

**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:

- i. Not been convicted of a criminal offence;

- ii. Not been terminated or compulsorily retired from the Civil Service, a Government Corporation or Project;
- iii. Not voluntarily resigned from the Civil Service;
- iv. Not been previously selected for the Civil Service and dishonoured the selection/appointment;
- v. Not been adjudged medically unfit for employment by a competent medical doctor;
- vi. Not intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;
- vii. Not furnished fake/forged testimonials/documents;
- viii. Not failed to furnish testimonials as required under the BCSR;
- ix. Not participated in politics/completed the minimum 'cooling off period' of three years; and
- x. Not been otherwise disqualified by the Government for appointment in the Civil Service.

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):

- i. Exam category: .....
- ii. Marks obtained: .....
- iii. 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 Held | Post | Period |    | Appt. Status | Place Served | Reason for Change |
|----------------------------|---------------|------|--------|----|--------------|--------------|-------------------|
|                            |               |      | From   | To |              |              |                   |
| <b>Past Employment:</b>    |               |      |        |    |              |              |                   |
|                            |               |      |        |    |              |              |                   |
|                            |               |      |        |    |              |              |                   |
| <b>Present Employment:</b> |               |      |        |    |              |              |                   |
|                            |               |      |        |    |              |              |                   |
|                            |               |      |        |    |              |              |                   |

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: