



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་དང་རིག་ཚུལ་གོང་འཕེལ་ལྷན་ཁག།

Royal Government of Bhutan  
Ministry of Education & Skills Development  
Department of School Education



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February 9, 2023

## INSTRUCTIONS AND GUIDELINES FOR CLASS XI ADMISSION INTO GOVERNMENT AND PRIVATE HIGHER SECONDARY SCHOOLS (HSS)

### A) Admission:

- All students who passed the BCSE 2022 examination are eligible for admission to the Government HSS for the academic year 2023.
- 9,671 seats are available in 78 Government Higher Secondary Schools out of which 150 seats are for students aspiring to study Rigzhung at Taktse Rigzhung Higher Secondary School.
- Admission in Private schools:
  - Students who wish to study in Private Schools must apply either online through the EMIS portal (<https://portal.education.gov.bt/>) or submit a hard copy to private schools of their choice from **10 - 11 February 2023**. ***It may be noted that no Government Scholarships will be provided.***
  - Private Schools must ensure that applications received in hard copies are entered/registered in the EMIS by **11 February 2023**. Private schools should complete the admission by **14 February 2023** and also update the same in the EMIS on the same day without fail.
  - Students may note that once you are admitted in Private Schools, the EMIS system will not permit you to apply to the Government Schools.
- Admission in Government Schools:
  - All students opting for admission in the government schools must apply online through the EMIS portal (<https://portal.education.gov.bt/>) from **15 - 18 February 2023**.
  - Students should apply to schools located in the same Dzongkhags/Thromdes where your current school is located. Schools are requested to help students apply online in case they are not able to apply online on grounds of lack of devices or internet problems.
  - Students whose parents have been transferred should also apply online using the above portal to any school located in the Dzongkhag/Thromde where the parents have been transferred to. Students must upload the transfer order of their parents. Dates of application are the same as specified in **4.a.** above.
  - The admission shall be conducted by a committee under the chairmanship of the Chief Dzongkhag/Thromde Education Officers.
  - The admission committee should complete updating the details of the admitted students in the EMIS from **19 - 24 February 2023** without fail.
- The Department of School Education will arrange the placement of students who could not be absorbed in the parent Dzongkhag/Thromde by **24 - 25 February 2023**.
- Students admitted as boarders shall report to the respective schools on **26 February 2023** and day-scholars on **27 February 2023**.



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7. All students are required to produce a Character Certificate, Transfer Certificate, and Citizen ID card or any relevant documents as may be issued by the Ministry of Home Affairs to the school management on the first day of their school.

**B) Choice of Stream:**

1. Students opting to study **Science** should have a minimum of **40% in Mathematics and 55% in Science** with a minimum of **51%** each in Biology, Chemistry and Physics.
2. Students opting to study **Commerce** should have a minimum of **40% in Mathematics**.
3. All students with pass certificates awarded are qualified to study Arts.
4. Students opting for the **Rigzhung** at **Taktse Rigzhung HSS** should have a minimum of **50% in English** and **60% in Dzongkha**.
5. Merit Order for all the stream are generated by the systems based on the following:
  - a. Science: sum of Mathematics and Science (Average of Biology, Chemistry and Physics)
  - b. Commerce: based on the Mathematics marks
  - c. Arts: English plus the Best Four Subjects to be chosen out of HCG, Science, Mathematics, Dzongkha and Elective Subjects.
  - d. Rigzhung: sum of the following subjects -
    - i. Dzongkha marks x 5
    - ii. English marks x 5
    - iii. Marks of 3 other best subjects (HCG, Science, Mathematics and Elective Subject) x 3 each

**C) Seats:**

1. Schools shall maintain a class size of maximum 34 students.
2. Schools shall not offer any streams if the number of students is less than 20.
3. Schools with boarding facilities are required to ensure the safety, hygiene, and overall well-being of the students.

**D. Guidelines for students/parents to apply online in EMIS portal:**

1. Go to [portal.education.gov.bt](http://portal.education.gov.bt)
2. Login in using the following credentials:
  - a. USERNAME: Please use your student code as username
  - b. PASSWORD: password321
3. Go to "Profile" and check your details to ensure that you have logged in correctly. If the details are incorrect, please go to EMIS portal and follow the instructions below:
  - i) Click **LOGIN**
  - ii) Click on the **SEEK SUPPORT**
  - iii) Fill up the form that is displayed on your screen and submit





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4. If the details in the PROFILE are correct, click either of the following:
  - a. **XI admission (Private school):** if you wish to study in private school
  - b. **XI Admission (within Dzongkhag/Thromde) :** for students who studied in the same Dzongkhag/Thromde
  - c. **XI Admission (Outside Dzongkhag/thromde):** for students whose parents are transferred
  - d. Fill up the details and click **APPLY**.
5. Please check if your application has been lodged successfully.
6. You can check the status of your application by logging in to the portal. If both the student decision and school decision is accepted then you have been accepted by school.

(Karma Galay)

**DIRECTOR GENERAL**

