



དཔལ་ལྷན་འབྲུག་གཞུང་།

རྒྱལ་གཞི་ལོ་རྒྱུས་ལྷན་ཚོགས།



ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
INSERVICE TRAINING NOMINATION FORM

I. Particulars of the Candidate Nominated

- a. Name :
- b. Employee Id. No. :
- c. Designation :
- d. Place of Posting & Employing Agency :
- e. Date of Birth :
- f. Name, Occupation and Nationality of Spouse :
- g. Permanent Address :
- h. Document verified (quote reference No.)*
- i. Security Clearance Certificate :
 - ii. Audit Clearance Certificate :
 - iii. Citizenship Id Card No. :
- i. Qualification :
- j. Date of Initial appointment in Govt. Service :
- k. Date of appointment to the present position :
- l. Present job description (State Briefly) :
- 1.
 - 2.
 - 3.



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རྒྱལ་གཞུང་ཞི་གཏོག་ལྷན་ཚོགས།

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II. Details of Training to be undertaken

- a) Planned (quote slot number) or unplanned :
- b) Course Title/Field of Training :
- c) Institute and Location (Mention Country) :
- d) Course commencement and duration :
- e) Funding Agency :

III. Details of all Past Training (including Seminars/Study Tours/Workshops) (if the space provided is not sufficient, use a separate sheet). Please start with the last training attended.

Course Title	Institute & Location (Mention Country)	Date (dd/mm/yy)	Duration (months)	Funding Agency
i)				
ii)				
iii)				
iv)				

IV. Special achievements/research work done/extracurricular activities (mention briefly and enclose documentary evidence)

I hereby certify that the above information is correct to the best of my knowledge.
 I understand that I am liable to be subjected to disciplinary actions by appropriate authorities in the event that they find the above information incomplete or incorrect.

(Signature of the Candidate)



དཔལ་ལྷན་འབྲུག་གཞུང་།

རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ལྷན་ཚོགས།

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V. Recommendations of the Agency. *The authorities countersigning this form shall be accountable and liable for disciplinary action in case information provided is incorrect.*

i. Give reasons for nominating the particular candidate.

ii. Description of the use of this training to the Agency

Place :

Signature :

Date :

**Name & Designation of
the Head of Department/Division** :**

RECOMMENDED

Place :

Signature :

Date :

**Name & Designation of
the Head of the Agency :**

** For In-country short term training, the candidates are not required to produce the documents. For Ex-country short- term training, the original documents are to be retained with the Agencies. For long-term training, the original documents are to be submitted to the RCSC.*

*** For Agencies that do not have Departments.*



དཔལ་ལྷན་འབྲུག་གཞུང་།

རྒྱལ་གཞུང་གི་གཞི་རྒྱུ་ལྷན་ཚོགས།



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LIST OF DOCUMENTS TO BE SUBMITTED BY A CANDIDATE

- i. Bhutanese Citizenship Identity Card;
- ii. No Objection Certificate from the employer for applying to open scholarship announced by the RCSC;
- iii. Security Clearance Certificate;
- iv. Audit Clearance Certificate (for those who are employed only); and
- v. Training content and schedule from the Institute/Organisation;
- vi. Attested copies of academic transcripts issued by an institute recognized by the Royal Government of Bhutan (for long term training);
- vii. Offer of admission from the Institute (for long term training); and
- viii. Any other document that may be required, as announced.