



Royal Government of Bhutan
Ministry of Education
Department of Adult and Higher Education
Scholarship and Student Support Division



For Ex-country Undergraduate Scholarship Earmarked for Civil Service

This undertaking shall be completed in all respects and duly signed by candidates in accordance with the information contained therein, prior to his/her departure for studies/training abroad.

I, (name of candidate) CID.
No....., son/daughter of (name of
parents) hereby accept the offer of scholarship from (mention sponsoring agency)
..... for studies in
(mention the course) in (mention institute/university and
country) for a duration of years (*as per the university completion schedule*).

I, as the recipient of the scholarship, hereby agree and accept the following terms and conditions:

1. Pursue the course of study as offered by the Royal Government and complete it within the duration specified as per Letter of Award No dated
.....
2. Comply with the study course as approved by the Royal Government and not change to another course, institute or college without written consent from the Department.
3. Abide by all the rules and regulations of the Royal Government and the institute concerned.
4. Not discontinue the course and/or leave the institute prior to completion of the course without written consent from the institute/university and the DAHE, Ministry of Education.
5. Complete my studies and serve the government/country for a minimum period of three times the duration of the course approved (including extension approved by DAHE).
6. Pay to the government actual cost of the course if:
 - 6.1. *I discontinue the training/studies for reasons within the individual control in the first two years.*
7. Pay to the government an amount equal to two times the actual cost of the course (including tuition waivers, discounts & quota) if:
 - 7.1. *I fail to produce the completed academic transcript/certificate: or*
8. Pay to the government an amount equal to two times the actual cost of the course (including tuition waivers, discounts & quota) if:
 - 8.1. *I fail to serve the Government/country (civil service) two times the duration of the course approved, if required. or*
 - 8.2. *I do not return to Bhutan upon completion of the undergraduate course.*



Royal Government of Bhutan
Ministry of Education
Department of Adult and Higher Education
Scholarship and Student Support Division



9. Return and report to the Scholarship & Student Support Division, DAHE with Course Completion report and certificate/provisional certificate/letter of completion on or before
10. Register and appear for the Bhutan Civil Service Examination (BCSE) soon after graduation i.e. for the year
11. Agree to be placed on attachment program if the student do not register and appear for the BCSE based on critical requirement as determined by RCSC. The attachment period shall not be counted as part of the obligation to serve double the duration of the study period.
12. Agree to be placed on consolidated contract at one position level lower than the BCSE selected Technical Graduate/Teacher in the event the student is not able to clear the main examination provided:
 - a. the candidate is eligible for entry into technical category/Teacher;
 - b. Such technical position/Teacher is critically required as determined by RCSC
 - c. The contract period shall form part of the study obligation to serve double the duration of the study period.
13. RCSC shall issue no objection certificates to those graduates in the event there are no job prospects to work in civil service after which, the graduates can seek employment elsewhere. This will then relieve the candidates from the obligations stated in their undertaking.
14. Be very cautious on all health and safety issues and do not indulge in any activity that may jeopardize the health and safety of self and others.
15. Refrain from engaging in political, criminal or commercial/social activities that may be detrimental to the interest and image of the Royal Government.
16. Refrain from making any statements of facts or opinion in any public forum/ media that would reflect negatively on the image of the host institute and/or the Royal Government.
17. Not permitted to take field trips to Bhutan (students in third countries).
18. For any internship program, must produce letter from Institute/College/University specifying the need of such a programme (RGOB/GOI, India).
19. Submit the academic reports (semester/annual) to the Scholarship & Student Support Division, DAHE for timely release of funds (stipend/tuition and other fees).
20. Note that payment of stipend is done twice in a year, once in the month of May (for July to December) and another in November (for January to June) on a six monthly basis to the concerned students' account number/bank address. Thus individual students need to manage their funds properly/wisely.
21. The students pursuing MBBS shall be entitled to stipend during the internship period. However, the payment for internship period shall be made only after the commencement of the internship and upon submission of the enrollment letter.
22. Be held responsible for any cost not covered under the scholarship grant: - e.g. spouse accompanying the scholars to the place of study.
23. Submit to the Scholarship and Student Support Division, the fee structure for entire duration/particular year of the course (GoI/RGoB India).
24. Submit online **course joining report** (<https://www.citizenservices.gov.bt/education-services>) to the Scholarship & Student Support Division with complete details of Bank account number, Bank address



Royal Government of Bhutan
Ministry of Education
Department of Adult and Higher Education
Scholarship and Student Support Division



including the branch name and Swift code after completion of admission formalities in the college/institute/university.

25. All scholarship students while on study shall become the member of the nearest BSA.
26. Students are expected to give top priority to acquire knowledge and skills and also carry out the role of “Goodwill Ambassadors of Bhutan”.
27. Extension:
- A candidate shall complete the course of study within the duration specified in the Letter of Award.
 - Not be permitted for any funding extension except on genuine health ground, political disruption or natural disasters.
 - Prior approval of DAHE, MoE shall be required for extension of course for reasons within/beyond the control of the candidate which must be supported by relevant documents.
 - Extension approval shall not be granted to undertake an additional/different course.
 - The duration of course extended, except on grounds of health, political disruption or events beyond individual control, shall be added to the service obligation period.
28. Termination/Suspension of study/scholarship:

The course of study/scholarship shall be terminated if:

- The conduct of the candidate is not in conformity to the scholarship norms and /or college/university rules.
 - The performance of the candidate is below average or unacceptable to the Institute or DAHE, MoE concerned.
 - The candidate does not fulfill the attendance requirements stipulated by the Institute; and
 - The candidate fails to complete the course in the specified period and approval for extension in not accorded.
29. Return and report to the Scholarship & Student Support Division, DAHE with Course Completion Report and certificate/provisional certificate/letter of completion within one month after the completion of the course.

I hereby do confirm that I have been briefed on all rules, terms and conditions governing my study and I have understood them, including the implications and consequences of deviating from them.

In particular, I understand that in the event that I do not adhere to any one of the above stated terms and conditions, I and/or my guarantor shall be liable for legal action by the Government, as may be applicable to the undersigned.

Place:

(Affix Legal Stamp)

Date:

Signature of candidate



Royal Government of Bhutan
 Ministry of Education
 Department of Adult and Higher Education
Scholarship and Student Support Division



Caution: *This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.*

In the event of any failure on the part of the above named person to abide by this understanding, I.....(name of guarantor), CID. No..... resident of hereby undertake to refund to the Government the stipulated amount or accept my liability to any other penalty as may be decided by the Government.

In the event that I do not adhere to the above, I understand that the guarantor and/or I shall be liable for prosecution in the Court of Law as per the provisions of the laws of RGoB.

Place:
Date:

(Affix Legal Stamp)
Signature of Guarantor

Name of Guarantor:.....
 Citizenship ID No.:.....
 Relation with the candidate:.....
 Occupation:.....
 Present address:.....
 Permanent Address:.....
 Mailing Address:.....
 Contact No.:.....(O).....(R).....(M)

Witnesses:

1. Signature..... Name.....
 CID. No.....

(Note P.S. The Guarantor should be the direct parents/guardian and not others)

Briefed by and undertaking signed in the presence of:

Signature
 (Official Stamp)
 Date: