

Admission and Selection Procedure of In-Service Candidates to Diploma Programme

1. Entrance Requirements

1.1 Candidates should have completed

1.1.1 Class X plus 2 years Certificate Level Course in Civil / Electrical / Electronics / Mechanical / Automobile / IT / Surveying related field, with a minimum of 60 % marks.

OR

1.1.2 Certificate Level Course from the erstwhile Royal Technical College (RTI), Phuentsholing with a minimum of 60% marks.

1.2 Candidates should have completed a minimum of 36 months of active service.

1.3 Candidates who have completed certificate level course from outside Bhutan should have their certificate recognized by MoLHR/ RCSC

1.4 Candidates from Government / **Corporation** / **Private Sector** should send their application to JNEC along with a letter of recommendation from the employer.

Such candidates should produce **No Objection Certificate (NOC)** from the employers only after being selected for the programme. Private candidates may apply without letter of recommendation from the employer.

2. Entrance Examination for Candidates

2.1 Formation of In-Service Admission Committee

2.1.1 DAA, ESRO & Heads will form the Admission Committee.

2.1.2 Respective Department shall organize to prepare the entrance examination papers.

2.2 Candidates shall be selected through competitive Entrance Examination conducted by the College.

3. Entrance Examination and Admission Schedule / Time line.

3.1 Announcement in the media – *1st week of December*.

3.2 **Applications must be submitted to Mr. Phuba, Examination and Student Record Officer at phuba.jnec@rub.edu.bt on or before 26th February, 2025.**

3.3 Registration & issuance of examination admit cards for eligible candidates **3rd March 2025**

Following documents must be produced at the time of registration:

a) *Original Academic Transcripts*

b) *Recommendation letter from the current employer*

3.4 Entrance Examination – 4th March 2025

(Applicants have to report to the College, register for the entrance examination and collect the Admit Card. Entrance examination will be conducted one day after the registration and issuance of admit cards).

3.5 Payment of Entrance examination fee of Nu.1000/-per candidate – 3rd March 2025 (at the time of registration).

3.6 Declaration of Entrance Examination result – 7th March 2025.

4. Post Entrance Examination Requirements

4.1 Issuance of Provisional admission offer Letter by the College – *11th March, 2025.*

4.2 The selected candidates shall be required to submit the following documents within *28th April 2025.*

a) *Letter of Acceptance*

b) *No Object Certificate from the employer* c) *Academic Transcripts*

d) *All other relevant document (as notified in the announcement)*

If any candidate(s) fail(s) to fulfill the requirement vide *clause 4.2*, the provisional admission offered to the candidate by the College shall be forfeited and the same will be made available to the next candidate in line, who in turn has to complete all formalities in a month's time from the date of issuance of offer letter.

4.3 Registration for the programme – *3rd week of July, 2025*, along with pre-service candidates. The candidates have to submit all relevant documents at the time of registration for the programme.

5. Fees Structure Payable by the Candidate

5.1 A selected candidate will be required to pay the following;

Sl. No.	Fee Structure (Nu.)	Amount Nu.)	Remarks
1	Tuition Fee per annum	95348.58*	Payable in two Installments.
2	College Development Fee per annum	700.00	Payable in one installment
3	Caution Money	3,000.00	Refundable

(* *The tuition fee stated above is subject to change as per RUB policy.*

5.2 Candidate must deposit a **non-refundable** sum of Nu. 5000 (Ngultrum Five Thousand) immediately after receiving the Provisional admission offer letter from the college.

5.3 Other fees, if any, will be charged as applicable to regular self-financing students.

5.4 Selected candidates will be required to pay the prescribed tuition fees for the year at the time of registration (Balance fees after deducting Nu. 5000 or Total fees per year – Nu.5000)

6. Accommodation

Candidates are required to arrange their own accommodation. However, if there are vacant accommodations available in the campus, the college will extend hostel facilities for a period of one semester at a time, with rental charges as admissible to other candidates.

Similarly, candidates have to arrange their own food. If they are admitted for the mess food, they have to pay the mess charges as admissible to other students.

7. Entrance Examination

7.1 Entrance examination shall be conducted for all eligible candidates applying for admission to Diploma Programme at Jigme Namgyel Engineering College, Dewathang.

7.2 Admission will be based on the merit ranking prepared on the basis of Entrance Examination result.

7.3 The Entrance Examination shall be conducted in the following subjects and shall carry the weightage as stated against each subject:

7.3.1 Mathematics – 30%. (Class XII Mathematics syllabus).

7.3.2 Science – 30%. (Class XII Physics and Chemistry syllabus).

7.3.3 Fundamentals of Engineering (Civil, Electrical, Mechanical, Surveying, Electronics and IT) – 40%. (Separate papers based on each programme).

7.3.4 Fundamentals of Surveying – 40% (*For Surveying Candidates*)

7.3.5 Duration of Examination – 3 hours.

8. Availability of Seats

SL NO.	PROGRAMME	No. of Seats available
1	Diploma in Civil Engineering	5
2	Diploma in Electrical Engineering	3
3	Diploma in Mechanical Engineering	3
4	Diploma in Computer System & Network	3
5	Diploma in Electronics & Communication Engineering	5
6	Diploma in Surveying	2

Note:

1. The In-Service candidates shall follow the same curriculum prescribed for pre-service candidates.
2. The In-Service candidates shall abide by the same rules and regulation as applicable to pre-service candidates.
3. Only the admission criteria will be different and thus this is prepared and submitted to PQC for needful approval.
4. The College intends to enroll In-Service Candidates in the following Diploma Programmes:
 1. Civil Engineering,
 2. Electrical Engineering,
 3. Mechanical Engineering,

4. Computer System and Network
5. Diploma in Electronics & Communication Engineering
6. Surveying