



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་ཚུལ་གོང་འཕེལ་ལྷན་ཁག་།
Royal Government of Bhutan
Ministry of Education and Skills Development
Human Resource Division



MoESD/HRD/07/2024/3083

9th July 2025

NOTIFICATION

In pursuant to the notification of the Royal Civil Service Commission vide letter no. RCSC/LD-63/Notification/4772 dated September 20 2021, the ministry of education and skills development would like to notify aspiring and eligible candidates wishing to apply for the promotion to specialist (P1A to ES3A/ES2A/ES1A), principal I (P2A to P1A) and vice principal (P2A to P1A) to submit the following publication title endorsement by the ministry.

Chapter I

This section introduces the topic, explaining *what* the study is about, *why* it is important, and *how* it will be conducted. It sets the context by highlighting key issues or gaps in knowledge.

1.1 Introduction

1.2 Context of the study

1.3 Problem Statement

Clearly define the problem or gap in knowledge that your study seeks to address. This should be specific, researchable, and relevant to your field.

1.4 Significance of the Study

Explain why the study is important. Who will benefit from it? How will it contribute to existing knowledge, policy, or practice?

1.5 Objectives of the Study

List the main goals of your study. These should be measurable and aligned with your research questions.

1.6 Research Questions

Formulate 2–4 research questions that guide your investigation. These questions should relate directly to your objectives. Research questions can be categorized into main research questions and corresponding sub-questions

- What is?
- How does?
- To what extent?

Chapter II: Literature Review

Review relevant and recent literature related to your topic. Focus on:

Summarize and critically analyze what has been done so far, identifying consistencies, contradictions, and limitations in previous work.



དཔལ་ལྷན་འབྲུག་གཞུང་། བེས་རིག་དང་རིག་རྒྱུ་ལོང་འཕེལ་ལྷན་ཁག་།

Royal Government of Bhutan

Ministry of Education and Skills Development

Human Resource Division



Chapter III: Methodology

3.1 Introduction

3.2 Research Design

Specify whether the study will use a **qualitative, quantitative, or mixed-methods** approach. Justify your choice:

Identify the specific design (e.g., case study, experimental, descriptive, correlational) and explain why it suits your research purpose.

3.3 Research Setting and context

3.4 Participants/Sample

* Population/participants (Who is being studied? e.g., students, teachers, employees).

* Sampling technique (Explain the sampling technique (e.g. random sampling, purposive) and why is appropriate for your study)

* Sample size (Indicate the number of participants involved and describe the population)

3.5 Data collection methods (explain how data will be collected)

3.6 Data analysis procedure (Explain how data collected will be analyzed)

3.7 Validity and reliability (Discuss how you will ensure validity (accuracy) and reliability (consistency) of your tools or instruments (e.g. survey questionnaire, interview guide)

3.8 Ethical Considerations

Address how ethical issues will be managed, such as:

- Informed consent
- Confidentiality
- Anonymity
- Voluntary participation
- Approval from an ethics review board, if required

The candidates are also requested to take note of the following:

1. The candidates should submit ONE best research title for the approval.
2. Dzongkhag/Thromde HRC recommendation is **mandatory**.
3. Research/publication title/proposal should be aligned to your **Area of Specialization**.
4. Submission deadline to the ministry is **30th August 2025** and late submission will not be accepted.
5. The vetting for the research/publication will be conducted by the PRC formed by the ministry during the promotion cycle.

Therefore, please be informed that the approval of the promotion shall be subject to meeting all the criteria's, including the recommendation for the title from the Dzongkhag/Thromde HRC and approval by the ministry's HRC. The documents may be submitted electronically at hrd@moe.gov.bt



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་ཁྱུང་གོང་འཕེལ་ལྷན་ཁག་།

Royal Government of Bhutan
Ministry of Education and Skills Development
Human Resource Division



Important Note:

1. Candidates whose titles have already been approved by the PRC do not need to submit them for endorsement. However, they must submit them during the promotion cycle for peer review by the PRC.
2. Candidates may submit their publications for endorsement regardless of their promotion due date. However, the final published paper must be submitted at the time of their promotion cycle.

Copy:

1. Secretary, MoESd for kind information.
2. Director, DSE for kind information.
3. Director, BQPCA for kind information.
4. Director, DEP for kind information.
5. Dasho Dzongda/Executive secretary for kind information.
6. Division Chiefs for kind information.
7. Chief DEO/TEO for kind information and dissemination.
8. HROs for kind information and dissemination.

For any clarification, please contact at hrd@moe.gov.bt

