

**GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
Tashichhodzong, Thimphu, Bhutan**

**AGREEMENT ON SERVICE TERMS AND CONDITIONS FOR CONTRACT EMPLOYEES**

**PART 1: GENERAL CONDITIONS**

**1 Agreement**

THIS AGREEMENT is executed on day ..... month..... year..... two thousand and .....between the RCSC, Government of Bhutan, hereinafter called "the employer" described in part-I and Mr./Ms. .... hereinafter called "the employee" whose particulars are given in part II;

WHEREAS the employer desires to engage the services of the contract employee on the terms and conditions hereinafter set forth; and

AND WHEREAS the contract employee is ready and willing to accept this engagement of service with the Government of Bhutan on these terms and conditions.

**2 Nature of Service**

2.1 The employer shall employ the employee on contract and he shall serve the employer as ..... or in such other capacity/place/department as the employer may from time to time require.

2.2 The contract employee shall be liable to be posted or transferred to any Agency or any part of the country.

**3 Duration of Agreement**

The employment hereunder shall be for a total period of ..... months commencing from the day of..... month..... year..... (hereinafter referred to as the contract period), subject to premature termination as hereinafter provided.

**4 Documents and Oath of Confidentiality**

4.1 The contract employee at the time of reporting for duty shall produce a medical fitness certificate from a qualified medical officer and a certificate of character and good conduct signed by a senior government officer of the country of the nationality or his last employer.

Signature of Employee

- 4.2 Upon joining duty in the organisation concerned, the contract employee shall send a copy of his joining report through the controlling officer concerned to the Secretary, RCSC, Trashichhodzong, Thimphu.
- 4.3 A contract employee shall also bring ten copies of passport size photographs, six copies of which are required for obtaining his work permit from the Ministry of Home and Cultural Affairs, two copies for the RCSC and two copies for affixing in his service record to be maintained by the employing Department/Organisation concerned.
- 4.4 A contract employee shall produce a certificate issued by the police/local authority of the area of his home address, certifying that he is a bonafide inhabitant of that locality, or a letter from an Embassy of the country of which he is a national certifying/verifying the nationality of the individual concerned or a valid passport.
- 4.5 A Bhutanese citizen shall produce a valid security clearance certificate and other documents specified by the Government.
- 4.6 The contract employee shall produce attested copies of his certificate /testimonials in support of his education qualifications, date of birth, experience, etc. to the Secretary, RCSC, for record.
- 4.7 The contract employee shall sign an oath of adherence to the Code of Conduct and Ethics and Confidentiality in the prescribed format.

## 5 Remuneration and Allowance

The employer shall during the employment pay to the contract employee the pay and allowances specified in Part-III which shall be payable monthly in arrears on the last working day of every calendar month.

Signature of Employee