

ELECTION COMMISSION OF BHUTAN



**STRATEGY FOR THE CONDUCT
OF
FUNCTIONAL LITERACY AND POSSESSION OF SKILLS TEST
2016**

DATED: 11 MARCH 2016

Table of Contents

1.	Intduction.....	1
2.	Test Schedule.....	1
3.	Notification.....	3
4.	Chief Election Officer.....	3
5.	Functions of the Chief Election Officer.....	3
6.	Dzongkhag Electoral Officer.....	4
7.	Functions of the Dzongkhag Electoral Officer.....	4
8.	Test Centre.....	5
9.	Functions of the Test Centre.....	6
10.	Eligibility Criteria.....	6
11.	Disqualification.....	6
12.	Registration Procedures.....	7
13.	Test Pattern.....	8
14.	Setting Written Test Question Papers.....	9
15.	Scheme of Test.....	9
16.	Transmission of Test Papers.....	10
17.	Index Number.....	11

18.	Invigilation during Written Test.....	11
19.	Chief Invigilator	12
20.	Invigilator	14
21.	Conduct of Candidate	15
22.	Conduct of the Written Test	16
23.	Late Arrival of Candidates	16
24.	Conduct of Viva.....	17
25.	Evaluating Answer Papers of the Written Test	18
26.	Counting and Consolidation of Written Test Results.....	19
27.	Declaration of Results	19
28.	Certificates	20
29.	Re-check of Results	21
30.	Test-Related Dispute Settlement	22
31.	Budget Requirement	22
32.	Voter Education, Trainings and Awareness	24

List of Annexure:

Annexure 1: Registration Form

Annexure 2: Index Number

Annexure 3: Attendance List

Annexure 4: Viva Form

Annexure 5: Final Assessment Interview Form

Annexure 6: Final Result Sheet

Annexure 7: Certificate of Functional Literacy and Possession of Skills

Annexure 8: Application Form for Re-check

STRATEGY FOR THE CONDUCT OF FUNCTIONAL LITERACY AND POSSESSION OF SKILLS TEST 2016

1. Introduction

- 1.1. To ensure that the seats for the Local Government are filled by qualified and responsible candidates who are able to promote, safeguard and represent the interest of the communities in the best possible manner, the Constitution of the Kingdom of Bhutan and the Election Act of the Kingdom of Bhutan, 2008 prescribe the minimum qualification for candidates contesting elections for Local Government to be “*Functionally literate and possesses skills adequate to discharge his/her duties, except the candidate for the post of Thrompon*”.
- 1.2. The Election Commission shall accordingly, conduct nationwide test for issue of the Certificate of Functional Literacy and Possession of Skills as per the *Guidelines for Implementation of Section 178 (d) of the Election Act of the Kingdom of Bhutan relating to Functional Literacy and Possession of Skills Adequate for discharge of duties*.
- 1.3. Accordingly, the Election Commission of Bhutan adopts this Strategy for the conduct of *Functional Literacy and Possession of Skills Test* for the candidates contesting the 2016 elections to Local Government.

2. Test Schedule

- 2.1. The Schedule for sequential activities and the total number of days needed for the conduct of *Functional Literacy and Possession of Skills*

Test for the second Local Government elections, 2016 in the country is as set below:

Sl. No.	Activity	Dates	No. of Days
1	Issue of Notification for conducting the Functional Literacy and possession of Skills Test	04-Mar-16	1
2	Last date of Registration	15-Apr-16	Minimum 41
3	Formation of Interview Committees in 20 Dzongkhags	18-Apr-16	3
4	Finalizing the list & Assigning of the Index Number by Dzongkhags & Finalization of the Question Paper by the Question Paper Committee in Head Office	20-Apr-16	2
5	Transmission of the Final List with Index Number to the DoE.		
6	Preparation & Transmission of Test related papers and materials to the Dzongkhag Election Offices (by Head Office, ECB)	23-Apr-16	3
7	Appointment of Invigilators & Distribution of Test related papers and materials (by Dzongkhag Election Offices)		
8	Conduct of Test (Written & Viva Voce)	30-Apr-16 (1st May-2016 if necessary)	1
9	Last date for Test Papers to reach Department of Election, ECB	05-May-16	5
10	Complete the Evaluation and Declare Results	19-May-16	14
11	Distribution & Dispatching the Certificates to the respective Dzongkhag Electoral Officer	20-May-16	3
12	Re-check of Results & Issuing of Revised Certificate, if any	30-May-16	7

3. Notification

3.1. The Commission shall issue a notification calling for the *Functional Literacy and Possession of Skills Test* specifying the following:

3.1.1. Documents required;

3.1.2. Date for registration;

3.1.3. Last date of receipt of registration forms;

3.1.4. Date on which the test shall be conducted;

3.1.5. Venue for the conduct of test;

3.1.6. Date of declaration of results;

3.1.7. Date of issuing of Certificates; and

3.1.8. Date for re-check of results.

4. Chief Election Officer

4.1. The Chief Election Officer shall under the general supervision of the Election Commission of Bhutan and direct guidance of the Secretary, be responsible for the over-all management and facilitate the smooth and efficient conduct of Test.

5. Functions of the Chief Election Officer

5.1. The Chief Election Officer shall arrange to conduct nation-wide seminars, trainings and awareness for the general public and for the invigilators and officials on duty well in advance.

5.2. The Chief Election Officer shall set the general standards for the *viva Voce*.

5.3. The Chief Election Officer shall:

5.3.1. Provide timetables for written test;

5.3.2. Design and distribute related forms;

5.3.3. Provide logistics in all the Test Centres.

5.3.4. Distribute related materials;

5.3.5. Conduct evaluation of the answer-scripts;

5.3.6. Prepare the declaring results; and

5.3.7. Issuance Certificates.

6. Dzongkhag Electoral Officer

6.1. The Dzongkhag Election Office shall, under the general supervision of Secretary and direct guidance of the Chief Election Officer coordinate and manage the conduct of the Test in respective Dzongkhag.

7. Functions of the Dzongkhag Electoral Officer

7.1. The Dzongkhag Electoral Officer shall be responsible for:

7.1.1. Carrying out awareness for the general public on the test;

7.1.2. Registration of Candidates in consultation with concerned *Gewog* Administrative Officer;

- 7.1.3. Verification of documents;
- 7.1.4. Ensuring that test materials are received well on time from the Department of Election.
- 7.1.5. Ensuring security and confidentiality of all documents;
- 7.1.6. Providing test related logistical supports including space to be used for the conduct of Test in consultation with *Gewog* Administrative Officer of the respective *Gewog*.
- 7.1.7. Prepare the Test centres in line with the date, time and manner in which the Test is required to be conducted;
- 7.1.8. Briefing and distributing index numbers; and
- 7.1.9. Appointment of the invigilation teams and **Interview Committee** comprising of three competent individuals to conduct the *Viva Voce* for every Test centre.

8. Test Centre

- 8.1. There shall be a Test Centre in every *Gewog/Dzongkhag Thromde* where the test are to be held.
- 8.2. The Chief Invigilator and concern *Gewog* Administrative Officer shall be responsible to administer and supervise the Test Centre.
- 8.3. A voter interested to contest a Local Government Election can appear for the test in any *Gewog/Dzongkhag Thromde* of his/her choice and convenience, subject to registration as notified.

9. Functions of Test Centre

- 9.1. The concerned Gewog Administrative Officer shall:
 - 9.1.1. Make sure that the materials are received in time from the Dzongkhag Election Office and ensure its safety and confidentiality;
 - 9.1.2. Arrange the halls in close collaboration with the Chief Invigilator;
 - 9.1.3. Be responsible for the proper administration of the test; and
 - 9.1.4. Adhere to the terms and conditions specified in this strategy.

10. Eligibility Criteria

- 10.1. A person shall be qualified as a candidate to take the test, if he/she:
 - 10.1.1. Is a registered voter;
 - 10.1.2. Registered to the Test; and
 - 10.1.3. Intends to contest the Local Government elections, 2016.

11. Disqualification

- 11.1. A person shall not be able to claim as a matter of right to be accepted as a candidate in an election by the mere possession of the certificate of the test issued under the Guidelines if the other requirements are not fulfilled:

- 11.1.1. Conviction for any criminal offence and sentenced to imprisonment;
- 11.1.2. Found guilty of corrupt practice at an election;
- 11.1.3. Dismissed or removed from public service or the corporate sector;
- 11.1.4. Married to a person who is not a citizen of Bhutan;
- 11.1.5. Been adjudged by a competent medical authority as mentally unsound; and
- 11.1.6. Is not attained the minimum age of 25 or more than 65 years at the date of filing the nomination with the concerned Returning Officer.
- 11.1.7. Any religious personality or ordained members of any religion or religious institution excluding the laity.

12. Registration Procedures

- 12.1. The Registration Application Form will be available at the Commission Head Office, Dzongkhag Election Offices, *Gewog* Administration Offices or downloaded from the Commission web site www.election-bhutan.org.bt.
- 12.2. Applicants must ensure that all the entries are accurate (that is, entries must be same as the information in the Electoral Roll and the Voter Photo Identity Card).

- 12.3. An applicant may register for the Test and take it at any Dzongkhag Election office and *Gewog* Administration Office of his/her convenience.
- 12.4. No request shall be entertained for the change of entries after the finalization of list and after the index numbers are assigned.
- 12.5. An applicant shall complete the Registration Form, given at ***Annexure - I*** and enclose attested photocopies, unless specified otherwise, of the following documents:
 - 12.5.1. Bhutanese Citizenship Identity card;
 - 12.5.2. Voter Photo Identity Card (VPIC) issued by the Commission;
 - 12.5.3. The registration shall not be entertained after the date specified in the notification calling for the test and
 - 12.5.4. The *Gewog* Administrative Officer shall immediately after the closing date for registration, finalize the list and transmit the same to the concern Dzongkhag Election Office and then to Department of Election accordingly.

13. Test Pattern

- 13.1. The *Functional Literacy and Possession of Skills Test* shall comprise of the following two components with the subsequent weightage:

13.1.1. Part I - Written Test (60%); and

13.1.2. Part II - *Viva Voce* (40 %)

Total = 100%

14. Setting Written Test Question Papers

14.1. The Dzongkha Coordinator of ECB shall be responsible for setting the question papers.

14.2. The questions to test a candidate's ability to write in Dzongkha shall generally relate to the responsibilities, power, authority and duties of *Midhey Gothrips* as provided under the Local Government Laws and Rules;

14.3. The question papers should be such that it shall test the following:

14.3.1. Computational skills;

14.3.2. Analytical skills;

14.3.3. Managerial skills; and

14.3.4. Correspondence skills.

14.4. The Test Paper shall be handled with the highest level of confidentiality

15. Scheme of Test

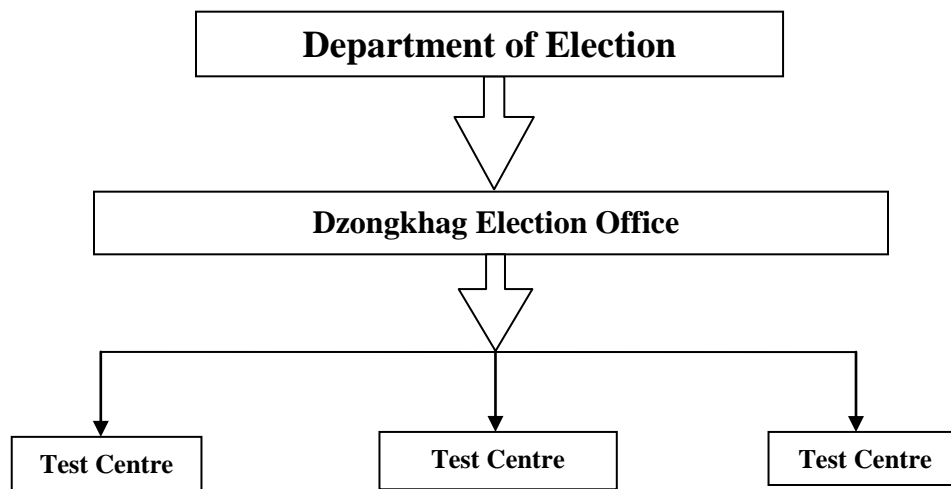
15.1. The written test shall be of 2 (two) hour duration.

15.2. Each candidate will be allotted on an average 10 minutes for the *viva*.

16. Transmission of Test Papers

- 16.1. The Department of Election, under the supervision of Chief Election Officer shall immediately after the receiving of the final list with the index numbers shall prepare all the Test related papers, for each Test Centre. After sealing and signing, the Department of Election shall dispatch the package to the Dzongkhag Election Office and check to ensure that all the documents are received by the Dzongkhag Electoral Officer on time.
- 16.2. The Dzongkhag Electoral Officer shall hand over the sealed test packages to the Chief Invigilator/GAO of the respective Gewog test Centre.
- 16.3. The Chief Invigilator shall open the sealed packages in presence of all the invigilators and candidates.
- 16.4. The overall process of transmission of the test papers is graphically presented in **Fig. I** below:

Fig. I: Graphic Illustration of transmission of Test Papers



17. Index Number

- 17.1. The Dzongkhag Electoral Officer shall assign the index number of validly registered candidates in alphabetical order as per the sample given in **Annexure –2**.
- 17.2. The Dzongkhag Electoral Officer shall maintain the data base of the applicants.
- 17.3. The Dzongkhag Electoral Officer shall hand over the final list with index numbers to the Chief Invigilator along with the test related papers.

18. Invigilation during Written Test

- 18.1. The Dzongkhag Electoral Officer shall appoint adequate number of invigilators for proper conduct of the written test.
- 18.2. Invigilators shall be civil servants, one of whom shall be designated as the Chief Invigilator for every Test centre.
- 18.3. The Dzongkhag Electoral Officer shall, as far as possible, appoint the Principal/Vice from the next nearest gewog as the Chief Invigilator.
- 18.4. The Chief Invigilator shall keep strict vigilance and carry out his/her responsibility sincerely without any fear or favour. He/She shall also be the member of the board for the VIVA Committee.
- 18.5. The Dzongkhag Electoral Officer shall provide the required number of copies of the list of registered candidates to the concerned Chief

Invigilator for information and use as attendance list for the written Test.

18.6. The list shall have the following information to cross-check and to avoid the proxy of any candidate in the entrance to the test hall as given in **Annexure - 3**:

18.6.1. Name;

18.6.2. VPIC number;

18.6.3. Index number;

18.6.4. Provision for signature by the candidate at the time of entry into the hall; and

18.6.5. Provision for dated signature of the Chief Invigilator, before submission of the list to the Dzongkhag Electoral Officer.

19. Chief Invigilator

19.1. The Chief Invigilator is the key officer during the conduct of test.

19.2. The duties of the Chief Invigilator are:

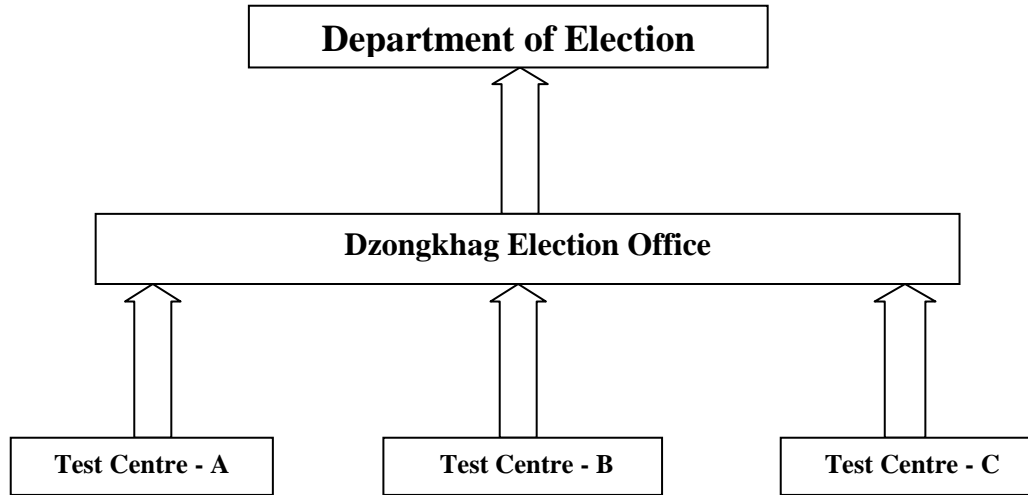
19.3. Arrive at the Test Centre one day before the test, unless otherwise authorised;

19.4. Study carefully all the documents related to the conduct of the test;

19.4.1. Take over the charge of the test documents from the Dzongkhag Electoral Officer;

- 19.4.2. Study the hall and seating arrangements thoroughly for the test;
- 19.4.3. Ensure that index numbers are pasted on the table in ascending order;
- 19.4.4. Ensure that candidates are admitted to the hall 15-20 minutes before the test starts so as to help them settle down;
- 19.4.5. Ensure admission of only the registered candidates to the test centre after verifying the VPIC and index numbers;
- 19.4.6. After confirming the identity of the candidate make him/her to sign the attendance list before allowing entry into the test centre;
- 19.4.7. Ensure proper conduct of the written test;
- 19.4.8. Ensure that all answer-scripts are collected, counted, arranged by index number in ascending order; and
- 19.4.9. Hand over the attendance list and answer-scripts in sealed envelopes to the concerned Dzongkhag Electoral Officer who shall sign and then transmit to the Department of Election, ECB immediately after the receipt of test papers from all Centres;
- 19.4.10. The graphic illustration of the transmission of answer-scripts is as illustrated in **Fig. II** below:

Fig. II: Graphic Illustration of transmission of answer-scripts



20. Invigilator

- 20.1. The requirement of invigilators for each centre shall be worked out by the concerned Dzongkhag Electoral Officer and communicated to the Chief Election Officer.
- 20.2. The invigilator is the person appointed by the Dzongkhag Electoral Officer responsible for the conduct of a Test.
- 20.3. All invigilators shall work under the direction and supervision of the Chief Invigilator to ensure proper conduct of Test.
- 20.4. The duties of the Invigilator are:
 - 20.4.1. Arrive at the Centre one day before the start of the test to assist the Chief Invigilator in making all the necessary arrangements for the test;
 - 20.4.2. Maintain discipline in the examination hall;

- 20.4.3. Make sure to collect the answer-scripts intact at the end of test;
- 20.4.4. Check that each candidate has put down his/her index number on the answer-scripts;
- 20.4.5. Be fully responsible for counting, packing and sealing the answer-scripts at the conclusion of the test; and
- 20.4.6. Answer-scripts should be arranged in the ascending order of index number.

21. Conduct of Candidate

- 21.1. A candidate appearing for the Test shall:
 - 21.1.1. Arrive at the test centre at least 15 minutes before the scheduled time for test;
 - 21.1.2. Wear the national dress;
 - 21.1.3. Carry a Voter Photo Identity Card (VPIC);
 - 21.1.4. Not bring any materials other than a writing pen;
 - 21.1.5. Not canvass for getting favour in the test in any manner;
 - 21.1.6. Not talk, consult, whisper, smoke, eat in the hall; and
 - 21.1.7. Not give or leave any identification marks on the answer-scripts other than the allocated index number.

- 21.2. Non-compliance to the aforementioned shall result in debarring of the candidate from the test.
- 21.3. Any breach of rules during the test shall be reported in writing to the Dzongkhag Election Officer by the Chief Invigilator.

22. Conduct of the Written Test

- 22.1. The Chief Invigilator shall inform the candidates of the time allowed for the test and announce clearly when they may begin to write their answers.
- 22.2. A reliable clock for displaying the time must be visible to all candidates in the hall.
- 22.3. Each candidate should have a separate table.
- 22.4. The seating arrangement must be such that all candidates face the same direction and are seated sufficiently far apart.
- 22.5. Invigilators must observe the candidates throughout the whole time when the test is in progress and give complete attention at all times to this duty.

23. Late arrival of candidates

- 23.1. A candidate who arrives after the scheduled starting time of the test may be allowed to sit for the test at the discretion of the Centre but shall finish at the same time as others who started on time.
- 23.2. The Chief Invigilator shall send a full report and list of candidates who arrived late.

24. Conduct of *Viva Voce*

- 24.1. The Department of Election shall set the general standards for the *viva voce* and consist of an assessment of the following:
 - 24.1.1. Reading skills;
 - 24.1.2. Analytical skills;
 - 24.1.3. Language skills; and
 - 24.1.4. Personality.
- 24.2. The *viva* shall be conducted by an Interview Board appointed by the Dzongkhag Electoral Officers.
- 24.3. The Board shall comprise of 3 (three) members in every Test centre, one of whom shall be designated as the chairperson of the interview board.
- 24.4. An index number shall be used in lieu of the name of the person for the purposes of ensuring absolute objectivity.
- 24.5. The assessment shall be based on a total of 100 marks and will be converted to the scale of 40%.
- 24.6. Each member shall use the assessment form given at ***Annexure-4***.
- 24.7. The Chairperson shall, at the end of the *viva*, collect the individual assessments and compile them in the Final Assessment Interview format given at ***Annexure-5***.

- 24.8. The Chairperson shall submit the final assessment viva form, along with the individual assessment forms of members with seal and signature to the Dzongkhag Electoral Officer for transmitting of the same to the Chief Election Officer.
- 24.9. The Chief Invigilator and Invigilator shall declare conflict of interest of and withdraw from the interview Panel if his/her family members or person who can be otherwise constituted to bear conflict of interest is taking the Test in that Test center.

25. Evaluating Answer Papers of the Written Test

- 25.1. The Chief Election Officer shall acknowledge receipt of the answer-scripts immediately upon its receipt.
- 25.2. The evaluation shall start only upon the receipt of the answer-scripts from all the Dzongkhags.
- 25.3. The Department shall arrange the packages of the answer-scripts Centre-wise and Dzongkhag-wise for the evaluation.
- 25.4. The Chief Election Officer shall recruit the relevant evaluators based on a realistic need assessment.
- 25.5. The Chief Election Officer shall evaluate the detail information of the evaluator and make the appointments before one week of the start of evaluation.
- 25.6. The Chief Election Officer shall conduct the briefing for the evaluators before the start of the evaluation.

- 25.7. The evaluators should abide by the instructions provided during the briefing.
- 25.8. The date for the completion of evaluation, counting and consolidation of answer-scripts should be set by the Chief Election Officer.
- 25.9. The evaluation of written test papers shall be on the basis of index number and not by disclosing the identity of the candidate.
- 25.10. The evaluators shall not evaluate the answer-scripts of the Dzongkhag where his/her *Gung* and *Mitsi* is registered.
- 25.11. The paper shall be evaluated on the scale of 100.
- 25.12. Re-evaluation of answer papers shall not be permitted, except recounting.

26. Counting and Consolidation of Written Test Results

- 26.1. After the counting, the results shall be converted to the scale of 60% and then added to the marks obtained in *viva* in the Final Result format given in the *Annexure – 6*.
- 26.2. The Department of Election shall prepare the final Results and individual Certificates for signing by the Chief Election Commissioner of Bhutan.

27. Declaration of Results

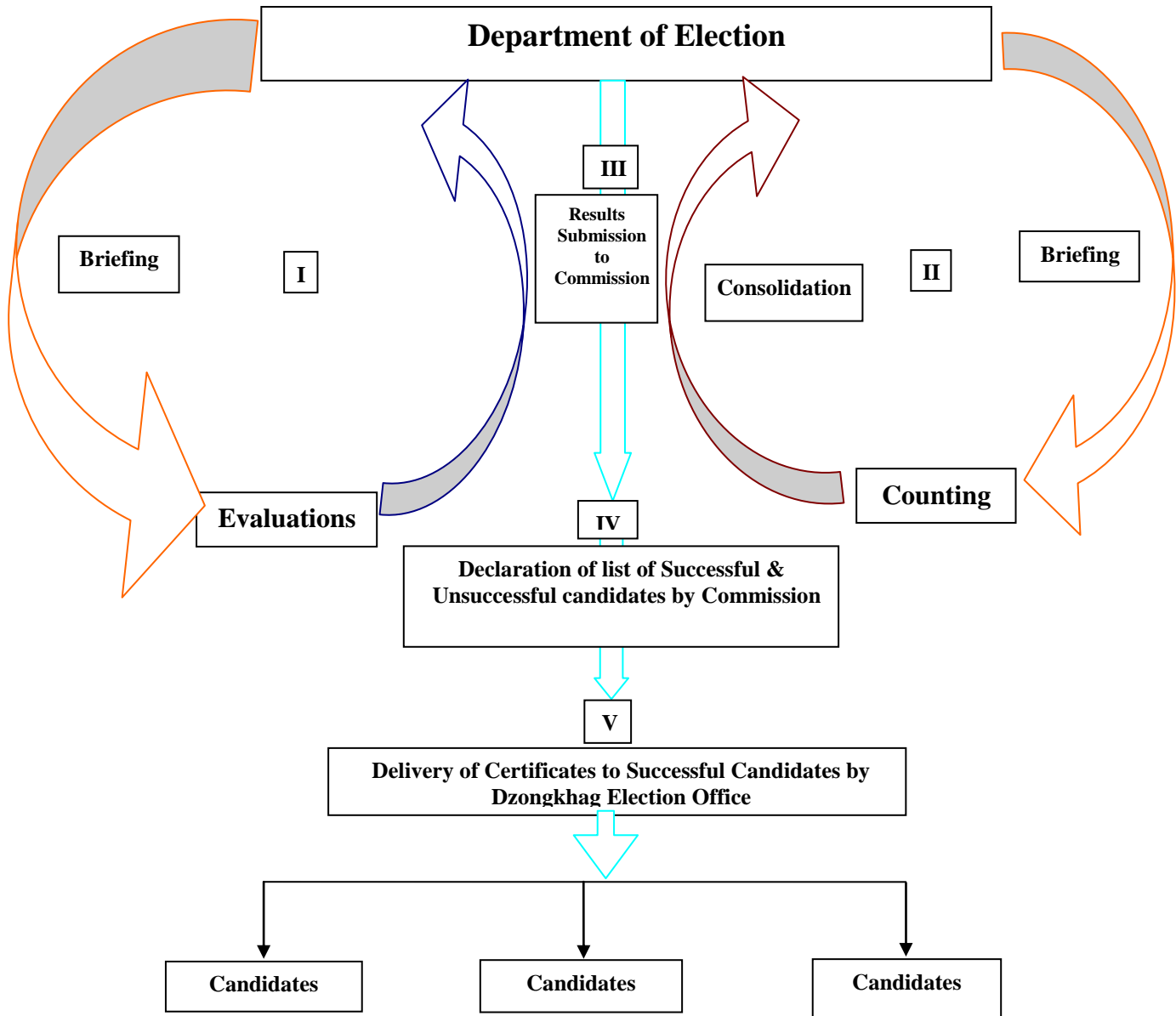
- 27.1. The Chief Election Officer/Director shall submit the final results to the Commission immediately after finalization.

- 27.2. The Commission shall declare the results through a Notification.
- 27.3. The details of the results shall publish through the print media and on the Commission's website www.election-bhutan.org.bt.
- 27.4. Details of the final Results and Certificates shall be dispatched to the respective Dzongkhag Election Officer on the same day of the declaration.
- 27.5. The Department of Election shall be responsible for safe storage of all records of the test, including the answer-scripts for at least six months after the test.

28. Certificates

- 28.1. A Certificate shall be awarded to a candidate who meets the cut-off mark of (40%) in the test as given in *Annexure - 8*.
- 28.2. A certificate awarded to a candidate shall be valid for an election provided all other requirements are fulfilled.
- 28.3. An unsuccessful candidate may re-appear for Tests conducted in the future provided he/she is eligible to contest Local Government elections.
- 28.4. The overall process of evaluation, counting, consolidation and declaration of the results is graphically presented in **Fig. III** below:

Fig. III: Overview of the process of evaluation, counting, consolidation and Declaration of results



29. Re-check of Results

29.1. Re-check can be applied in the format given in the *Annexure-9* to the Dzongkhag Electoral Officer or directly to the Chief Election Officer within 3 (three) working days of the announcement of the results.

- 29.2. The re-check of results can be done to verify if:
- 29.2.1. All parts of the answer-scripts have been marked;
 - 29.2.2. The marks on the answer-scripts have been correctly totaled;
and
 - 29.2.3. The total mark for the paper has been correctly recorded and consolidated.
- 29.3. Where a re-check leads to a change in a candidate's mark, the Chief Election Officer shall submit to the Commission for issuing a revised Result and Certificate and shall notify the Dzongkhag Electoral Officer in writing.

30. Test-Related Dispute Settlement

- 30.1. Any test-related complaints may be lodged to the Dzongkhag Election Office or to the Department of Election.
- 30.2. The Dzongkhag Election Office shall investigate, scrutinize and render a decision based on the nature of cases and any case that could not be resolved, forward immediately to the Department of Election.
- 30.3. The Department of Election shall provide a decision based on the report submitted and any case that could not be resolved, forward immediately to the Commission.
- 30.4. The decision of the Commission shall be final and binding.

31. Budget Requirement

31.1. Since a large number of people will be necessary to be engaged for the conduct of the test effectively, adequate budget provision is required.

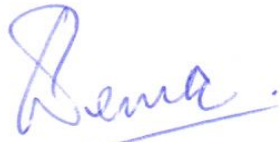
31.2. The total budget outlay estimated for the conduct of *Functional Literacy and Possession of Skills Test* is as presented below:

(A)Materials/Stationeries Required to conduct the test				
Sl. No.	Stationeries		Requirements	Amount
1	Ball Pen (For Evaluation/correction)		675@15(3*205+20)	10,125
2	Computer Paper		60 Reams @200	12,000
3	Envelops		675 Nos. @ 30(3*205+20)	20,250
4	Transparent Cello Tape		225@25(205+20)	5,625
5	Toners for Printing Question Papers & Certificates (Including Toners for Colour Printers)			290,000
Total				338,000
(B) TA/DA & Working Lunch for Officials on Duty				
Grade	DSA I	No. of Employees II	No. of Days III	Amount
4 to 8	1000	880(4*205+60)	6	5,280,000
9 to 13	750	205	5	768,750
Mileage/Porter Pony for Officials		880*Nu16*200kms	=2,816,000	3,062,000
		205*Nu6*200kms	=246,000	
Working Lunch & Tea & Snacks		1085 Officials * Nu. 350		379,750
Total				9,490,500
(C) TA/DA for Regional Coordinators (ECB Head Office)				
Grade	DSA I	No. of Employees II	No. of Days III	Amount
4 to 8	1000	8	20	160,000
Mileage		8 Officials for 1500Kms @Nu. 16		192,000
Total				352,000

(D) Paper Evaluations				
Grade	DSA I	No. of Employees II	No. of Days III	Amount IV (I*II*III)
4 to 8	1000 Option:(50% of full DSA)	30	10	300,000
Mileage		30 Officials for 1500 Kms@ Nu.16		720,000
Working Lunch & Tea & Snacks		30 officials*10days*350(250 for Lunch & 100 for Tea & snacks)		105,000
Lodging/Accommodati on for Evaluation Team		30 Officials *10days@1400		420,000
Total				1,545,000
(E) Other Activities				
Hall charges		Halls @ Nu. 8000		240,000
Transportation charges/Postal Charges		2 times @500for 20 Dzongkhags		20,000
Telephone charges		Nu. 2000 for 20 Dzongkhags and at the Centre		40,000
Media charges (Announcement, & Notification)				300,000
Advertisement charges				150,000
Total				750,000
				12,475,500
Grant Total				12.5m

32. Voter Education, Trainings and Awareness

- 32.1. A Nationwide Voter Education, Trainings and Awareness Programme shall be conducted to promote maximum eligible voter to take part in the test effectively.
- 32.2. The Training Department shall ensure that every effort is made to familiarize the voters and officials with the conduct of test, and ensure that all officers to be engaged on duty are adequately trained.



Election Commissioner



Election Commissioner



Chief Election Commissioner of Bhutan

Dated: March 11, 2016



REGISTRATION FORM
Functional Literacy and Possession of Skills Test

To

.....Dzongkhag/Election Commission of
Bhutan

1. Full Name:	2. Date of Birth	3. Sex	Male	Female
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. VPIC No.		5. Demkhong:		
6. (a) Dzongkhag:	(b) Gewog/Thromde:	(C) Demkhong/chiwog:		
7. (a) Contact Address:		(b) Contact Number:		
8. Declaration:				
I hereby affirm that the above information and the required documents attached herewith are true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the ECB shall cancel/reject my application.				
SIGNATURE		Date (/ /)		
<u>Official use only</u>				
Received by		Date (/ /)		
Signature and Seal		Date (/ /)		



VIVA FORM

Functional Literacy and Possession of Skills Test

Index Number of Candidate:

Sl. No.	Factors	Marks	Marks Awarded
1	Reading Skills	20	
2	A analytical skills based on the readings	20	
3	Language skills	20	
4	Personality	20	
5	Confidence	20	
Total Marks		100	

Test Centre Name:

Dzongkhag:

Date:/...../...../

(Name of the Board Member & Signature)



FINAL RESULT SHEET
Functional Literacy and Possession of Skills Test

Index Number of Candidate:

Sl. No.	Marks Obtained in Written Test (A)	Marks Obtained in Oral Interview (B)	Total Marks Obtained (A+B)
1			
2	% of Marks in the Test (A+B)		

Name:

Name:

Signature of Member
Date:/...../.....

Signature of Member
Date:/...../.....

Verified & Certified

Signature.....

Chief Election Officer



**Certificate of Functional Literacy and Possession of Skills
(For Election to Local Government)**

This is to certify thatbearing Voter Photo Identity Card (VPIC) No..... of Gewog/Thromde of Dzongkhag has successfully passed the Test of Functionally Literacy and Possession of Skills required to discharge duties as a member of a Local Government Office.

The results for the tests taken on (date), are as follows:

Functional Literacy:

a) *Viva:*

b) *Written:*

Overall Score:

Sealed and Signed by:

Name

Designation.....

(Election Commission of Bhutan)

Dated: .../...../.....

Note: This Certificate is issued only for the purpose of nomination to contest Local Government elections and not for any other purposes.



APPLICATION FORM FOR RECHECK
Functional Literacy and Possession of Skills Test

Name of Candidate:

Index Number of Candidate:

Test Centre Name:

Dzongkhag:

Sl. No.	Marks Obtained	Please tick in the blank space below that you would like to do for the recheck
1	Marks Obtained in Written Test	
2	Marks Obtained in Oral Interview	
3	% of Marks in the Test	

I hereby declare that the information given above is correct.

Signature of Candidate

Date:/...../.....

༡༽ དབྱེད་ཕུད་དང་འབྲེལ་བའི་རིག་ཚུལ་བརྟག་དཔྱད།

འོག་གི་རྩི་བ་རྩུ་གི་ལན་འདི་ ཡིག་རྒྱལ་ས་ནང་ལས་འཚོལ་ཏེ་བྲིས། (སྐྱུག་ས་ ༢༥)

༣ ད་རེས་ནངས་པའི་ན་གཞོན་རྩུ་གིས་ ང་བཅས་རའི་སྲུང་སྲོལ་ལམ་ལུགས་རྩུ་ བདག་འཛིན་འཐབ་
ནི་ཕར་བཞག་ རང་གི་སྲོན་ཆས་སྲོན་ཐངས་དང་ ལྷ་འབད་ཐངས་ བཞེས་སྒོ་བཟངས་རྩུ་ལས་འགོ་བཟུང་
ཕྱི་རི་རྒྱལ་ཁབ་གཞན་རྩུ་གི་ལམ་ལུགས་རྩུ་ལུ་ དཔེ་ལྷ་སྟེ་འབད་མི་འདི་ལུ་ བམ་ཁན་ཤོས་རྩུ་ སེམས་ལུ་
ཚ་འབྲང་ལང་དོ་ཡོད་པ་ཨིན་མས།

དེ་འབད་ཚ་འབྲང་ལང་གོ་མི་འདི་ཡང་ བསྐྱུག་ས་པ་རང་ ང་བཅས་རའི་རྒྱལ་ཁབ་ཀྱི་ རོ་རྟགས་བཟང་པོ་
དང་ ལམ་ལུགས་སྲོལ་རྩུ་ བདག་འཛིན་འཐབ་མི་ མི་འོང་ནི་ཨིན་མས་ཟེར་ བཞོ་ནི་འདི་གིས་ཨིན་མས།

མི་དབང་མངའ་ཞབས་མཚོག་ལས་ གསུང་བཤད་ག་ཏེ་རང་གནང་རུང་ ང་བཅས་རའི་འབྲུག་རྒྱལ་ཁབ་འདི་
བདག་འཛིན་འཐབ་ནི་འདི་ ན་གཞོན་རྩུ་གི་ ལག་པར་ཨིན་ཟེར་ ལོག་ཅི་ལོག་ཅི་རང་གསུངས་གནང་མི་
འདི་ ན་གཞོན་རྩུ་གིས་ སེམས་ཁར་བྱ་དགོཔ་འདི་ ལག་ཚེ་ནི་ཨིན་མས།

འདི་འབད་མཐའ་ལས་བརྟེན་ ང་བཅས་རའི་རྒྱལ་ཁབ་རྒྱུ་འདི་གི་ རང་དབང་རང་བཅོན་གྱི་སྲུང་སྲོལ་འདི་
ལམ་སྲོལ་བཟང་པོ་རྩུ་ བདག་འཛིན་འཐབ་ནི་འདི་ཨིན་མ་ ང་བཅས་རའི་ན་གཞོན་རྩུ་གིས་ ཤེས་དགོཔ་
འདི་ ག་ཅི་ལས་ཡང་ ལག་ཚེ་ནི་ཨིན་མས།

རྩི་བ།

༡. བམ་ཁན་ཤོས་རྩུ་ སེམས་ལུ་ཚ་འབྲང་ལང་དགོཔ་ ག་ཅི་ལས་བརྟེན་ཨིན་མས་ ?

༢. མི་དབང་མངའ་ཞབས་མཚོག་ལས་ ན་གཞོན་རྩུ་ལུ་ ག་ཅི་གསུངས་མ་ཨིན་མས་ ?

3. རྒྱལ་ཁབ་ཀྱི་རང་དབང་ སྤང་སྐྱོབ་འབད་ནི་ལུ་ ག་ཅི་ཁག་ཆེ་ནི་ཨིན་མས་ ?

༤. བ་གཞོན་ཚུ་གིས་ དཔེ་ག་ཅི་བརྩམ་ལུ་རང་ བལྟམ་ཨིན་མས་ ?

༥. ང་བཅས་རའི་ ལམ་ལུགས་སྲོལ་ཚུ་ བདག་འཛིན་འབད་བ་ཅིན་ སན་ཐོགས་ག་ཅི་འོང་ནི་ཨིན་མས་ ?

༤༽ ཕྱིས་སྐབ་དང་འབྲེལ་བའི་རིག་ཚལ་བརྟག་དཔྱད།

འོག་གི་རྒྱ་བ་ཚུ་ལས་ ལཱ་གདམ་ཁ་བརྒྱབ་སྟེ་བྲིས། (སྐྱགས་ ༢༥)

ཀ༽ རྒྱུ་འོག་ཅིག་ནང་ ཁྱིམ་གྲང་༢༥ ཡོད་མི་ཚུ་ལས་ ཁང་ཁྲལ་དངུལ་ཀམ་༤༠ རེ་བརྒྱ་ལེན་
འབད་དེ་ ཡོངས་བསྟོམས་སྟོན་ ?

ཁ༽ འཆར་དངུལ་ དངུལ་ཀམ་བསྟོམས་༣༥༠༠༠ (གསུམ་ཁྲི་ལྔ་སྟོང་) ཡོད་མི་ལས་ ལྷ་ཁང་
ཉམས་བཅོས་འབད་ནི་ལུ་ དངུལ་ཀམ་ ༡༣༧༥༠ (ཆིག་ཁྲི་གསུམ་སྟོང་བདུན་བརྒྱ་ལྔ་བརྒྱ)
ཟད་འགྲོ་བཏང་ཡོད་པ་ལས་ ལྷག་ལུས་དངུལ་ཀམ་ ག་དེམ་ཅིག་ལུས་པ་སྟོན་ ?

ག༽ རྒྱུ་འོག་ཅིག་ནང་ ཕོ་དང་མོ་བཅུས་ཏེ་ མི་རྒྱོ་བས་བསྟོམས་༢༡༣ ཡོད་མི་ནང་ལས་ ཕོ་
༡༢༧ ཡིན་པ་ཅིན་ མོ་ག་དེམ་ཅིག་འདུག་ ?

ང། ལྷན་ཁང་ཉམས་བཅོས་མི་ལས་བྱེད་པ་༡༠ ལུ་ གཤམ་གིས་ དུལ་ཁམ་༡༩༠༠ (ཚིག་སྟོང་
ཉིས་བརྒྱ) གསོལ་རས་གནང་ཡོད་མི་དེ་ ལས་བྱེད་པ་རེ་རེ་ལུ་ བགོ་བཤའ་བརྒྱབ་པའི་
རྐབས་ དུལ་ཁམ་ག་དེམ་རེ་བོབ་པས་ ?

ཅ། མི་ཅིག་གིས་ ཉིམ་བདུན་གྱི་རིང་ལུ་ སློབ་གྲའི་ལུང་ལ་གི་ལུ་རྒྱགས་པར་མ་འཐོན་མ་ལས་
ཉིམ་རེ་ལུ་ཉེས་ཆད་ དུལ་ཁམ་ ༤༥ རེ་དམངས་ལུ་བརྩམས་དགོས་འབད་སླབ་པ་ཅིན་
མི་དེ་ལུ་ཉེས་ཆད་དུལ་ཁམ་བསྟོམས་ག་དེམ་ཅིག་ཕོག་ནི་སྟོན་ ?

བཀྲིས་བདེ་ལེགས།