



JDS Application Guidelines



The Project for Human Resource Development Scholarship in Bhutan 2025



JDS | The Project for Human Resource Development Scholarship

What is JDS?

The objective of JDS is to support human resources development of Bhutan, targeting young government officials, who are expected to be leaders of the country, and to engage in formulating and implementing social and economic development policies after their return. JDS Fellows shall contribute to an expanded and enhanced foundation for bilateral relations with Japan as persons having well-rounded knowledge of Japan.

Framework

Sub-Program (JDS Priority Areas)	Components (JDS Development Issues)		Upper Limit	Accepting University Graduate School (GS)	Degree	Expected research topic	Recommended target Group	Target Agency
							1. Super Structure a. Major Occupational Group (MoG)	
1. Improving Administrative Ability and Institution Building	1-1	Economic Policy Development	2	International University of Japan GS of International Relations	MA in Economics MA of International Development	Economic Policy, Industrial Development Policy, Macroeconomics, Fiscal Management, Investment and Trade Promotion, Tourism Economic Policy, Power Development Policy, etc.	1. Administration Service 2. Finance Service 3. Technical Service (Statistical Services)	*Cross sector
	1-2	Public Policy / Administration and International Relations	3	Meiji University GS of Governance Studies	MA of Public Policy	Public Policy, Governance, Information and Communication Policy, Health Policy, Tourism Policy, public finance (management), Data Analysis, etc.	1. Administration Service 2. Finance Service	*Cross sector
			1	Ritsumeikan University GS of International Relations	MA in International Relations	Public Policy, International Politics, International Economy, Foreign Policy, public diplomacy, area studies, etc.	1. Administration Service 2. Finance Service	*Cross sector
2. Building a Strong Base for Sustained Economic Growth	2-1	Agriculture and Rural Development Policy	1	Hiroshima University GS of Humanities and Social Sciences GS of Innovation and Practice for Smart Society	MA of Economics MA of Business Administration MA of Int'l Cooperation Studies MA of Philosophy	Agricultural Economics, Agricultural Policy, Food Self-Sufficiency, Supply Chain, etc.	1. Technical Service a. Agriculture and Livestock Service Group b. Forestry and Environment Protection Services Group 2. Administration Service 3. Finance Service	*Cross sector
	2-2	Countermeasures for Climate Change and Disaster Risk Management Policy and Infrastructure Development Policy for Sustainable Economic Growth	2	Nagoya University GS of Environmental Studies GS of Engineering*	MA of Environmental Studies MA of Engineering* <i>*GS of Engineering only offers MA of engineering.</i>	Infrastructure Development Policy, Low Carbon Technology, Disaster Prevention Policy, etc.	1. Technical Service a. Architectural, Engineering and Land Services Group 2. Administration Service 3. Finance Service	*Cross sector
Total Number/ year			8					



Important Notes

- We will be sending 8 masters in 2026.

The sum of the numbers for each university's "Upper Limit" is 9, but the actual number of slots will differ.

- Applicants of CP1-2 may apply for both single- and joint- applications.

For further details, kindly check **page 5 of Application Guidelines** before applying.



Foreword

This is a quick guide to the application for JDS Bhutan. The following contents are also available.

- [Introduction video of JDS project](#) [13 min]
- **Promotion seminars for Bhutan**
Various types of seminars will be available. **Please check the [JDS Bhutan Website for seminar schedule and reservations](#).**
- **Video tutorial**
Video seminars are also available for those who are unable to attend the seminars above.
 - [How to write a research plan](#) [27 min]
 - [Tips for the selection](#) [20 min]

1. JDS Bhutan

The Project for Human Resource Development Scholarship (JDS) for Bhutan was launched in 2018 by the government of Bhutan with the support of the government of Japan.

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

The main objectives of JDS 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 relations

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.

**Female applicants are also encouraged to apply!*

2. Application Dates

You must first **be shortlisted after screening by RCSC to apply for JDS. Please submit the required documents below to RCSC routed through Parent Agency and Working Agency.**

Documents to apply for RCSC (Deadline: October 10, 2025):

- Duly filled in LTT review checklist;
- Copy of system generated CV;
- Class XII Certificate and Mark sheet;
- Degree Certificate and Mark sheet;
- Merit certificates
(Leadership, Volunteerism, Publication, and Professional Recognition- after entry into Civil Service);
- Research thesis topic/proposal
(should be aligned to the agency's needs and the applicants current job responsibilities and approved by the supervisor)



The shortlist will be announced on **Oct. 22 on the RCSC website.**
Only shortlisted candidates can apply for JDS

If you are shortlisted by RCSC...

Please submit your application online (refer to page 2,3).

Opening date: Oct 22, 2025

Closing date: Nov 21, 2025

- ✓ Application after the closing date will not be considered.
- ✓ Your submitted documents (PDF) will not be returned.
- ✓ Intentional false statement in the application documents will result in disqualification or will be subject to penalties.

3. Field of Study & Target Organizations

JDS Bhutan has **2 Sub-Programs** (SP, priority areas) and the following **4 Components** (CP, development issues = Field of Study). Target Groups are assigned in each component. This is called "Framework" and downloadable from JDS website and refer flyer as well.

*For further details, please scan QR code to access the JDS Bhutan website.

Check!



Components and universities

- Framework of JDS Bhutan 2025
- The components and each host university are as follows.

[SP] 1. Improving Administrative Ability and Institution Building	
CP	1-1. Economic Policy Development <ul style="list-style-type: none"> • International University of Japan GS of International Relations
	1-2. Public Policy / Administration and International Relations <ul style="list-style-type: none"> • (1) Meiji University GS of Governance Studies • (2) Ritsumeikan University GS of International Relations
[SP] 2. Building a Strong Base for Sustained Economic Growth	
CP	2-1. Agriculture and Rural Development Policy <ul style="list-style-type: none"> • Hiroshima University GS of Humanities and Social Sciences GS of Innovation and Practice for Smart Society
	2-2. Countermeasures for Climate Change and Disaster Risk Management Policy and Infrastructure Development Policy for Sustainable Economic Growth <ul style="list-style-type: none"> • Nagoya University* GS of Environmental Studies, GS of Engineering

* Nagoya University

Please note that Nagoya University shall assign your academic advisor based on your research topic at the time of selection (1st selection result). If you would like to consult on potential supervisor, please inform JDS Bhutan office before the 2nd selection.

Important Notes

- **We will be sending 8 masters in 2026.**

The sum of the numbers for each university's "Upper Limit" is 9, but the actual number of slots will differ.

- **Applicants of CP1-2 may apply for both single- and joint- applications.**

For further details, kindly check **page 5 of Application Guidelines** before applying.



Applicants must:

- (1) Be a citizen of the kingdom of Bhutan
- (2) **Age of 45 or younger** as of April 1, 2026
- (3) Be a **holder of bachelor's degree** (recognized by the RGOB or other countries)
- (4) Have **2 years or more of work experience in Professional & Management Category (PMC) at the time of RCSC application** (such experiences shall be related to applying Sub-Program/Component)
- (5) Be a regular (permanent) government employee
- (6) Belong to the service 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 condition



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 people on alternative military service

5. How to Apply

You are required to upload the following documents to the online application system. Please make sure that you have prepared all the documents before starting your application process.

- **Only one file can be uploaded for each document**, therefore please combine the documents into **a SINGLE PDF** in advance, if necessary.
- All documents written in languages other than English need to be submitted with an official English translation (Self-translation is not acceptable).
- If any of the required documents cannot be submitted by the deadline for unavoidable reasons, or any wrong information (e.g., wrong spelling of name, birthday, etc.) is contained in the ID or official documents due to administrative errors, submit "Reason Letter".
- As for University Certificate/Transcript, Reference Letter, and IELTS certificate, JICE may request you to submit the original (or attested original) if you are selected as a final candidate.

Doc No.	Required Documents	File Type	Remarks
1	Short Essays	PDF (One file only)	<i>*Prescribed form</i> Short essays on "Responsibilities of your work", "Reason for applying the Graduate School/course", and "Future Contribution"
2	Research Plan	PDF (One file only)	<i>*Prescribed form</i>
3	University Certificate of Degree (Attested)	PDF (One file only)	<ul style="list-style-type: none"> ✓ Upload attested copies of the original certificate/transcript. ✓ Must contain all the grades earned from the university. ✓ Written in English or accompanied with official translation.
4	University Transcript of Academic Records (Attested)	PDF (One file only)	<i>*Please submit the Letter of Concern if the Name of graduated univ. typed in AF Education background and certificates is different.</i>
5	Reference Letter	PDF (One file only)	<i>*Prescribed form</i> <ul style="list-style-type: none"> ✓ Must be issued by the supervisor of your workplace. ✓ JICE may contact your referee for verification
6	Photocopy of Passport (or CID)	PDF (One file only)	Those who do not have passport can attach color soft copy of CID.
7	Photo	JPG, JPEG, PNG, GIF	<ul style="list-style-type: none"> ✓ A Color photo, taken within the last 3 months. ✓ 4:3 (height: width) aspect ratio ✓ Must be taken against a plain background
8	[If any] IELTS Certificate	PDF (One file only)	The Test taken in the two-year period preceding the application deadline is acceptable (exam taken on/after 1 Nov 2024).
9	[If any] Written Consent on the Implementation of the Joint Application System	PDF	This written consent will be needed to check your willingness of single- or joint-application by explaining details of the Joint Application System. This written consent will be requested from the applicants of CP 1-2. We will provide this form later at the stage of online application.

**Prescribed forms can be downloaded from JDS Bhutan Website. Please read online application flow in the next page.*

Online Application Flow



1. Download the prescribed forms from JDS Website
Please access to JDS Bhutan Website, then download the prescribed forms to be filled in.



2. Prepare the required documents
Make sure to start preparing the documents well in advance.



3. Access the online application system
Link to the Online Application Form is available on the JDS Website. Complete your application by filling out the necessary information and uploading the required documents.

4. Receive an email
[Submission Succeeded]
You will receive a confirmation email.

[Submission Failed]
You will receive an error message - please contact JICE JDS Project Office immediately, and make sure to complete your application before the deadline. You will receive a password from JICE JDS Project Office by email.

Important Notice

- If you cannot access the online application system, or have any problem filling out the form, please contact JICE JDS Project Office.
- Once you submit your application, you will not be allowed to modify it.
- Application lacking necessary documents will not be accepted.
- Application after the deadline will not be accepted. Applicants are advised to complete their application well before the closing date.
- Application will be disqualified in case any false statement or plagiarism is found.

6. Selection Process

(1) Selection process (Tentative)

After eligibility check, applicants will proceed to the following selection process

Schedule		Selection Steps
2025	Nov 21	Closing date of online JDS application
	Dec -	Academic aptitude test(s) ※1 · IELTS※2 · Math test ※3
2026	Jan	1st selection Screening by the Japanese universities
		Health checkup ※4
	Mar	2nd selection Interview by the Japanese universities
		3rd selection Interview by the Operating Committee ※5
	Approval given by the Operating Committee	
	Mar - Apr	Admission to each university
	May - Jul	Pre-departure Japanese Training
	Apr - Aug	Pre-departure orientations
Aug	Departure for Japan	



IELTS & Math test



1st Selection
Document Screening



2nd Selection
Technical Interview



3rd Selection
Comprehensive Interview

※1 The test result will be reviewed by the universities in later selection stages.

※2 Applicants who don't have IELTS score after 1 Nov 2024 must take the IELTS arranged by JDS office on the specified date.

※3 **Applicants for Ritsumeikan University under component 1-2 will be exempted from the math test.**

※4 The health checkup 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.

- Royal Civil Service Commission
- Ministry of Finance
- Ministry of Foreign Affairs and External Trade
- Embassy of Japan
- JICA Bhutan office

(2) Selection Criteria

Applicants will be mainly evaluated from the following criteria:

Selection process	Criteria	Intent and Purpose
1st Selection Document Screening	<ul style="list-style-type: none"> Academic records and background Scores of IELTS and math tests Research plan Matching between the research plan and disciplines of faculties of the university course Reference letter (Annex in the application docs) 	<ul style="list-style-type: none"> The Japanese universities evaluate applicants' basic knowledge, ability, and academic background. Compatibility to the university course will be also examined.
2nd Selection Technical Interview	<ul style="list-style-type: none"> Academic competence Knowledge of the research field Logical thinking and communication skills Motivation to study in Japan, etc. 	<ul style="list-style-type: none"> The Japanese universities mainly evaluate <u>academic knowledge, candidates' idea about research plan</u>, etc. Communication and logical thinking skills are also checked through the interview.
3rd Selection Comprehensive Interview	<ul style="list-style-type: none"> Motivation to study in Japan Potential to contribute to the development and strengthening bilateral relations with Japan. Concreteness of future career and ambition 	<ul style="list-style-type: none"> After the Japanese universities check the candidates' academic abilities, the Operating Committee evaluates the <u>candidates' capacity of future contribution to the development of Bhutan and strengthening bilateral relations with Japan</u>, such as purpose of study in Japan, career plan after the study, etc.

7. Award Benefits

The awards are offered for the minimum period necessary for the individual to complete the academic program specified by JDS project. The following benefits generally apply:

- Full tuition fees
- Air fare
- Arrival allowance
- Accommodation allowance
- Monthly Scholarship
- Book allowance
- Travel and seminar attendance allowance
- Overseas travel insurance
- Supports from the agency
 - Finding accommodation
 - Initial settlement of your life in Japan
 - Emergency etc.



8. Important JDS Rules

JDS has specific rules in order to realize its project goals and to ensure favorable study environment for JDS Fellows.

- Before departure**
- JDS Fellows must submit a JDS pledge to the Operating Committee to commit themselves to follow JDS Rules.
 - All final successful candidates who have passed all selections are required to participate in all official programs, such as a briefing, pre-departure Japanese Training, pre-departure orientation and any other events..
- During the stay in Japan**
- If JDS Fellows wish to bring their family members to Japan, it is recommended to bring their family members to Japan only after 3 months from the date of arrival in Japan and after the date of admission.
 - JDS Fellows are prohibited from
 - Working
 - Driving motor vehicles, and
 - Applying for further studies such as a doctoral course in Japan
 - JDS Fellows must complete the study within the predetermined period of study and return to Bhutan immediately after the study completion.
- After returning to Bhutan**
- JDS Fellows must attend a report back meeting held by the Operating Committee.
 - JDS Fellows are obliged to **return and work in Bhutan at least the period of twice the studying period (at least four years in service).**

Further details will be explained in an orientation conducted after the selection.

*For further details, please scan QR code to access the JDS Bhutan website and Facebook.



(Bhutan) JDS Website



Facebook



Details of the Joint Application System (CP1-2 Meiji University, Ritsumeikan University)

We have a joint-application system for applicants of the "Public Policy and International Relations" component (CP1-2) because there are 2 universities in the same component. Those who wish to apply for joint-application should apply with the names of both universities, and the other applicants who wish to apply for single-application should apply with only the name of one university. Please check details as below carefully.

Implementation Guidelines

(1) How to apply:

Applicants may apply to both Meiji University and Ritsumeikan University as a joint application.

The names of both universities should be listed, without the order of preference.

Those who wish to apply for a single application should apply with only the name of one university.

We will confirm whether you choose single- or joint-application at the stage of JDS online application, so please only mention that you are applying for CP1-2 when you apply to RCSC.

(2) Process to be selected:

The two universities will conduct document screening and technical interview for the joint applicants and single applicants. The results of each university will be decided individually.

Applicants for CP1-2 will be ranked as a group and the final successful candidates will be assigned to the university of his/her preference in the order of his/her rank. The higher-ranking candidates will have better chances of being selected as the final successful candidate of the university of his/her first preference than the lower ranking candidates.

Please consider your preferred university in advance by collecting information by yourself through the selection process.



Frequently Asked Questions

Program

Q1: If there are wide choices of field of studies not limited to, what is given in your guidelines?

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

Q2: Can JDS increase the components also add more MoGs?

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.

Q3: Do you have Diploma Programs?

No, we don't have diploma programs. JDS Scholarship is for master's and doctoral programs.

Q4: Do you provide short courses without age limit?

No, JDS scholarship is for long term studies only.

Q5: Is there any extension for master's program, if JDS Fellows are not able to complete on time?

There is no extension. JDS Fellows must obtain a master's degree within a predetermined period. This means that you cannot extend the study period in Japan. So, please devote yourself to studying at the university and obtain a degree within the period.

Eligibility

Q6: Are there any opportunities for fresh Graduates and Undergraduates?

JDS requires 2-year-working experiences.

Q7: Are post graduate diploma holders also eligible for the degree course?

Yes, post graduate diploma holders may also apply.

Application

Q8: Where can I get the application form?

Once you are shortlisted by RCSC, we will remind you to access Online Application. Please access the JDS Website: <http://jds-scholarship.org/> The prescribed forms, Application Guidelines (AG) and university information can be downloaded from this website.

Q9: What is the procedure to apply to RCSC?

Please submit the necessary documents required by RCSC to your agency (Please refer page 1. "2. Application Process" 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.

Selection

Q10: What would be the consequences if the applicants fail in JDS math test as some universities requires to pass the test?

The test scores will be sent to each university and used as their review in the 1st selection. Applicants with low test scores are likely to fail in the 1st selection.

Q11: Once selected for JDS, is it okay to decline at the last minutes?

After signing of the letter of confirmation, candidates are not to decline unless in genuine cases such as sickness or death of family members. It would be highly impossible for you to apply again even if you wish to do so in the future. Please talk with your family or your working agency well in advance.

Others

Q12: Can I be absent from official programs due to official work?

No, you cannot be absent from any official programs except in cases of emergency because **all official programs, including those before departure and upon return to Bhutan, are mandatory.**

Q13: Can I invite my family to Japan?

Yes, you can invite your family to Japan but only after at least 3 months later from your arrival in Japan. However, no additional allowance will be made to the family.

Q14: I heard that living expenses in Japan is very high. Can JDS Fellows make ends meet even though JDS program forbids JDS Fellows to work?

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



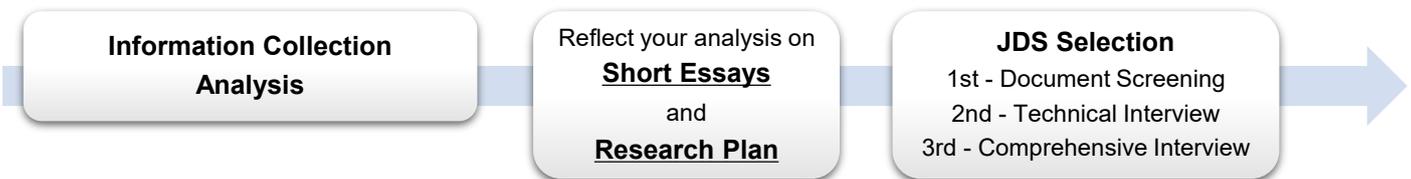
JICE JDS Project Office in Bhutan	
Office hour	9:00-13:00 / 14:00-17:00 Monday through Friday
Email	Jds.bhutan@jice.org
TEL	02-350831
Address	Room 101, Rabten Office & Suites, Street Name- Chang Gumji, Location- opposite to Drukair office, Thori Road, Thimphu, Bhutan

Reference

1. Tips on Application and Selection

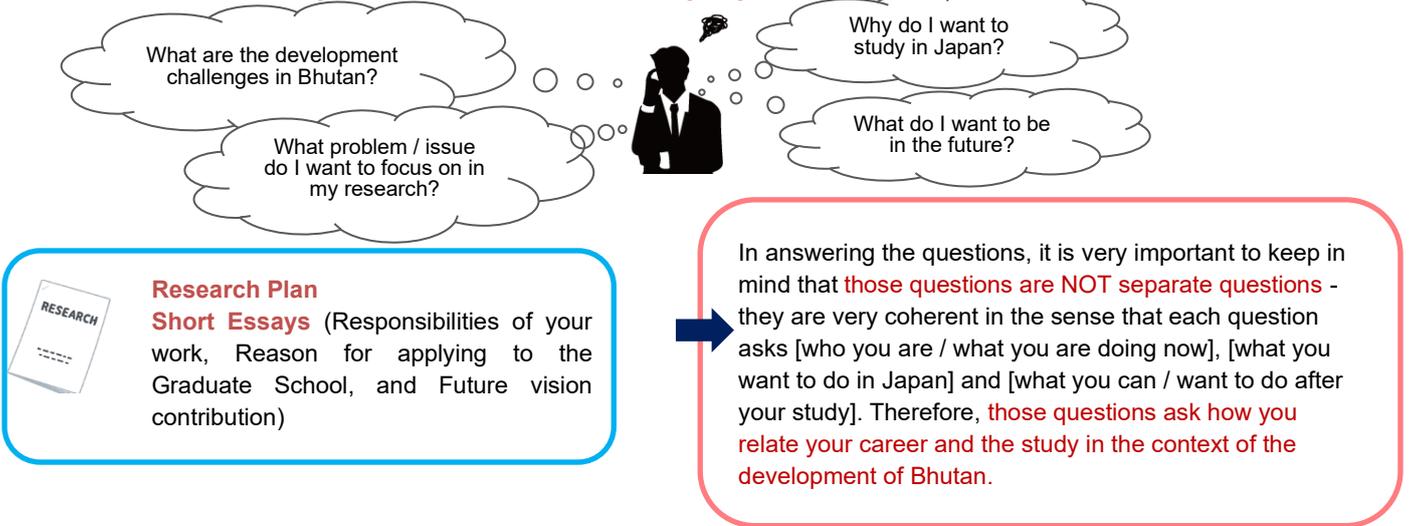
The better you prepare for the Application Documents, the more chances to pass the selection you have.

Here are some tips on the preparation of Short Essays and Research Plan (RP).



Before writing short essays and research plan, you are advised to...

Collect information, analyze the information, and analyze yourself!



2. Guidelines for Writing a Research Plan

The tips on how to prepare a research plan are available in this video. It is recommended you watch it for your preparation.

- ❖ *What is research?*
- ❖ *How important is the research plan in the JDS selection?*
- ❖ *How and what theme should be addressed?*
- ❖ *How to review the previous studies? What is "hypothesis"? etc.*

Warnings about "Plagiarism"

"Plagiarism" is a serious offense in the academic field. Plagiarism means using other person's ideas and words without explicitly acknowledging the source of that information.

You may be disqualified from the selection, or even be discharged from the university, if plagiarism is found in your research plan, or academic work at the university.

Such cases are deemed plagiarism:

- Copying from books or articles written by other authors without permission
- Copying from an internet source without referring to the attribution text or information
- Misrepresentation of someone's work as one's original

To avoid plagiarism, you must cite sources and give credit whenever you use:

- Other person's idea, opinion, or theory
- Any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge
- Quotation of other person's spoken or written words, or
- **Paraphrase*** of other person's spoken or written words

* Paraphrase is a re-expression of other person's ideas in your own words



Messages from JDS fellows 7TH BATCH (AY 2025-2026)



Mr. Raju Gurung
International
University of Japan

The JDS Scholarship is a life changing opportunity to study in Japan creating a lasting memory of connections beyond academic journey. The application process maybe overwhelming but with an amazing team of professionals supporting each candidate makes it simple and easy. It is an opportunity to experience a beautiful culture, innovation, advance technology and a long-term investment. If you have a vision for change, the courage to dream and a passion to learn outside comfort zone, then this is your right moment to cease the opportunity. One must believe in your own potential to bridge between your dreams and reality.



Mr. Sangay Rinchen
Ritsumeikan University

JDS Scholarship is a prestigious award and opportunity as the selection process involved thorough evaluation with careful deliberation. Studying in Japan – a country renowned for its academic excellence, technological innovation and leadership, safety, efficient public transport system and vibrant cultural heritage amongst many, will provide us with invaluable exposure, advanced knowledge and a global perspective that will empower us to contribute meaningfully to our field and to the development of our country.

Learning basic Japanese language including scripts like Hiragana and Katakana is full of fun and is truly a Bonus, please grasp the opportunity to study in the land of sunrise.



Ms. Tenzin Wangmo
Nagoya University

I am deeply honored to have been awarded this incredible opportunity to pursue my Master's degree in a highly developed yet culturally vibrant country like Japan through the prestigious JDS Scholarship. The program offers a wide range of technical and policy courses tailored to Bhutan's developmental priorities, while also providing comprehensive support throughout the journey. From the application process to adapting to life in Japan, JDS ensures that every aspect of a scholar's academic and personal well-being is taken into account, enabling us to focus on successfully completing our studies.

I look forward to studying at a university renowned for its excellence in research and technology, and to growing both professionally and personally through this remarkable experience.

JDS BHUTAN 7TH BATCH FELLOWS (AY 2025-2026)

International University of Japan



Mr. Chimi Namgyel

National Center for Hydrology
and Meteorology



Mr. Raju Gurung

Ministry of Education
and Skills Development

Meiji University



Mr. Tshering Penjor

Ministry of Finance



Mr. Chojay Tenzin

Bumthang
(Dzongkhag/District Administration)

Ritsumeikan University



Mr. Rinchen Sangay

Ministry of Finance

Hiroshima University



Ms. Yeshi Lhadon

Ministry of Agriculture
and Livestock

Nagoya University



Ms. Tenzin Wangmo

Ministry of
Infrastructure and

PhD (Nagoya University)



Mr. Sonam Gyeltshen

Ministry of Energy and
Natural Resources



JICE JDS Project Office in Bhutan

Email: jds.bhutan@jice.org

TEL: 02-350831

Room 101, Rabten Office & Suites,
Street Name- Chang Gumji,
Location- opposite to Drukair office, Thori Road, Thimphu, Bhutan

JDS website

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

