



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



MoESD/HRD/04/2026/ 863

5th October 2026

Annual Transfer Notification for TVET Staff, 2026

The Ministry hereby opens the Annual Transfer 2026 for the TVET Staffs. The eligible candidates meeting the fulfillment as per BCSR 2023 and Transfer and Placement Guidelines 2024 are required to submit the transfer application via “Google Form”. The transfer will be effective from January 2027.

The deadline to submit your application is on **20th October 2026**.

To apply, click [HERE](#)

*** Please read all the information before you proceed with your transfer application.**

1. All transfer applications must be submitted via “Google Form”. Hard copies shall **NOT** be accepted.
2. Applicants seeking transfer on **marital ground** must upload the following documents in PDF format.
 - Scanned copy of original Marriage Certificate, and
 - Transfer Order/Concern Letter from the working agency of the spouse.
3. ***A Transfer Recommendation from the Institute Head (attached as Annexure)*** should be **mandatorily** uploaded while submitting your application online.
4. Transfer applications shall be reviewed based on the available vacancy of trade/subject/profession relevance by HRD, MoESD in their preferred places.
5. The duration of Extraordinary Leave (EOL) shall not be counted for the purpose of calculating the number of years in the current place of posting for transfer.
6. The transfer applications must be reviewed by the respective Institute HRC and recommend only genuine transfer applications.
7. Transfer shall not be facilitated to the applicant whose spouse is on Leave.
8. Application of those candidates selected/undergoing for in-country/ex-country full-time LTT shall not be reviewed.



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9. Transfer applications will be sorted based on the factor rating specified in the “***Transfer and Placement Guideline 2024***”. Therefore, all applicants recommended by the institute may not be approved by the Ministry.
10. A civil servant due for superannuation within the next one year shall not be transferred as per section 13.4.13, Chapter 13 of BCSR 2023.
11. As per the Budget Notification of the Ministry of Finance vide MoF/Budget Notification/2024-25/24 dated 16th July 2024, the transfer benefits shall not be paid.
12. The Ministry shall **NOT** be responsible for not being able to apply for transfer within the specified duration.
13. Contract employees must have served a minimum of five years to be eligible for transfer as per BCSR 2023.

HUMAN RESOURCE DIVISION





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Annexure : Transfer Recommendation Form by the Institute

Ref. No:

Date:

The Director General
Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Thimphu

Subject: Recommendation of Transfer Application

Respected Dasho,

The _____ Technical Training Institute would like to recommend the transfer application
in respect of **Mr./Ms.** _____, **EID** _____
Designation, _____ **Trade/Subject/Profession** _____

Justification for recommendation:

Approved and recommended by: Institute HR Committee Meeting No. _____ dated _____

Name & Signature
Supervisor/Institute head