



MoE/DoS/HRD/Promotion/2021/4938

5th May 2021

NOTIFICATION FOR PROMOTION OF PRINCIPALS AND VICE PRINCIPALS

In pursuant to notification MoE/DoS/HRD/Promotion/2021/4144 dated 29th April 2021 and in accordance with the decision of 313th HRC meeting held on 4th May 2021, the Ministry of Education would like to inform that the Royal Civil Service Commission has accorded approval for the promotion of Principals and Vice Principals as given below.

I. Criteria for the promotion of Principal

In addition to Specialist Management and Development Framework (attached as Annexure I) and other criteria as specified in the Ministry's promotion notification dated 29th April 2021, the following school structure shall be used for the promotion of Principal hereafter:

Sl. No	School Level	Student Number	Position Level of Principal
1	Primary School	Below or equal to 100	P2
		101-500	P1
		501 and above	P1/ES3 and above
2	Lower/Middle Secondary School	101-500	P1
		501 and above	P1/ES3 and above
3	Higher Secondary School	All	P1/ES3 and above

A. Promotion of Principal from P2 to P1

1. Served 4 years of active service in the current position on 30th June 2021;
2. "Very Good" and above in the Moderation Exercise for recent 3 academic years (2018, 2019 and 2020) and updated in the ZEST;
3. Publication authored by maximum of two (refer Notification - Annexure II);
4. School Performance for recent two years (Very Good and above - HRD will obtain it from EMD);
5. Fulfilled 160 hours of Professional Development (40% facilitated and 60% attended in leadership and academic);
6. 270 Degree Assessment (to be carried out by MoE);
7. Level 2 and above in Leadership Feedback System;
8. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation Results for recent 3 academic years (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. Publication (refer Notification - Annexure II);
6. PD record (as per Format - Annexure III)
7. Legal Undertaking.

Phone: 327703; 335402, 324826, 328313, 331760, 326412, 322893, 330252; 321242, 331761, 328214, 331761

Post Box No. 112, Kawajangsa, Thimphu, Bhutan





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



Notes:

1. Notwithstanding the provision specified by SMDF with regard to the decentralization of P1 promotion to Dzongkhags/Thromdes, the Ministry would like to inform that all promotion proposals of the Principals should be submitted to the Ministry by routing it through the respective Dzongkhag/Thromde HRC.
2. Hard copies for Sl. No. 3 and 4 under 'Documents' required need not be submitted. The HRD, MoE will verify the information and documents listed in Sl. No. 3 and 4 online.
3. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.
4. As per the RCSC's Notification dated 1st May 2020, the Ministry will seek Clean-Sheet information from the Anti-Corruption Commission against the candidates concerned.
5. 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.

II. Criteria for the Promotion of Vice Principal from P2 to P1

1. Vice Principal I who are currently serving in schools having Principals at ES level can be promoted from P2 to P1;
2. Served 4 years of active service in the current position on 30th June 2021;
3. 2 Outstanding and 1 Very Good in the Moderation Exercise within the promotion cycle and updated in the ZEST;
4. Publication authored by maximum of two (refer Notification - Annexure II);
5. Fulfilled 160 hours of Professional Development (40% facilitated and 60% attended in leadership and academic);
6. Clean service record.

Note: Those eligible candidates will sit for Psychometric Test and who meet the threshold only will be recommended for promotion.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation Results for recent 3 years: 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
8. Publication (refer Notification - Annexure II);
5. PD record (as per Format – Annexure III)
6. Legal Undertaking.

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Human Resource Division
Thimphu



Notes:

1. Notwithstanding the provision specified by SMDF with regard to the decentralization of P1 promotion to Dzongkhags/Thromdes, the Ministry would like to inform that all promotion proposals of the Vice Principals should be submitted to the Ministry by routing it through the respective Dzongkhag/Thromde HRC.
2. Hard copies for Sl. No. 3 and 4 under 'Documents' required need not be submitted. The HRD, MoE will verify the information and documents listed in Sl. No. 3 and 4 online.
3. Dzongkhag and Thromde HROs shall verify online Audit Clearance and Security Clearance and not forward any promotion proposal if there is an issue.
4. As per the RCSC's Notification dated 1st May 2020, the Ministry will seek Clean-Sheet information from the Anti-Corruption Commission against the candidates concerned.
5. 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.

In line with the promotion notification dated 29th April 2021, all promotion proposal must reach HRD, MoE on or before 15th May 2021.

This notification shall be effective for promotion from 1st July 2021 onwards.

