



**ROYAL CIVIL SERVICE COMMISSION
ROYAL GOVERNMENT OF BHUTAN**

LTT NOMINATION APPLICATION FORM
(To be filled in by candidate)

Particulars of Candidate:

- Name:.....
- Employee ID No.:.....



LTT availed:

Sl. No.	Course Title	Institute/City/Country	Start Date (dd/mm/yyyy)	Duration	Source of Funding

STT availed (Last three STTs):

Sl. No.	Course Title	Institute/City/Country	Start Date (dd/mm/yyyy)	Duration	Source of Funding

Supporting documents for training (please tick/fill in where relevant):

- Valid Security Clearance Certificate.
Reference No..... Date
- Valid Audit Clearance Certificate.
Reference No..... Date
- Medical Fitness Certificate issued by a competent RGoB medical doctor.
Reference No..... Date
- Academic transcripts.
- Letter of confirmation of enrolment (CoE)/Acceptance from the Institute.
- Course content and schedule from the Institute (and for PhD, field visit work plan).

- Assurance of funding from sponsor (if private/self-funding, open scholarship or University scholarship).
- English Language Proficiency Certificate (if required).
- Any other document that may be required as per announcement:
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Details of Study proposed as per Confirmation of Enrolment Letter/Acceptance letter from Institute:

- a. Course Title:
- b. Institute:
 City:
 Country:
- c. Commencement Date:
- d. End date/Duration:
- e. Source of Funding:

I assure that I (please tick to assure):

- Have checked above information and are correct;
- Shall properly hand over my work and ensure service delivery is not interrupted during my absence;
- Shall submit Course Joining Report Form 9/10 as required by BCSR;
- Shall submit periodic semester/academic report; and
- Shall return immediately and report to the RCSC with:
 - Office Joining Letter Form 9/4;
 - Training Report as per Form 9/5;
 - Feedback Form as per Form 9/6; and
 - Evidence of successful completion of training i.e. Certificate/Consolidated transcript from the Institute and Thesis/Research copy with consent letter to share with relevant Agency (if research-based).

Date :
 Contact No :
 Email address :

(Signature of the Candidate)

Note:

- Agency shall process the application as per the information in CSIS. Therefore, the candidate should ensure the accuracy of his/her CV in CSIS.