



MoE/DoS/HRD/Promotion/2021/444

29<sup>th</sup> April 2021

## NOTIFICATION FOR 1<sup>ST</sup> JULY 2021 PROMOTION

This is 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 2021 through the proper channel on or before 13<sup>th</sup> May 2021.

### I. Broad-Banded Promotion up to P2A (Headquarter Staff only): Criteria

1. Served minimum of 4 years of active service in the current position on 30<sup>th</sup> June 2021 for Professional and Management Category, Supervisory and Support Category (S5-S1), and Operational Category;
2. Promotion from S1A till SS1 should have completed minimum of 5 years of active service in the current position on 30<sup>th</sup> June 2021;
3. "Good" and above in the Moderation Results for recent 3 years (updated in the ZEST);
4. Clean service record.

#### Documents required:

1. Duly completed Promotion Application Form;
2. Moderation Results for recent 3 years (FY 2017-2018, 2018-2019, 2019-2020);
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' required need not be submitted. HRD, MoE will verify the information and documents online.*

### II. Fast-Track and Meritorious Promotions up to P2A (both Headquarter and Field Staff): Criteria

1. Served a minimum of 2 years of active service for the first Fast-Track Promotion and 3 years of active service for the second Fast-Track Promotion in the current position on 30<sup>th</sup> June 2021;
2. Served a minimum of 3 years of active service in the current position on 30<sup>th</sup> June 2021 for Meritorious Promotion (up to P2A level only);
3. 'Good' and above in the Moderation Results for 2 years for Fast-Track Promotion;
4. 'Outstanding' for recent 3 consecutive years in the Moderation Results for Meritorious Promotion;
5. Clean service record.

#### Documents required:

1. Duly completed Promotion Application Form;
2. Moderation Results for recent 3 years:  
 2.1 FY 2017-2018, 2018-2019, and 2019-2020 for MoE HQ employees; and







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- 2.2 Calendar year 2018, 2019 and 2020 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;

**Notes:**

1. A civil servant in the entry position level who has not availed a single promotion shall not be eligible for Fast-Track and Meritorious Promotion.
2. MoE HQ employees are not required to submit hard copies for Sl. No. 2, 3, and 4 under 'Documents' required. HRD, MoE will verify the information and documents online.
3. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal to RCSC if there is an issue.
4. In accordance with Section 2.9.6.2(vi), Chapter 2 of BCSR 2018, the Dzongkhags and Thromdes shall submit the Fast-Track and Meritorious Promotion proposals directly to RCSC, if any.

**III.P1 Specialist Promotion**

**A. P1 Specialist promotion (MoE HQ Staff, DEOs/TEOs and Teachers): Criteria**

1. Specialist Staffing Matrix (SSM) shall be the basis to determine the number of P1 Specialist Promotion as per the RCSC's Notification dated 1<sup>st</sup> May 2020;
2. Served 4 years of active service in the current position on 30<sup>th</sup> June 2021;
3. "Good" and above in the Moderation Exercise Results for recent 3 years and updated in the ZEST;
4. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for recent 3 years:
  - 2.1 Headquarter Staff: FY 2017-2018, 2018-2019, and 2019-2020;
  - 2.2 Field Staff: Calendar year 2018, 2019 and 2020 - 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; and
5. Legal Undertaking.

**Notes:**

1. In accordance with the Specialist Management Development Framework (SMDF) Notification dated 1<sup>st</sup> May 2020, the Dzongkhags and Thromdes need not submit the P1 Specialist Promotion proposals to the Ministry. The Dzongkhags and Thromdes can process for approval through their HRC based on the criteria.







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2. *Specialist Staffing Matrix (SSM) under SMDF will not apply to the Teaching professionals. SMDF will apply to other professions including Dy. Chief DEO/TEO. Where there is more than one Dy. Chief DEO/TEO in a particular Dzongkhag/Thromde, only one of them can be considered for promotion subject to fulfilling the criteria. However, promotion shall not be processed for Dy. Chief DEO/TEO from P2 to P1 as Principal DEO/TEO where there is no Chief DEO/TEO.*
3. *MoE HQ Staff need not submit hard copies for Sl. No. 2, 3 and 4 under 'Documents' required. HRD, MoE will verify the information and documents online.*
4. *Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not process any promotion proposals if there is an issue.*

**B. P1 Specialist promotion (Principal): Criteria**

*The Ministry of Education will issue a separate Notification as soon as the approval is accorded for the promotion of Principals from P2 to P1. The criteria and documents required will be specified in the notification.*

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

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

1. Served a minimum of 4 years of active service as Principal I at P1A on 30<sup>th</sup> June 2021;
2. Possess a minimum of Master's Degree in the relevant field (*reflected as "completed" in the ZESr*);
3. "Very Good" and above in the Moderation Results for recent 3 years;
4. School Performance in Very Good category and above for recent 2 years as per School PMS;
5. *Publication(s): Definition and requirements of Publication provided by the RCSC in its Notification dated September 16, 2020 is attached as Annexure I for reference;*
6. Fulfilled 160 hours of Professional Development: Facilitated (60%) and Attended (40%);
7. Ability to lead and mentor Principals/VPs (Statement from the concerned Chief DEO/TEO or Dasho Dzongda/Executive Secretary);
8. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for the Calendar year 2018, 2019 and 2020 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals;
3. *A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publications need to be also submitted along with the promotion proposal;*
4. Work Plan for the next 3 years (2022, 2023 and 2024) as a Principal (Specialist III) at ES3 level;
5. Valid Audit Clearance Certificate (*for promotion only*);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018); and
8. Legal Undertaking.







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Notes:

1. Hard copies for Sl. No. 5 and 6 under 'Documents' required need not be submitted. The HRD, MoE will verify the information and documents listed in Sl. No. 5 and 6 online.
2. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.
3. As per the RCSC's Notification dated 1<sup>st</sup> May 2020, the Ministry will seek Clean-Sheet information from the Anti-Corruption Commission against the candidates concerned.
4. Aspiring and eligible candidates shall **arrange and bind the promotion documents** as per the order reflected under the 'Documents required' and route through the Dzongkhag/Thromde HRC prior to submission to the Ministry.

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

1. Served 4 years as Senior Teacher I (for Master Teacher) or Cluster Lead Teacher (for Master Lead Teacher) at P1A on 30<sup>th</sup> June 2021;
2. Possess Master's Degree with specialization in the relevant field (reflected as "completed" in the ZEST);
3. Publication(s): The definition and requirements of publication provided by the RCSC's Notification dated September 16, 2020 has been attached as Annexure I for reference;
4. Average student performance in their teaching subject for 2 years (2018 and 2019);
5. Fulfilled 160 hours of Professional Development: Facilitated (60%) and Attended (40%);
6. Recommendation from the School Principal concerned about her performance;
7. "Very Good" and above in Moderation Results for the recent 3 years;
8. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for the Calendar year 2018, 2019 and 2020 authenticated by the Dzongkhag and Thromde HROs and submit along with the promotion proposals.
3. A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publications need to be also submitted along with the promotion proposal;
4. Work Plan for the next 3 years (2022, 2023 and 2024) as a Master Teacher or Master Lead Teacher at ES3 level;
5. Valid Audit Clearance Certificate (for promotion only);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018); and
8. Legal Undertaking.

Notes:

1. Hard copies for Sl. No. 5 and 6 under Documents required need not be submitted. The HRD, MoE will verify the information and documents online.
2. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.

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3. As per the RCSC's Notification dated 1<sup>st</sup> May 2020, the Ministry will seek Clean-Sheet information from the Anti-Corruption Commission against the candidates concerned.
4. Aspiring and eligible candidates shall **arrange and bind the documents** as per the order reflected under the 'Documents required' and route through the Dzongkhag/Thromde HRC prior to submission to the Ministry.

**C. Specialist III at ES3A Level for MoE HQ Staff: Criteria**

1. Specialist Staffing Matrix (SSM) shall be the basis to determine the number of Specialist Promotion as per the RCSC's Notification dated 1<sup>st</sup> May 2020;
2. Served a minimum of 4 years of active service in the current position at P1A on 30<sup>th</sup> June 2021;
3. Possess a minimum of Master's Degree with specialization (reflected as "completed" in the ZESr);
4. "Very Good" and above in the Moderation Results for recent 3 years;
5. Publication(s): Definition and requirements of Publication provided by the RCSC in its Notification dated September 16, 2020 is attached as Annexure I for reference;
6. Recommendation of the respective Department Heads;
7. Clean service record.

**Documents required:**

1. Duly completed Promotion Application Form;
2. Moderation Results for the FY 2017-2018, 2018-2019 and 2019-2020;
3. A list of Publication, including the name(s) of the author, the year of publication, source of publication. Publications need to be also submitted along with the promotion proposal;
4. Work Plan for the next 3 years (2022, 2023 and 2024) as a Specialist III at ES level;
5. Valid Audit Clearance Certificate (for promotion only);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form (Annexure 26/1, Chapter 26 of BCSR 2018);
8. Legal Undertaking.

**Notes:**

1. Hard copies for Sl. No. 2, 5, and 6 under 'Documents' required need not be submitted. The HRD, MoE will verify the information and documents online.
2. As per the RCSC's Notification dated 1<sup>st</sup> May 2020, the Ministry will seek Clean-Sheet information from the Anti-Corruption Commission against the candidates concerned.
3. Aspiring and eligible candidates shall **arrange and bind the documents** as per the order reflected under the 'Documents' required and route through the Department Heads.







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**V. General Information:**

1. All promotion proposals must be routed through the proper channel (Dzongkhag/Thromde HRC for field staff and respective Department Heads for MoE HQ Staff).
2. All promotion proposals must be in line with Chapter 13 on 'Promotion' and Chapter 26 on 'Executive and Specialist' of BCSR 2018, the Specialist Management Development Framework dated 1<sup>st</sup> May 2020, Notification on the definition of Publication dated 14<sup>th</sup> September 2020, and Ministry's criteria.
3. Promotion up to P1 has been decentralized to Agencies as per the RCSC's notification dated 1<sup>st</sup> May 2020. *However, promotion for Principals will be notified separately including the criteria, documents and authority to approve their promotion, if any.*
4. 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.
5. All promotion proposals must reach HRD, MoE **on or before 13<sup>th</sup> May 2021**. 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 concerned, if any.
6. The Ministry will not be held accountable for any issues arising from late receipt/submission of promotion proposals to the Ministry/RCSC.



**Human Resource Division**

**Copy:**

1. Hon'ble 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 of all Dzongkhags and Thromdes for kind necessary information and dissemination to the Schools.
6. Principals of respective schools in 20 Dzongkhags and 4 Thromdes for kind information and dissemination to their staff.
7. HR Officers of Dzongkhags/Thromdes concerned for kind necessary information and action.
8. Office copy.