



JDS Application Guidelines



The Project for Human Resource Development Scholarship by Japanese Grant Aid in the Kingdom of Bhutan 2021



Application Guide For Master program

Foreword

This is a quick guide to the application for JDS Bhutan. For further information, please join our promotion seminar. Also, please check our JDS HP and JDS Bhutan FB for the detail information.



[This is JDS – Outline of JDS Project](#)

1. JDS Scholarship Bhutan

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) for Bhutan was launched in 2018 by the government of Bhutan with the support of the government of Japan, and is currently provided in other 16 countries.

JDS is targeted at **highly capable officials** who are expected to **engage in and implementing social and economic development plans, and become leaders in Bhutan** in the 21st century

The main objectives of JDS Scholarship are:

(1) To Support Human Resource Development

JDS aims at strengthening administrative capacity of the recipient country through providing post-graduate education opportunities with talented young government officials and others who are expected to engage in formulating and implementing social and economic development plans and to play a leadership role in the development of the country.

(2) To Enhance Bilateral Relationships

JDS fellows are also expected to solidify foundations to further bilateral relations with Japan by utilizing their human network developed through the academic and social activities in Japan.

※ Promoting gender equality, applications from women are also encouraged.

2. Application Process

Step 1: Submit a set of application documents to RCSC routed through Working Agency and Parent Agency by **Sep. 24, 2021.**

Documents to apply:

- Performance Rating Score for last two years
- Copy of system generated CV
- Class XII certificate and mark sheet
- Degree Certificate and mark sheet
- Merit Certificates (Leadership, volunteerism, Publication, and professional Recognition)



You have to be short-listed after screening by RCSC to apply for JDS. Shortlist will be announced on Oct. 13, 2021 at RCSC website. Only shortlisted candidates can apply for JDS application.

Step 2: Please submit a necessary set of application documents to the JDS office within the following period.

Opening date: Oct 14, 2021

Closing date: Nov 10, 2021 (at 12:00pm)

- ✓ Application documents received after the closing date will not be considered.
- ✓ Your submitted documents will not be returned.
- ✓ Intentional false statement in the application documents may be disqualified or subject to penalties.

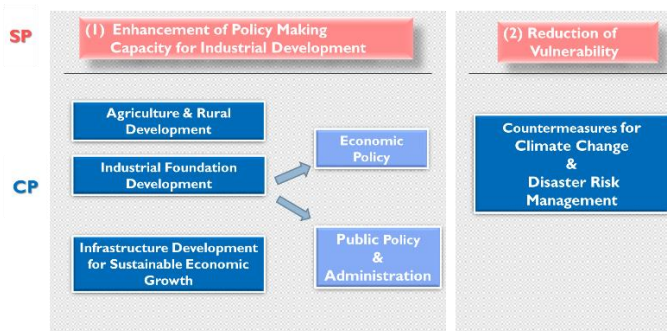
3. Field of Study (Component)

JDS Bhutan has **2 Sub-Programs** (SP, priority areas) and the following **4 Components** (CP, development issues = Field of Study), and **Target Groups** are assigned in each component.

This is called “**Framework**” and downloadable from JDS website.

[Framework of JDS Bhutan 2021](#)

SP and CP in Bhutan:



The components and each host universities are as follows. For details, please scan QR code below or click [here](#) to go to the JDS web site

1-1. Agriculture and Rural Development

[The University of Tokyo](#)

1-2. Industrial Foundation Development

1-2-1. Economic Policy

[International University of Japan](#)

1-2-2. Public Policy / Administration

[Ritsumeikan University](#)

1-3. Infrastructure Development for Sustainable Economic Growth

[Nagoya University](#)

2-1. Countermeasures for Climate Change and Disaster Risk Management

[Nagoya University](#)



Important notes in application

- ✓ When looking up the university information, check degrees available and what areas of expertise the faculty members have. (These will be also related to your research plan.) When applying, please make sure that your workplace is a JDS Target Group.
- ✓ **Read the CP information** you are applying well to find out the **purpose for which the CP is set** in JDS and **what areas of research is desired** in the CP (These will be related to your **research plan**). CP information can be found [here](#).
- ✓ When looking up the **university information**, check **degrees available** and **what areas of expertise the faculty members have**. (These will be also related to your research plan)

4. Eligibility Criteria

Applicants must;

- (1) be a citizen of the Kingdom of Bhutan
- (2) **Age of 39 or younger** as of April 1, 2022
- (3) be a holder of **Bachelor degree** (authorized by the RGOB or other countries)
- (4) have **2 years or more of work experiences under the same Parent Agency at the time of application** (such experiences shall be related to applying Sub-Program/Component)
- (5) must be a regular (permanent) government employee who is **in Professional & Management Category (PMC)**
- (6) belongs to **Major Occupational Groups (MOG) listed for each Component under specified Super Structure Groups**
- (7) have good command of both written and spoken English language proficiency
- (8) be in good physical and mental conditions

A person who falls under the following is NOT eligible to apply:

- Currently awarded or scheduled to receive another scholarship
- Have already obtained a master's or higher degree
- Military personnel registered on the active list or person on alternative military service

5. Application Submission to JICE JDS Office

Application forms (Excel) are downloadable from JDS website. You will be asked a password to download the Application Form, so fill out a request form on the web and submit. JDS office will send you the password after confirmation.

Table 1 (below) lists the documents that must be submitted.

Figure 1 (below) describes preparation and submission process of the application documents.

■ JICE JDS Office will provide you information on "How to succeed Application" to shortlisted candidates by RCSC. So strongly advised to view the video accordingly.

Notes (for the application documents)

- As illustrated in Figure 1 below, 3 sets (Original / Attested Original / Copied Original) of the application documents and 1 Excel application file must be submitted to JDS office.
- DO NOT staple the document sets. Use paper clips.
- Submit a statement of reasons for any information deficiencies on the application documents that is not attributable to the applicant. However, with the deficiencies on the personal ID, please submit another ID additionally
- Where false information or fraud is detected, the application will be deemed ineligible.



Applicants are strongly advised to submit their application documents well before the closing date.

Table 1: Application documents

Item No.	Application documents	Necessary sets			Notes
		Original	Attested Original	Copied Original	
1	Checklist ★	1			Print out this list, check your documents carefully, and submit with the following document set
2	Application Form (AF) ★	1			Print out AF.(1set)
3	Photograph(3 x4 cm)	3			Write your name on the back, paste 1 photo on AF original, and also submit the other 2 for backup.
4	All university degree certificate(s) ※		1	2	Must contain all the grades earned from the university.
5	All university transcripts ※		1	2	Written in English or accompanied with official translation.
6	Reference letter (Annex)	1			From workplace
7	Personal identification evidence			3	← Passport (first & last page) – copied original
			1	2	← If you do not have passport, submit CID with attestation.
8	Questionnaire on Health Condition ★	← No need to submit the hardcopy, but by Excel Application Form			
9	Questionnaire ★				
10	[If any] IELTS Certificate			3	The Test taken in the two-year period preceding the application deadline is acceptable

★ These forms are contained in the **Excel Application form set** (can be downloaded from JDS Website).

※ Please submit the letter of Concern, if the Name of graduated university typed in AF no.4 "Education background" and certificate is different.

Figure1: Preparation steps for the application

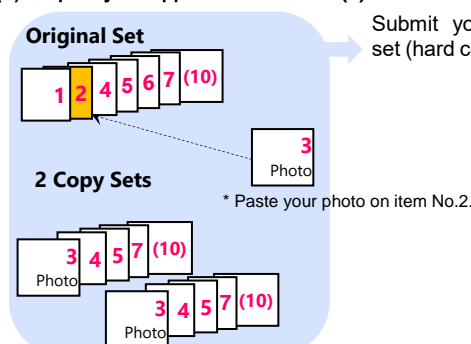
(1) Download Excel Application Form (AF)



- 1) JICE will provide only for the shortlisted candidates: **download password & Application No.**
- 2) Access **JDS Web site** and **download necessary documents.**
- 3) Enter your **Application No.** in a designate field in your **Excel application form**,

This Excel AF contains the forms marked ★ in the Table 1 above.

(2) Prepare your application docs



(3) Submit the application docs

Submit your application doc set (hard copies) to JDS office.

(4) Submit your Excel AF



After the hard copy is checked by JICE, send your Excel AF to JDS office by Email.



6. Selection process

(1) Selection process

Following confirmation of eligibility (Basic Check), applicants will proceed to the selection in the following process.

Schedule	Selection steps
Nov. 10, 2021 (by 12:00pm)	Closing date of JDS application <i>*You have to be shortlisted after screening by RCSC to apply for JDS.</i>
Nov. 2021	Academic aptitude tests ※1 • IELTS ※2 • JDS Math test ※3 
End Dec. 2021	1st Selection Document Screening 
Jan, 2022	Health check-up ※4
End Jan. 2022	2nd Selection Technical Interview by University 
Mid Feb. 2022	3rd Selection Comprehensive Interview by Operating Committee ※5 
Mar. 2022	Approval given by the Operating Committee ※5
Mar. - Apr. 2022	• Briefing for final successful candidates • Application for each university
Jul. - Aug. 2022	Pre-departure orientations by RCSC, JICA and JICE
Aug. 2022	Departure for Japan

- ※1 The test results will be reviewed by the universities in later selection stages.
- ※2 All applicants must take the IELTS arranged by JDS office on the specified date. It is subject to change according to the infection status of COVID-19.
- ※3 Applicants for the following Component/Sub-Component will be exempted from the math test: Component 1-1. Agriculture and Rural Development (The University of Tokyo); Sub-Component 1-2-2. Public Policy / Administration (Ritsumeikan University) under Component 1-2. Industrial Foundation Development.
- ※4 The health check-up is not a selection, but those who are judged to be ineligible to study abroad for health reasons will not be able to proceed to the next selection step.
- ※5 **JDS Operating Committee** is responsible for the management of JDS project, and is made up of representatives of the Bhutan and Japanese governments. The members are as follows;
- RCSC
 - GNHC
 - MoFA in Bhutan
 - Embassy of Japan in India
 - JICA Bhutan office

Notes:

- **Travel subsidies** will be paid to applicants from rural areas throughout the English test and the final selection.
- The results of each selection round will be sent to only successful candidates by email.

(2) Selection Criteria

Applicants will be mainly assessed based on the following criteria:

1st selection	• Scores of the English and math tests • Completeness of research plan • Matching between the research plan and disciplines of faculties of the university course
2nd selection	• Academic competence • Knowledge of the research field • Logical thinking and communication skills • Motivation to study in Japan, etc.
3rd selection	• Motivation to study in Japan • Significance of the research to the development issues in Bhutan • Concreteness of future career and ambition

Shortlisted Applicants are advised to view the following movies and you can access from JDS website:

- ▶ [How to write a research plan](#) [27 min]
- ▶ [Tips for the selection](#) [20 min]

7. Benefits of JDS Scholarship

JDS Scholarship is offered for the minimum period necessary for the individual to complete the academic program specified by the Japanese education institution, including any preparatory training.

Scholarship recipients will receive the following:

- Travel expenses (to go to / return from) Japan
- Full tuition fees
- Monthly scholarship
- Arrival allowance
- Housing allowance
- Allowances for purchasing books and shipping material
- Traveling and seminar allowances
- Overseas travel insurance
- ※ All International students must enroll in National Health Insurance program of Japan

In addition, JDS fellows also enjoy the following benefits and JICE supports to secure and enrich their study in Japan

- Pre-departure English and academic training
- JICE support for finding domicile in Japan
- Periodical monitoring services
- Emergency support system
- Enrichment program for JDS fellows
 - Government leaders networking events
 - Leadership programs
 - Special lectures, etc.

For further details, see JDS website at:
<https://jds-scholarship.org/life/>

8. Notes on JDS rules

JDS has its own rules set to achieve its project objectives and to provide a favorable study environment for JDS fellows in Japan. The details will be explained in a pre-departure orientation, but please understand at least the following rules before application.

While studying in Japan

- Family members or others cannot be brought in for 3 months after arriving in Japan (due to post-arrival programs)
- Working in Japan is prohibited (due to VISA and study reasons)
- Driving motor vehicles are prohibited (due to safety reasons)
- The fellows must complete the course within the predetermined period of study, and return to their home countries immediately after the study completion (due to the project design).

After return to Bhutan

- The fellows must participate in a report meeting held by the Operating Committee.
- The fellows must return to their workplaces and work at least 4 years there.





Frequently Asked Questions

(1) Eligibility

Q1: Is there any opportunity for fresh graduates and undergraduates?

A: No, JDS requires 2-year-working experiences.

Q2: Are Post Graduate Diploma holders also eligible for the degree course?

A: Yes, you can apply.

(2) Sub-Program, Component, Universities

Q3: Are there wide choices of field of studies not limited to what is given in your guidelines?

A: The field of studies are set by the Bhutanese and Japanese government as per the need of RBOG.

Q4: Can JDS increase the components and also add more MoGs?

A: Since the present components and MoGs were decided by Bhutanese and Japanese Government during the initial survey time as per the request of RGoB, hence change would be difficult for this phase of the project.

Q5: Any possibility of perusing PhD in the same university right after completion of master degree?

A: After the fellows graduate from the school, they must return to their home countries immediately, and JDS expects that the fellows contribute to the development of their countries. Please understand this nature of the project goals.

(3) Application, Test

Q6: Where can I get the application form?

A: Once you are shortlisted by RCSC, we will provide you with a password to access and download the Application form. Please refer the Application information at JDS Bhutan HP.

<http://jds-scholarship.org/>

Q7: What would be the consequences if the applicants fail in mathematics test as some universities requires to pass?

A: Test scores will be sent to each university and used as one of evaluation references in the 1st selection. Applicants with low test scores are likely to be rejected in the 1st selection.

Q8: What is the procedure to apply to RCSC?

A: Please submit the necessary documents required by RCSC to your agency (Please refer “2. Application Process” (p. 1) for the required documents). Then your agency will forward your application to RCSC for screening. However, please keep in the mind to meet the deadline for RCSC.

(4) Others

Q9: Since I heard and knew that the living expenses in Japan is very high, and that we are not allowed to work, it is important to provide enough and adequate stipend.

A: JDS allowance covers the wide range of items for your study period with 2 years in Japan.

Q10: Can we invite our family to Japan?

A: You can invite your family but only after three months of your arrival in Japan, but you should bear the expense of your family in Japan. Please note that you need to take full responsibility for inviting your family.

MESSAGE FROM JDS FELLOWS

"I consider myself as a very lucky person for being able to earn a life time opportunity to pursue a Master's degree in one of the world renowned Research Institute; University of Tokyo. It has always been my aspiration to at least once in a lifetime that I see with my own eyes and experience the authenticity of beautiful Japan.

With passage of time, I have lost most of my dreams and became oblivion however, the dream to experience the Japan got stronger and stronger with time. I would tried to explore the available opportunity to make this dream come true. The JDS gave me that platform to pursue my dream of living and experiencing Japan and I can't wait to be there and live in actual.

The level of standards and perfection achieved by the Japanese is beyond what we can even imagine and that has inspired me the most. I am looking forward to achieve self-development along with other skills and knowledge that would improve my working ethics and principles."



Norbu Zangmo
University of Tokyo



Leki Wangdi
International University of Japan

"The uniqueness of the JDS scholarship is the special support and guidance you receive during the entire process. You start learning many things from the day you process the application. This helps you build immense confidence, scoping skills and advance knowledge for your profession.

The universities in Japan are generally known for extraordinary teaching skills and assuring quality in the world. They provide training and practical studies producing outstanding alumnus where they can broaden not only the technical skills, but also socio-behavioural manners and integrity which are the core ethics of the work. In fact, getting the scholarship is a lifelong achievement and satisfaction for my life. "

CONTACT DETAILS

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JDS BHUTAN-3RD BATCH FELLOWS

The university of Tokyo



CHONEY ZANGMO
MINISTRY OF AGRICULTURE
AND FORESTS

NORBU ZANGMO
DZONGKHAG ADMINISTRATION
ZHEMGANG

International University of Japan



**KARMA THINLEY
WANGCHUG**
ANTI-CORRUPTION
COMMISSION

LEKI WANGDI
NATIONAL STATISTICS
BUREAU

Ritsumeikan University



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(Infrastructure Development for Sustainable Economic Growth)



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