

**Royal Civil Service Commission  
Royal Government of Bhutan**

**CIVIL SERVICE EMPLOYMENT APPLICATION FORM**

*(Fill in BLOCK letters only)*

Affix  
Passport  
size  
Photograph

1. Full Name: Sex: ☐ M ☐ F  
Religion:

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2. Village/ Thromde: Gewog:  
Dzongkhag: Thram No: House No:

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3. Date of Birth: Day  Month  Year   
Nationality: Citizenship ID No.:

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4. Post Applied For:

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5. Mailing Address:

6. Contact Tel. No.:

7. Family Details:

|              | Name | Nationality | Occupation | Address |
|--------------|------|-------------|------------|---------|
| (a) Father   |      |             |            |         |
| (b) Mother   |      |             |            |         |
| (c) Guardian |      |             |            |         |
| (d) Spouse   |      |             |            |         |

8. I have:

- a. Not been convicted of a criminal offence;
- b. Not been terminated or compulsorily retired from the Civil Service, a Government Corporation or Project;
- c. Not voluntarily resigned from the Civil Service;
- d. Not been previously selected for the Civil Service and dishonoured the selection/appointment;
- e. Not been adjudged medically unfit for employment by a competent medical doctor;
- f. Not intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;
- g. Not furnished fake/forged testimonials/documents;
- h. Not failed to furnish testimonials as required under the BCSR;
- i. Not been otherwise disqualified by the Government for appointment in the Civil Service; and
- j. Not participated in politics/completed the minimum 'cooling off period' of three years.

9. Academic Qualification: (please start with the Institute last attended).

| Name of Institute | Country | Subjects | Year of Completion | Div. | Degree | Certificate (VIII/X/XII) |
|-------------------|---------|----------|--------------------|------|--------|--------------------------|
|                   |         |          |                    |      |        |                          |
|                   |         |          |                    |      |        |                          |
|                   |         |          |                    |      |        |                          |

10. Marks obtained in percentage in the BCSE (for graduates only):

- a. Exam category: .....
- b. Marks obtained: .....
- c. Position/Ranking: .....

11. Training:

| Name of Institute | Country | Field of Study | Duration | Yr. of Passing | Div. | Dip. | Certificate |
|-------------------|---------|----------------|----------|----------------|------|------|-------------|
|                   |         |                |          |                |      |      |             |
|                   |         |                |          |                |      |      |             |
|                   |         |                |          |                |      |      |             |

12. Employment History (if applicable):

| Organisation        | Position<br>Held | Post | Period |    | Appt.  | Place<br>Served | Reason for<br>Change |
|---------------------|------------------|------|--------|----|--------|-----------------|----------------------|
|                     |                  |      | From   | To | Status |                 |                      |
| Past Employment:    |                  |      |        |    |        |                 |                      |
|                     |                  |      |        |    |        |                 |                      |
|                     |                  |      |        |    |        |                 |                      |
| Present Employment: |                  |      |        |    |        |                 |                      |
|                     |                  |      |        |    |        |                 |                      |
|                     |                  |      |        |    |        |                 |                      |

13. Extra Curricular Activities: (please tick appropriate ones and attach attested copies of relevant certificates)

- (a) Literary ( )                      (b) Sports ( )  
(c) Leadership ( )                      (d) Membership in Community/Association ( )  
(e) Awards received ( )                      (f) Social and Cultural ( )  
(g) Others ( ).

14. Declaration: I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the RCSC shall withdraw/terminate my service without any recourse; confiscate all my transcription/testimonials; debar from seeking employment in the Civil Service; and prosecute in the Court of Law for legal actions. I also undertake to abide by all Rules and Regulations.

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15. Oath Of Allegiance: I pledge to serve His Majesty the King, Country and People with **Lue Nga Yi Sum**.

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Date:

**Signature of Applicant**

(Affix Legal Stamp)

**Note:** This form should be accompanied by attested copies of academic, training, medical fitness certificate, passport size photograph, security clearance certificate and citizenship card.

**For use by the recruiting Agency**

Verified by:

Agency:

Name:

Remarks:

Position Title:

EID. No.:

Signature: