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



MoESD/HRD/07/2026/501

26th August 2026

PROMOTION NOTIFICATION FOR JANUARY 2027

This is to notify all the eligible civil servants under the Ministry of Education and Skills Development serving at the Headquarter, TVET Institutes and in the Dzongkhags and Thromdes to submit the promotion proposals for promotion falling due on 1st January 2027 routing through the respective Dzongkhag/Thromde/Institute HRC.

General Information:

1. All promotion proposals must be submitted through [Google Form](#) on or before **30th September, 2026 by individuals.**
2. The **RECOMMENDATION** from the respective Dzongkhag/Thromde HRC is **MANDATORY** and required to upload online while submitting applications via google form. ***Promotion proposals without recommendation from the Dzongkhag/Thromde HRC concerned will NOT be reviewed by the Ministry.***
3. All promotion proposals must be in line with Chapter 2 and Chapter 10 of BCSR 2023, the Specialist Management Development Framework dated 1st May 2020, Notification on the definition of Publication dated 14th September 2020, 20th September 2021 and the Ministry's criteria.
4. Promotion up to P1 has been decentralized to Agencies as per the RCSC's notification dated 1st May 2020. However, promotion for Principals, VPs and Principal DEO/TEO at P1 shall be submitted to the Ministry routed through the respective Dzongkhag/Thromde HRC as desired by the RCSC.
5. **Dzongkhag and Thromde HRO** shall duly verify all forms/documents and accordingly provide recommendation upon endorsement by the respective Dzongkhag/Thromde HRC.
6. The mandatory requirement for the aspiring candidates to complete the online/e-learning course on Ethics and Integrity in order to be eligible for the promotion to P1 (both Specialist and Management) is as per the notification received from the Royal Civil Service Commission vide letter no. RCSC/LD-63/2022/3438 dated 1st March 2022.
7. A civil servant with a Performance rating of **"Partially Meeting Expectation"** shall serve an additional year over and above the minimum years of active service as per BCSR 2023.
8. All promotion proposals for Fast-track and Meritorious Promotion proposals for the Field Staff must be submitted directly to RCSC by the Dzongkhag/Thromde concerned, if any within the stipulated timeline. However, headquarter staff shall submit to the ministry via google form.
9. **ANY INCOMPLETE DOCUMENTS AND SUBMISSION OF PROPOSALS IN HARD COPIES SHALL NOT BE ACCEPTED. The Ministry will not be held accountable for any issues arising from incomplete or late submission of documents.**
10. All the required documents can be found in the **Annexure** and duly filled documents must be uploaded online.



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11. The detailed criteria and documents requirement for the specific promotion proposal are given below.

I. Broad-Banded Promotion up to P2A (Headquarter Staff only):

1. Served minimum of 4 years of active service in the current position level as on 31st December 2026 for Professional and Management Category, Supervisory and Support Category (S5A-S1A), and Operational Category;
2. Civil servants for promotion from S1A till SS1A should have completed minimum of 5 years of active service in the current position level as on 31st December 2026;
3. “Good” and above in the moderation results within the promotion cycle;
4. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results within the promotion cycle;
3. Valid Audit Clearance Certificate (**for promotion**);
4. Valid Security Clearance Certificate.

II. Specialist Promotion

A. P1 Specialist promotion (Headquarter):

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of P1 Specialist Promotion as per the RCSC’s Notification dated 1st May 2020;
2. Served 4 years of active service in the current position level as on 31st December 2026;
3. “Good” and above in the moderation results within the promotion cycle;
4. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
5. Clean service record.

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results within the promotion cycle;
3. Valid Audit Clearance Certificate (**for promotion**);
4. Valid Security Clearance Certificate;
5. Course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
6. Specialist Promotion Proposal Form;
7. Area of Specialization;
8. Specialist Terms of Reference; and
9. Legal Undertaking



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B. P1 Specialist promotion (for Principal):

1. Served 4 years of active service in the current position level as on 31st December 2026;
2. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021;
3. School level and student number as stipulated in the letter;
4. Obtained Level 2 or above in the LFS score on average for recent 2 years;
5. A minimum of two "Very Good" and above in the moderation results for recent 3 years;
6. Fulfilled 160 hours of Professional Development (40% facilitated and 60% attended);
7. At least Level 3 category (i.e., Good) in the School PMS score for the recent 2 years
8. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
9. Clean service record

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results for the calendar year 2023, 2024 and 2025 - Duly signed by the Dzongkhag/Thromde HROs;
3. Publication (title endorsed by the Ministry), including the name(s) of the author, the year of publication, source of publication.
4. Valid Audit Clearance Certificate (**for promotion**);
5. Valid Security Clearance Certificate;
6. Specialist Promotion Proposal Form;
7. Duly filled PD Format signed by the School HR Committee or SMT;
8. Course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
9. Work Plan for the next 3 years (2027, 2028 and 2029) as a Principal at P1
10. Area of Specialization;
11. Specialist Terms of Reference; and
12. Legal Undertaking

C. P1 Specialist promotion (for Vice Principal):

1. Served 4 years of active service in the current position level as of 31st December 2026;
2. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021;
3. School must have a Principal at Executive Specialist (ES) level;
4. A minimum of two "Very Good" and above in the moderation results for recent 3 years;
5. Fulfilled 160 hours of Professional Development (40% facilitated and 60% attended);
6. At least Level 3 category (i.e., Good) in the School PMS score for the recent 2 years;
7. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2); and
8. Clean service record.



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Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results for the calendar year 2023 and 2024, 2025 - Duly signed by the Dzongkhag/Thromde HROs;
3. Publication (title endorsed by the Ministry), including the name(s) of the author, the year of publication, source of publication.
4. Valid Audit Clearance Certificate (*for promotion*);
5. Valid Security Clearance Certificate;
6. Specialist Promotion Proposal Form; and
7. Duly filled PD Format signed by the School HR Committee or SMT;
8. Course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
9. Area of Specialization;
10. Specialist Terms of Reference; and
11. Legal Undertaking

D. Executive Specialist (ES) Level Promotion (*for Specialist Head ES3A until ES1A*)

1. For promotion to ES3, served 4 years of active service at P1 level as on 31st December 2026;
2. For promotion from ES3 until ES1, served 6 years of active service in the current position level as on 31st December 2026;
3. Possess a minimum of Master's Degree in the relevant field (status should be reflected as "completed" in the ZEST);
4. Obtained Level 2 or above in the LFS score for recent 3 years;
5. For promotion to ES3, Moderation score of "Very Good" for the recent two years and competency Assessment of VG and above;
6. For promotion from ES3 until ES2, a minimum of two "Outstanding" from the last promotion and competency Assessment of VG and above;
7. At least in "Very Good" category in the School PMS score for recent 2 years;
8. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021 (*Annexure I*);
9. Fulfilled 160 hours of Professional Development: Facilitated (40%) and Attended (60%);
10. Ability to lead and mentor Principals/VPs (Statement from the concerned Chief DEO/TEO or Dasho Dzongda/Executive Secretary);
11. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
12. Clean service record

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results and Competency Assessment for the calendar year 2024 and 2025 for promotion to ES3 level and as per the requirement for promotion from ES3 until ES1- duly signed by the Dzongkhag and Thromde HROs;



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3. Publication (title endorsed by the Ministry), including the name(s) of the author, the year of publication, source of publication;
4. Work Plan for the next 3 years (2027, 2028 and 2029) as a Principal at ES level;
5. Valid Audit Clearance Certificate (*for promotion*);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form;
8. Duly filled PD Format signed by the School HR Committee or SMT;
9. Course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
10. Statement from the Chief DEO/TEO or Dasho Dzongda/Executive Secretary concerned;
11. Area of Specialization;
12. Specialist Terms of Reference; and
13. Legal Undertaking

E. Executive Specialist (ES) level promotion for Teacher (*Master Teacher and Master Lead Teacher*):

1. For promotion to ES3A, served 4 years of active service at P1A as on 31st December 2026;
2. For promotion from ES3 until ES1, served 6 years of active service in the current position level as on 31st December 2026;
3. Possess Master's Degree with specialization in the relevant field (status should be reflected as "completed" in the ZEST);
4. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021;
5. Average student performance in their teaching subject for 2 years (2024 and 2025) duly signed by DEO/TEO concerned;
6. Fulfilled 160 hours of Professional Development: Facilitated (40%) and Attended (60%);
7. Ability to lead and mentor Teacher colleagues (Statement from the concerned school Principal);
8. For promotion to ES3A, Moderation score of "Very Good" for the recent two years and competency Assessment of VG and above.
9. For promotion from ES3 until ES1, a minimum of two "Outstanding" from the last promotion and competency Assessment of VG and above.
10. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission;
11. Clean service record

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results and Competency Assessment for the calendar year 2024 and 2025 for promotion to ES3 level and as per the requirement for promotion from ES3 until ES1- duly signed by the Dzongkhag and Thromde HROs;
3. Publication (title endorsed by the Ministry), including the name(s) of the author, the year of publication, source of publication;



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4. Work Plan for the next 3 years (2027, 2028 and 2029) as a Master Teacher or Master Lead Teacher at ES level;
5. Valid Audit Clearance Certificate (**for promotion**);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form; and
8. Duly filled PD Format signed by the School HR Committee or SMT;
9. Course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
10. Statement from the school Principal concerned;
11. Average student performance in their teaching subject for 2 years (2024 and 2025) - Duly signed by DEO/TEO concerned;
12. Area of Specialization;
13. Specialist Terms of Reference; and
14. Legal Undertaking

F. Executive Specialist (ES) level promotion for (for Headquarter staff)

1. Specialist Staffing Matrix (SSM) under Specialist Management Development Framework (SMDF) shall be the basis to determine the number of Specialist Promotion as per the RCSC's Notification dated 1st May 2020;
2. For promotion to ES3, served a minimum of 4 years of active service at P1 level as on 31st December 2026;
3. For Promotion from ES3 until ES1, served a minimum of 6 years of active service in the current position level as on 31st December 2026;
4. Possess a minimum of Master's Degree with specialization (status should be reflected as "completed" in the ZEST);
5. Obtained Level 2 or above in the LFS score for the recent 2 years for those currently in leadership position;
6. For promotion to ES3A, Moderation score of "Very Good" for the recent two years and competency Assessment of VG and above.
7. For promotion from ES3 until ES1, a minimum of two "Outstanding" in moderation result from the last promotion and competency Assessment of VG and above.
8. Publication - definition and requirements of publication is given in the RCSC's Notification dated September 20, 2021;
9. Recommendation of the respective Department Heads;
10. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
11. Clean service record

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results and Competency Assessment for the recent two years (FY 2024-2025 and 2025-2026) for promotion to ES3A and as per requirement for promotion from ES3 until ES;
3. Publication (title endorsed by the Ministry), including the name(s) of the author, the year of publication, source of publication;



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4. Work Plan for the next 3 years (2026-27, 2027-28 and 2028-29) as a Specialist III at ES level;
5. Valid Audit Clearance Certificate (**for promotion**);
6. Valid Security Clearance Certificate;
7. Specialist Promotion Proposal Form;
8. Course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
9. Recommendation of the respective Department Heads;
10. Area of Specialization;
11. Specialist Terms of Reference; and
12. Legal Undertaking

G. P1 Specialist promotion (for Principal DEO/TEO)

1. Served a minimum of 4 years of active service in the current position level as on 31st December 2026;
2. Possess a minimum of Master's Degree with specialization (status should be reflected as "completed" in the ZEST);
3. Fulfilled 160 hours of Professional Development (40% facilitated and 60% attended);
4. Good and above in the moderation result for the recent 3 years;
5. Completed online/e-learning course on ethics and integrity for the civil service which has been developed by the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
6. Clean service record

Documents required:

1. Duly completed Promotion Application Form;
2. Moderation results for recent three years duly signed by the Dzongkhag/Thromde HROs;
3. Work Plan for the next 3 years (2027, 2028 and 2029) as a Principal DEO at P1
4. Valid Audit Clearance Certificate (**for promotion**);
5. Valid Security Clearance Certificate;
6. Specialist Promotion Proposal Form;
7. Duly filled PD Format signed by the Dzongkhag/Thromde HR Committee;
8. Course completion certificate on Ethics and Integrity of the Anti-Corruption Commission in collaboration with the Royal Civil Service Commission (Both level 1 & 2);
9. Area of Specialization;
10. Specialist Terms of Reference; and
11. Legal Undertaking



HUMAN RESOURCE DIVISION



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Annexure

1. [Area of Specialization](#)
2. [Publication Notification](#)
3. [Promotion Framework for Principal and Vice Principal](#)
4. [Format for PD](#)
5. [Specialist Promotion Proposal Form](#)
6. [Legal Undertaking](#)
7. [Supplementary Meritorious Promotion Proposal Form](#)
8. [SMDF Notification](#)
9. [Promotion Application Form](#)
10. [Format for Specialist Terms of Reference](#)
11. [Notification on requirement for Integrity Test](#)
12. [Research Submission Form](#)
13. [Specialist Work Plan Format](#)