (Annexure 13/3, Chapter 13 of BCSR 2018); and
8. Undertaking (Annexure 13/4, Chapter 13 of BCSR 2018).

*Note: Hard copies for Sl. No. 4 and 5 under Documents need not be submitted. HRD, MoE will verify the information and documents online. However, Dzongkhag and Thromde HROs shall verify online Audit and Security Clearances and not forward any promotion proposal if there is any issue.*

**V. General Information:**

1. All promotion proposals must be in line with Chapter 13 on 'Promotion' and Chapter 26 on 'Executive and Specialist' of BCSR 2018.
2. Dzongkhag and Thromde HRO shall duly complete all forms/documents and submit along with the checklist, summary sheet and required documents to the Ministry/RCSC. Any incomplete and late submission of proposals (to MoE) shall not be accepted and returned immediately.
3. All promotion proposals must be routed through the proper channel.

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4. All promotion proposals must reach HRD, MoE **on or before 30<sup>th</sup> April 2020**. However, promotion proposals for *Fast-track and Meritorious Promotion* proposals for the *Field Staff* must be submitted directly to RCSC by the Dzongkhag and Thromdes, if any.
5. The Ministry will not be held accountable for any issues arising from late receipt/ submission of promotion proposals to the Ministry/RCSC.

**Copy:**

1. Officiating Secretary, MoE for kind information.
2. Director Generals: DSE/DYS/DAHE, MoE for kind information.
3. Dasho Dzongda/Executive Secretary, Dzongkhag/Thromde concerned for kind information.
4. Chiefs of Divisions, MoE for kind necessary information and dissemination to their staff.
5. Chief DEO/TEO, all Dzongkhags and Thromdes for kind necessary information and action.
6. HR Officers, Dzongkhags/Thromdes concerned for kind necessary information and action.
7. Office copy.



**Human Resource Division**