



**ROYAL GOVERNMENT OF BHUTAN**  
**Royal University of Bhutan**



**Promotion Form**

**EMPLOYEE ID No.:**

Name:					
Sex:     M       F					
Date of birth:	Day	Month	Year	Nationality:	
Citizenship Card No.:			Date of issue:	Place of issue	
Full Postal Address:	House No.:		Village:	Thromde:	
	Thram No.:		Gewog:	Dzongkhag:	
Particulars:	Name:		Nationality:	Occupation and Address:	
(i) Father					
(ii) Mother					
(iii) Spouse					

**EDUCATION:** Academic and Training (please start from the Institute last attended)

Name of School/ College/Training Institute	Location and Country	Field of Study	Subjects	Duration		Degree/ Diploma Certificate obtained
				Start Date	End Date	
a						
b						
c						
d						
<b>Research/ Publication:</b>						
Title		Date		Purpose		
a						
b						
c.						
State whether selected in the RCSC (1983-2004)/Civil Service Common Examination (2005 -2009) and BCSE (2010 onwards). If selected, state the year of selection and position ranking:						
a. Year of selection:.....				b. Merit Rank: ..... .....		



**PERFORMANCE** – Ratings for the past three years: (each out of the total factors)  
copies of performance evaluation reports should be attached.

Year	Improvement Needed	Good	Very Good	Outstanding

(i) **PROMOTION RECOMMENDED**  
 1. Position Title: ..... 2. Position Level: .....  
 3. Sub-level..... 4. Pay Scale: .....  
 5. Major Occupational Group: ..... 6. Sub-Group: .....

(ii) Is the proposed promotion against the approved post?

(iii) State whether the candidate fully matches the job requirements of the post:

Information verified by HR Officer/Chief HR Officer of Agency

**Date**

**Signature**  
**Name & Position Title**

(Official Seal)

Recommendation of the Agency

I also certify that the information furnished in this form has been verified and is found correct and that there is no adverse report against him during the past three years.

**Date**

**Signature  
Name & Position Title  
of the recommending authority**

Recommendation/Decision of the Agency

**Chairperson,**

**HR Committee**

**Date**

**Signature**

Information verified by RUB:

**Name of the HRO, HRMD  
(Official Seal)**

**Name of the Chief HRO, HRMD  
(Official Seal)**

**Date:**

**Date:**

Decision of the RUB (reference of the Commission Meeting No. .... dated  
.....)

Approved w. e. f. Date

Month

Year

Not approved: -----

Date: ..... .....