

**POST ADJUSTMENT FORM**  
**ROYAL CIVIL SERVICE COMMISSION**

**Guidelines**

Promotion to a specialist position in P1/ES3 shall not entail increase in the staff strength and must be adjusted within the staff strength approved for the 10<sup>th</sup> FYP.

Post adjustment proposal must be against an approved regular civil service post (not against Division Chief/GSP/ESP post).

As far as possible, specialist post (P1/ES) must be adjusted against an **approved vacant** post within the same Department/Division.

For promotion of Dzongkhag Sector staff specialist post (P1/ES), post adjustment proposal must be against an **approved vacant** post in the relevant Department/Division and not against Dzongkhag Sector post.

**Post Adjustment From (post against which the promotion of a specialist (P1/ES) is to be adjusted):**

Position Title :

No. of Position(s) approved :

No. of existing against the Position(s):

Section/Division :

Department :

**Post Adjustment To (post to which the specialist (P1/ES) promotion is proposed):**

Position Title :

Position Level :

Section/Division :

Department :

**For the Ministry/Agency**

**Submitted by:**

**Endorsed by:**

**Approved by:**

**(Signature)**

**(Signature)**

**(Signature)**

**Name of HRO:**

**Name of Director:**

**Secretary/Head**

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**For the RCSC**

**Verified by:**

**(Signature)**

**Name of HRO, HRMD:**