



**ROYAL GOVERNMENT OF BHUTAN**  
**Royal Civil Service Commission**



**Promotion Form**

**EMPLOYEE ID No.:**

Name:				
Sex: M <input type="checkbox"/> F <input type="checkbox"/>				
Date of birth:	Day	Month	Year	Nationality:
Citizenship Card No.:		Date of issue:	Place of issue	
Full Postal Address:	House No.:	Village:	Thromde:	
	Thram No.:	Gewog:	Dzongkhag:	
Particulars:	Name:	Nationality:	Occupation and Address:	
(i) Father				
(ii) Mother				
(iii) Spouse				

**EDUCATION:** Academic and Training (please start from the Institute last attended)

Name of School/ College/Training Institute	Location and Country	Field of Study	Subjects	Duration		Degree/ Diploma Certificate obtained		
				Start Date	End Date			
a.								
b.								
c.								
d.								
<b>Research/ Publication:</b>								
Title		Date		Purpose				
a.								
b.								
c.								
State whether selected in the RCSC (1983-2004)/Civil Service Common Examination (2005 -2009) and BCSE (2010 onwards). If selected, state the year of selection and position ranking:								
a. Year of selection: .....				b. Merit Rank: .....				

**PRESENT JOB IDENTIFICATION:**

1. Position Title: ..... 2. Position Level: .....

3. Sub-level..... 4. Pay Scale: .....

5. Major Occupational Group: ..... 6. Sub-Group: .....

Date of Last Promotion: .....

**Attach a copy of specific duties and responsibilities of the position.**

Agency/Dept & Division/ Unit	Position Title	Position Level	Period		Place of Posting	Office Order No. & Date
			From (Date)	To (Date)		

*If required, please attach a separate sheet.*

Extraordinary Leave availed: Duration: ..... From: ..... To:.....	Long term training/Higher studies availed: Duration: ..... From:..... To:.....
No. of continuous & active years of service completed from the date of initial appointment:.....	No. of continuous & active years of service completed since the last promotion:.....

**PERFORMANCE** – Ratings for the past three years: (each out of the total factors)  
copies of performance evaluation reports should be attached.

Year	Improvement Needed	Good	Very Good	Outstanding

(i) PROMOTION RECOMMENDED

1 Position Title: .....

2. Position Level: .....

3. Sub-level.....

4. Pay Scale: .....

5. Major Occupational Group: .....

6. Sub-Group: .....

(ii) Is the proposed promotion against the approved post?

\_\_\_\_\_

(iii) State whether the candidate fully matches the job requirements of the post:

\_\_\_\_\_

Information verified by HR Officer/Chief HR Officer of Agency

**Date**

**Signature**

**Name & Position Title**

(Official Seal)

<p>Recommendation of the Agency</p> <p>I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.</p>	
<p><b>Date</b></p>	<p style="text-align: center;"><b>Signature</b> <b>Name &amp; Position Title</b> <b>of the recommending authority</b></p>
<p>Recommendation/Decision of the Agency</p>	
<p><b>Chairperson,</b></p>	
<p><b>HR Committee</b></p>	
<p><b>Date</b></p>	<p style="text-align: center;"><b>Signature</b></p>
<p>Information verified by RCSC:</p>	
<p><b>Name of the HRO, HRMD</b> <b>(Official Seal)</b></p>	<p style="text-align: center;"><b>Name of the Chief HRO, HRMD</b> <b>(Official Seal)</b></p>
<p><b>Date:</b></p>	<p style="text-align: center;"><b>Date:</b></p>
<p>Decision of the RCSC (reference of the Commission Meeting No. .... dated .....</p> <p>Approved w. e. f. Date _____Month _____Year_____</p> <p>Not approved: -----</p> <p>Date: .....</p>	