



RCSC/HRD- A 7.4/2024/1209

24-Sep-2024

**“The Project for Human Resource Development Scholarship by Japanese Grant Aid”**

The Royal Civil Service Commission (RCSC) is pleased to announce the availability of scholarships for Master’s degree under the Japanese Grant Aid for Human Resource Development Scholarship (JDS) 2025 intake as follows:

Sub-Program (JDS Priority Areas)	Components (JDS Development Issues)		Slot	Accepting University Graduate School (GS)	Degree	Expected research topics	Recommended Target Group	Target Agency
							Position category 1. Superstructure a. Major Occupational Group (MoG)	
1. Improving Administrative Ability and Institution Building	1-1	Economic Policy Development	2	International University of Japan GS of International Relations	-MA in Economics -MA of International Development	Economic Policy, Industrial Development Policy, Macroeconomics, Fiscal Management, Investment and Trade Promotion, Tourism Economic Policy, Power Development Policy, etc	1. Administration Service 2. Finance Service 3. Technical Service (Statistical Services)	*Cross sector
	1-2	Public Policy/Administration and International Relations	3	Meiji University GS of Governance Studies	-MA of Public Policy	Public Policy, Governance, Information and Communication Policy, Health Policy, Tourism Policy, Public Finance Management, Data Analysis, etc	1. Administration Service 2. Finance Service	*Cross sector
			1	Ritsumeikan University GS of International	MA in International Relations	International Politics,, Foreign Policy, Public Diplomacy, International Economics, Public Policy etc	1. Administration Service 2. Finance Service	*Cross sector



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				Relations				
2. Building a Strong Base for Sustained Economic Growth	2-1	Agriculture and Rural Development Policy	1	Hiroshima University -GS of Humanities and Social Sciences -GS of Innovation and Practice for Smart Society	-MA of Economics -MA of Business Administration -MA of Int'l Cooperation Studies -MA of Philosophy	Agriculture Economics, Agriculture Policy, Fpod Self-Sufficiency, Supply Chain, etc	1. Technical Service a. Agriculture and Livestock Service Group b. Forestry and Environment Protection Services Group 2. Administration Service 3. Finance Service	*Cross sector
	2-2	Countermeasures for Climate Change and Disaster Risk Management Policy and Infrastructure Development Policy for Sustainable Economic Growth	2	Nagoya University GS of Environmental Studies GS of Engineering*	-MA of Environmental Studies -MA of Engineering*  *GS of Engineering only offers MA of engineering.	Infrastructure Development Policy, Low Carbon Technology, Disaster Prevention Policy, etc	1. Technical Service a. Architectural, Engineering and Land Services Group 2. Administration Service 3. Finance Service	*Cross sector

**Note:** Applicants can choose specific areas of research within the listed degree for masters specialization. Please check their website for details (<https://jds-scholarship.org/country/bhutan/framework.html>)

**Important Note about CP.1-2**

*This year's selection process of the "Public Policy and International Relations" (CP1-2), which was previously limited to single-application only, will be changed to one in which applicants can apply for both single- and joint-applications. For further details, kindly check page 5 of Application Guidelines before you apply.*



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RCSC will accept CP 1-2's applications without asking which they wish to apply as single or joint application.

After closing RCSC's application, JICE will ask their desires of single or joint application at the stage of online application by using our original Written Consent.

## 1. Eligibility:

- a. Should be a Bhutanese and be 45 years or younger as of April 1, 2025;
- b. Should have bachelor's degree from a University recognized by the Royal Government of Bhutan and other countries;  
*\*Some accepting universities have other requirements or desirable academic background. Check "Accepting University" in "Information of Each Sub-Program / Component" and "University Information" on Application Guidelines.*
- c. Have 2 years or more work experience in the Professional & Management Category (PMC) at the time of RCSC application (such experiences shall be related to applying Sub Program/Component);
- d. Should be a regular civil servant and belong to the service listed for each Component under the specified Super Structure Groups;
- e. Have a good command of both written and spoken English; and
- f. Should have sound mind and body.

## 2. Documents Required:

### ● While submitting the documents to the RCSC:

- a. Research proposal (should be aligned to the agency's needs, applicant's current job responsibilities and approved by the supervisor);
- b. Career plan;
- c. [Duly filled in LTT review checklist](#) (reviewed and signed by HRO);
- d. Copy of system-generated CV;
- e. Degree Certificate and Mark sheet;
- f. Merit certificates (Leadership, Volunteerism, Publication, and Professional Recognition- after entry into Civil Service);
- g. [CLICK HERE](#) for the application guideline



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- While completing the online application process after getting shortlisted by RCSC:

Doc No.	Required Documents	File Type	Remarks
1	Short Essays	PDF (One file only)	* Prescribed form Short essays on “Responsibilities of your work”, “Reason for applying the Graduate School/course”, and “Future Contribution”
2	Research Plan	PDF (One file only)	* Prescribed form
3	University Certificate of Degree (Attested)	PDF (One file only)	✓ Upload <b>attested</b> copies of the original certificate/ transcript. ✓ Must contain <b>all the grades earned</b> from the university. ✓ Written in English or accompanied with official translation. *Please submit the letter of Concern if the Name of graduated univ. typed in AF Education background and certificates is different.
4	University Transcript of Academic Records (Attested)	PDF (One file only)	
5	Reference Letter	PDF (One file only)	* Prescribed form ✓ Must be issued by the supervisor of your workplace. ✓ JICE may contact your referee for verification
6	Photocopy of Passport (or CID)	PDF (One file only)	Those who do not have passport can attach colure soft copy of CID.
7	Photo	JPG, JPEG, PNG, GIF	✓ A Color photo, taken within the last 3 months ✓ 4:3 (height: width) aspect ratio



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			✓ Must be taken against a plain background
8	[If any] IELTS Certificate	PDF (One file only)	Test taken on/after 1 Nov 2023.
9	[If any] Written Consent on the Implementation of the Joint Application System	PDF	This written consent will be needed to check your willingness of single- or joint application by explaining the details of the Joint Application System. This written consent will be requested from CP 1-2 applicants. We will provide this form later at the stage of the online application.

\*Prescribed form can be downloaded from JICE JDS website.

\*Before proceeding with the Apply online system, please prepare the required documents above in PDF format. For further details please access to: <https://jds-scholarship.org/country/bhutan/index.html>

**3. Information to the Candidates:**

- a. Eligible candidates must fulfill the in-service training criteria of the BCSR 2023 in addition to the donor requirements;
- b. Applicants should consult respective Ministry/Agency before applying for the course;
- c. Applicants to kindly visit respective universities website for the availability of their research areas being offered or not;
- d. Every qualified applicant will be required to take English proficiency test (IELTS) as well as math test in Thimphu. The fixed date and venue will be informed to each applicant.

- **IELTS:** Refer to the link for sample questions to prepare yourself: <https://www.ielts.org/about-the-test/sample-test-questions>
- **Math test:** 60 minutes test consists of arithmetic operations, solving fractions, equations, inequality, matrix, basic quadratic functions, basic operations of exponential and logarithmic functions, basic integral and differentiation, etc.
- Past math test sample can be also be downloaded from the link <https://jds-scholarship.org/past/>

**Note: Applicants for Ritsumeikan University are exempted from math test based on the requirement from the universities.**



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\*The scores will be reviewed in the first selection by the accepting universities. Universities may require the applicants to have good command of English (IELTS6.0 or higher) and numeracy skills.

#### 4. Application Procedure and deadline

Sl no.	Event	Dates	Remarks
1	Application opening date	24-Sep-2024	Should be routed through the working/parent agency with the complete set of documents.
2	Application closing date	24-Oct-2024	-
3	Shortlist announcement	31-Oct-2024	RCSC to screen and shortlist the candidates and submit to JICE *JICE will provide candidate with necessary information for JDS application

#### 5. Important Notes:

- Applications after the deadline will not be accepted;
- Only those candidates who are committed to this scholarship should apply. If the candidate withdraws after the announcement of the interview/selection result, he/she shall be liable for HR action;
- Confirmation of scholarship and date of commencement of course shall depend on candidate fulfilling the admission criteria laid down by the University for securing admission. Therefore, the candidates are advised not to make major changes to their home/office life (such as handing over of work, moving out of their house etc) until the confirmation of scholarship/admission is received from RCSC;
- The agency should ensure that the relevance of the course and only eligible candidates fulfilling requirements are forwarded to RCSC on or before the deadline;





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- e. The scholarship is provided under the funding of JDS and all the scholarship entitlements are confined to those offered by them. No additional benefits from the RCSC/RGoB shall be admissible under this scholarship; and
- f. For future career progression to Specialist position, Master course should be aligned to Super Structure.

**6. General Information:**

- a. For program details and application procedures, please visit <http://jds-scholarship.org/country/bhutan/index.html>
- b. [Click here](#) for FAQs related to JDS program
- c. For clarification/queries, contact Jamyang Norbu, HRDD at 02-322491 (Ext. 129) or email at [jamayangn@rcsc.gov.bt](mailto:jamayangn@rcsc.gov.bt)