

INSERVICE TRAINING NOMINATION FORM

I. Particulars of the Candidate Nominated

- a) Name :
- b) Employee ID No. :
- c) Designation :
- d) Place of Posting & Employing Agency :
- d) Date of Birth :
- e) Name, Occupation and Nationality of Spouse :
- g) Permanent Address :
- h) Documents verified (quote reference numbers) *
 - i) Security Clearance Certificate :
 - ii) Audit Clearance Certificate :
 - iii) Citizenship ID Card Number :
- i) Qualification :
- j) Date of Initial appointment in Govt. Service :
- k) Date of appointment to the present position :

l) Present job description (State Briefly)

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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 :

* *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 Agencies.

For ex-country long-term training, the original documents are to be submitted to the RCSC.

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)

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 Agencies that do not have Departments.

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 secedule 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.