



**Republic of the Union of Myanmar**

# **The Union Civil Service Board Rules**

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**11<sup>th</sup> September, 2020**

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**Republic of the Union of Myanmar**

**The Union Civil Service Board**

Notification No. 81/2020

The 9<sup>th</sup> Waning Day of Wagaung, 1382 M.E.

(11 September 2020)

The Union Civil Service Board hereby issues these rules in exercise of the power conferred by subsection (a) of section 27 of the Union Civil Service Board Law with the approval of the Union Government.

**Chapter I**

**Title and Definition**

1. These rules shall be called **the Union Civil Service Board Rules**.
2. The following expressions shall have the meanings given below:
  - (a) **Officer** means the service personnel at the ranks of the gazetted officer and above;
  - (b) **Staff** means the service personnel at the ranks below the gazetted officer;
  - (c) **Initial Appointed Post** means a post which shall be started according to the classes of service personnel in each and every service personnel organization;

- (d) **Apprentice Appointment** means the appointment as an apprentice against a sanctioned post in the set-up of service personnel organization to become proficient in skills related to performing the duties;
- (e) **Term of Post** means the period of performing duty in a current post;
- (f) **Term of Service** means the period of performing duty as a civil servant in a service personnel organization. In this expression, the probation period, apprentice period, on leave period except extraordinary leave without pay, temporary suspension period defined as term of duty and period of performing other duty which is determined as term of duty are also included;
- (g) **Joining Time** means the time allowed to service personnel to travel from the previous duty station to the station where they are transferred;
- (h) **Service Personnel on Deputation** means service personnel who are transferred and provides the full-time service to another organization either in the country or in a foreign country with the permission of the Union

Government, in which case the service personnel are paid from any other budget other than the State Budget;

- (i) **External Service Regulations** mean those which are issued by the relevant ministry and organization for the service personnel on deputation to abide by;

## **Chapter II**

### **Selection and Appointment of Service Personnel**

- 3. The classes of the service personnel are as follows:
  - (a) management staff (administration, social);
  - (b) management staff (economic);
  - (c) professional staff;
  - (d) technical staff;
  - (e) clerical staff;
  - (f) general service staff.
  
- 4. In the selection and appointment of service personnel, candidates for the initial appointed post shall be selected and appointed by the relevant ministry and organization through a competitive selection system where the candidates who meet the specified qualifications for the post are allowed to participate.

5. Apart from the posts to which service personnel are to be appointed by the Board, the initial appointed posts of staff are as follows:

- (a) general service staff grade (1);
- (b) clerical staff grade (1);
- (c) technical staff grade (1), grade (2) and grade (4);
- (d) professional staff grade (1), grade (2) and grade (3);
- (e) management staff (economic) grade (1) and grade (2);
- (f) management staff (administration, social) grade (1).

6. When the ministries and service personnel organizations need to appoint an external person to technical staff grade (3) post because of the nature of work or the specified qualifications, they shall appoint that person at technical staff grade (2) post as an apprentice appointment against the desired technical staff grade (3) post at first and the appointment shall be confirmed at technical staff grade (3) post if their performance is satisfactory.

7. (a) If there is a vacant post of gazetted officer rank in respective ministry and organization, and an external person is to be appointed, only the Board shall do the selection and appointment.

- (b) If the relevant ministry and organization need to appoint an external person directly due to any extraordinary circumstance, it shall propose this to the Board and then put forward, with the recommendation of the Board, the case to and obtain the approval from the Union Government.

8. If the ministries and organizations want to appoint external persons to the vacant initial appointed posts of the gazetted officer rank, it shall propose to select the persons to the Board together with the number of persons to be selected, specifications and requirements for the posts.

9. The Board shall scrutinize the proposals submitted by the ministries and organizations and advertise the vacancy announcement in the newspapers, at least once, to call for applications from those who meet the specific qualifications eligible to take part in a competitive selection process. The advertisement shall be posted on the notice board of the Board office.

10. In advertising the vacancy announcement in accordance with rule 9, the minimum necessary academic qualification shall be established depending on the work nature of the relevant ministries and organizations. The age limit shall be exactly stipulated depending on the closing



date for application. Moreover, if the specific qualifications and age limits are to be stipulated due to the particular conditions and work nature, it shall be done by the relevant ministries and organizations in coordination with the Union Civil Service Board.

11. The Union Civil Service Board shall scrutinize the submitted applications and select the candidates who meet the stipulated qualifications for the written test, psychology test and interview through which the suitable candidates shall be appointed to the vacant posts.

12. The Union Civil Service Board shall specify the type of examination, the subjects and time for the written tests and these specifications shall be mentioned separately in the advertisement of the board, calling for the applications for the concerned posts.

13. Depending on the results of the written test, the Union Civil Service Board shall issue the list of the candidates who are eligible for the psychology test and interview. These candidates shall be informed and the suitable ones shall be appointed depending on their results.

14. If the specific qualifications are required in line with the work nature of the relevant ministry and organization, the ministry and organization shall conduct another test for the candidates who have passed the written test of the Union

Civil Service Board to determine whether they meet the required specific qualifications. Then the Union Civil Service Board shall continue to conduct psychology test and interview only for the candidates having those specific qualifications and select the ones to be appointed.

15. If the number of candidates who apply for the job is the same to or less than the number of vacant posts or even if larger, the differences are not so big, the Union Civil Service Board may call the candidates only to attend psychology test and interview without conducting the written test.

16. The interview board formed by the Union Civil Service Board shall assess and provide ratings for the following:

- (a) good personality;
- (b) national and international knowledge and experience;
- (c) knowledge about the work to be performed in the post applied for;
- (d) being enthusiasm and succinctness;
- (e) being quick wit.

17. The candidates' ratings provided by the interview board shall be totaled by the Board and the suitable candidates shall be selected depending on the number of

vacant posts and the candidates' total ratings. The number of the selected candidates to be put in the waiting list shall be decided at the selection meeting of the Board.

18. The Board may ask for technical assistance from the relevant ministries and organizations or experts if it is necessary in the selection process.

19. If the ministries and organizations request the Board to conduct psychology test for the candidates to be appointed to the initial appointed posts for which the organization is authorized to appoint the candidates, the Board shall help the organization with the test.

### **Chapter III**

#### **Promotion**

20. The Union Government shall approve the minimum necessary academic qualification, skill, term of post and term of service for promotion depending on the types of posts in the relevant ministry and organization.

21. In assessing qualifications for promotion, the ministries and organizations shall take into consideration of those who are outside the organization but in the organizational set-up at the time of conducting the assessments.

22. When initial appointed posts of the gazetted officer rank become vacant and service personnel need to be promoted to fill up the posts, the ministries and organizations

shall coordinate it with the Board by nominating the service personnel in the waiting list and obtain approval from it.

23. The Board shall scrutinize the following when the ministry and organization coordinate the case mentioned in rule 22:

- (a) whether the relevant ministry and organization has approved the proposed promotion or not;
- (b) whether the posts to which service personnel are to be promoted are included in the organizational set-up of the relevant ministry and organization;
- (c) whether there are sufficient vacant posts for the proposed number of service personnel for promotion;
- (d) whether all service personnel who meet the requirements are examined written and practical test;
- (e) whether the date on which the term of post and the term of service are calculated is mentioned;
- (f) whether the date on which the waiting list is approved is mentioned and whether the waiting list expires or not;
- (g) whether the waiting list includes the names, posts and signatures of the Chairperson and

- members of the qualification assessment board of the relevant ministry and organization;
- (h) in the case where the total ratings of the service personnel on the waiting list are the same, whether there are any explanatory note about those same ratings;
  - (i) whether the personal profiles of the nominated personnel are attached;
  - (j) whether the term of post and the term of service of the nominated personnel meet the specifications as prescribed in rule 20;
  - (k) whether the types of posts currently held by the nominated personnel match the types of posts to which they are to be promoted;
  - (l) if the nominated service personnel are in the period of leave preparatory to retirement, whether they are enjoying that leave and whether the organization refuses to grant that leave to them.

24. The Board shall discuss the points checked according to rule 23 at the Board's regular meeting and provide the Board's opinions and comments to the relevant ministry and organization.

25. In order to reward the service personnel who deserve promotion to the next higher rank within a reasonable period of time since they fulfil their duties in a competent and outstanding way, to allow the well-experienced and outstanding service personnel in the ministries and organizations to enjoy benefits and to prevent the shortage of personnel at the respective ranks, the relevant ministry and organization may promote the service personnel as special cases although service personnel do not meet the requirements of the term of post.

26. In promoting service personnel by relaxing the term of service in accordance with rule 25, the ministries and organizations shall take into consideration the following as priorities:

- (a) proficiency and industriousness;
- (b) loyalty to superior officers and colleagues;
- (c) good morale and goodwill for the interest of the State and the department;
- (d) innovativeness;
- (e) outstanding educational qualification and skill;
- (f) good leadership;
- (g) good morale.

27. When the ministries and organizations promote service personnel by relaxing the requirements for the term

of post in accordance with rule 25, it shall be done only for one third of the vacant posts.

28. If the ministries and organizations want to promote service personnel by relaxing the minimum requirement of the academic qualifications, the ministries and organizations shall consider the following and obtain the approval of the Union Government. But the term of post shall meet the requirement. If service personnel are to be promoted to the post of gazetted officer, the ministries and organizations shall continue to propose it to the Union Civil Service Board together with the approval of the Union Government and coordinate with the Board:

- (a) proficiency and industriousness;
- (b) loyalty to superior officers and colleagues;
- (c) good morale and goodwill for the interest of the State and the department;
- (d) innovativeness;
- (e) outstanding educational qualification and skill;
- (f) good leadership;
- (g) good morale.

## **Chapter IV**

### **Training of Civil Service Personnel**

29. The Board shall conduct service personnel training with the aim to develop the capacity in the following areas:

- (a) knowledge about the laws, rules, regulations, by-laws and procedures which the service personnel should have;
- (b) office management skill;
- (c) organizational management skill;
- (d) public management skill;
- (e) understanding of good governance and leadership concepts;
- (f) understanding of political, economic and social situation of Myanmar and other countries;
- (g) knowledge about the policies, objectives, processes, laws, orders and directives adopted and issued by the State;
- (h) basic information and technology skill which service personnel should have.

30. The Board shall conduct the following training courses:

- (a) Special Refresher Courses
  - (1) Training Courses conducted in response to the instruction of the Union Government Office from time to time;
  - (2) Training Courses conducted in response to the proposal from the ministries and organizations from time to time.



(b) Regular Courses

- (1) Management Course for Executive Level Officials;
- (2) Management Course for Senior Level Officials;
- (3) Management Course for Mid-Level Officials, Advanced Diploma in Civil Service Management Course;
- (4) Basic Course for Civil Service Officers;
- (5) Basic Pre-service Course for Civil Service Officers, Post Graduate Diploma in Civil Service Management Course;
- (6) Basic Course for Junior Civil Service Officers;
- (7) Enhance Course for Office Superintendent;
- (8) Basic Course for Clerical Staff.

31. The Board shall deliver the following subjects at the training courses mentioned in rule 30 as necessary:

- (a) Management;
- (b) Economics;
- (c) Law;
- (d) Social Science;
- (e) Political Science;
- (f) English;
- (g) Information and Communication Technology.

32. The management course for executive level officials shall be joined by the healthy deputy directors general and the officers of the same ranks who are selected by the relevant ministries and organizations.

33. The management course for senior level officials shall be joined by the healthy directors and the officers of the same ranks who are selected by the relevant ministries and organizations.

34. The management course for mid-level officials, advanced diploma in civil service management course shall be joined by the healthy assistant directors, deputy directors and the officers of the same ranks who are selected by the relevant ministries and organizations.

35. The basic course for civil service officers shall be joined by the healthy staff officers and the officers of the same ranks who are selected by the relevant ministries and organizations.

36. The basic pre-service course for civil service officers, post graduate diploma in civil service management course shall be joined by the healthy officers who are selected for initial appointed posts of the gazetted officer rank by the Board for the relevant ministries and organizations.

37. The basic course for junior civil service officers shall be joined by the following healthy service personnel who are selected by the relevant ministries and organizations:

- (a) management staff (economic) grade (2);
- (b) professional staff grade (3);
- (c) technical staff grade (5);
- (d) management staff (administration, social) grade (1).

38. The enhance course for office supervisors shall be joined by the healthy branch clerks and office superintendents who are selected by the relevant ministries and organizations.

39. The basic course for clerical staff shall be joined by the healthy senior and junior clerks who are selected by the relevant ministries and organizations.

40. The relevant ministries and organizations shall coordinate with the Board for the officers who are directly selected by the Board to be able to join the basic pre-service course for civil service officers as a special case.

41. The Board shall conduct workshops and training with the aim of developing the capacity of the civil service officers in the ministries and organizations.

42. Apart from workplace skills training in line with the work nature of the relevant ministries and organizations, if

the ministries and organizations want to conduct management courses and civil service training courses at the central institutes of civil service, they must do it in coordination with the Board.

## **Chapter V**

### **Obtaining Approval of the Board**

43. The following cases need the approval of the Board:
- (a) the case where the joining time exceeds 30 days;
  - (b) the issuance of the external service regulations for service personnel on deputation;
  - (c) the matter of allowing prior increment.
44. The Board shall scrutinize the following when considering to approve the external service regulations for service personnel on deputation proposed by the ministries and organizations:
- (a) Whether the name of country or the organization and the assigned tasks and duties on deputation are mentioned or not;
  - (b) Whether the exact period of deputation is mentioned or not;
  - (c) Whether the statement that the service personnel are not entitled to pay from the parent organization starting from the date of the transfer on deputation is included or not;

- (d) Whether the statement that, if the ministry or organization which employs the service personnel on deputation does not make his or her contributions for pension benefit to the State Budget at a specified rate, the service personnel themselves must make it is included or not;
- (e) Whether the statement that, if leave accumulation is not allowed during the deputation period, the leave salary contribution need not be paid is included or not;
- (f) Whether the statement that the interim can be filled the post of the service personnel on deputation temporarily is included or not;
- (g) Whether the deputation period exceeds the time when the service personnel attain the age of superannuation retirement or not.

45. In approving the matter of allowing prior increment proposed by the ministries and organizations, the Board shall examine whether the case is one of the following:

- (a) the case is that the initial pay should be raised when a person acquired extraordinary qualification is firstly appointed as a civil servant;
- (b) the case is that a civil servant deserves to be rewarded for performing duty outstandingly at the present post;

- (c) the case is that a civil servant should be granted prior increment due to any other sufficient reasons.

46. Service personnel are automatically removed from post commencing from the date immediately after the date of continuous absence from work for five years either on leave or without leave except that they perform duties on deputation with the external service regulations. However, if the relevant ministry or organization proposes to the Board to cancel such removal, the Board shall be able to do so if there are sufficient reasons for it. This provision is not applicable to the service personnel who are absent from duty due to temporary demotion.

## **Chapter VI**

### **Providing the Comments of the Board and Reporting**

47. The Board shall provide comments either about the civil service personnel law, rules, regulations and procedures, or about selection and appointment of, training for, promotion of and maintenance of the disciplines against the service personnel if requested by ministries and organizations.

48. When a gazetted officer from any ministry or service personnel organization is to be transferred to another ministry or service personnel organization and the relevant ministry or organization request the Board to provide comments,

the Board shall conduct the required scrutiny, report it to the Union Government Office, and provide its comments to the relevant ministry or organization.

49. When the ministries and organizations coordinate with the Board to deliver the topics on civil service personnel law, civil service personnel rules, civil service regulations, civil service code of conduct, civil service history and civil service management at the trainings conducted in their organization, the Board shall provide assistance as necessary.

50. The Board:

- (a) shall keep a record of the service personnel dismissed and removed from the post, and prepare a report and present it annually to the President.
- (b) may request the necessary data from the relevant ministries and organizations for the purpose of research relating to the affairs of service personnel.

51. The Union Civil Service Board Rules (the Republic of the Union of Myanmar, the Union Civil Service Board, Notification No. 1/2011) is hereby repealed by these rules.

(Sd.)Win Thein

Chairperson

The Union Civil Service Board