



**INSTRUCTIONS AND GUIDELINES FOR CLASS XI ADMISSION IN GOVERNMENT
AND PRIVATE HIGHER SECONDARY SCHOOLS (HSS)**

A. Admission:

1. All students who passed the BCSE 2023 examination are eligible for admission to the Government HSS for the academic year 2024.
2. 10,636 seats are available in 79 Government Higher Secondary Schools out of which a minimum of 150 seats are for students aspiring to study Rigzhung at Taktse Rigzhung Higher Secondary School.

3. Admission in Taktse Rigzhung Higher Secondary School:

- a. Students willing to apply in Taktse Rigzhung Higher Secondary School must apply online through the EMIS portal (<https://portal.education.gov.bt/>) from 5 - 7 February 2024.
- b. The school must complete Accepting/Rejecting the school decision on 8- 9 February 2024.
- c. Students who are accepted by the school will be automatically admitted to the school.
- d. Students must note that once you are admitted in Taktse Rigzhung Higher Secondary School, the EMIS system will not permit you to apply to the Government/Private Schools.

4. Admission in Private schools:

- a. Students who wish to study in Private Schools must apply online through the EMIS portal (<https://portal.education.gov.bt/>) from 5 - 7 February 2024.
- b. The school must complete Accepting/Rejecting the school decision from 8 - 9 February 2024.
- c. The student must complete Accepting/Rejecting the school Decision from 10 - 11 February
- d. Students must note that once you are admitted in Private Schools, the EMIS system will not permit you to apply to the Government Schools.

5. Admission in Government Schools:

- a. All students opting for admission in the government schools must apply online through the EMIS portal (<https://portal.education.gov.bt/>) from **12 - 15 February 2024**.
- b. Students should apply to schools located within the same Dzongkhags/Thromdes of their current school. 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.



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- c. 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 4a above.
 - d. The admission shall be conducted by a committee under the chairmanship of the Chief Dzongkhag/Thromde Education Officers.
 - e. The admission committee should complete updating the details of the admitted students in the EMIS from **16 - 19 February 2024** without fail.
6. The Department of School Education will arrange the placement of students who could not be absorbed in the parent Dzongkhag/Thromde from **20 February 2024** onwards.
 7. Students admitted as boarders shall report to the respective schools on **25 February 2024** and day-scholars on **26 February 2024**.
 8. 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.
 9. Repeater/Dropout Students who wish to apply may submit their application in hard copies to schools.

B. Choice of Stream:

1. Students opting to study **Science** should have a minimum of **45% 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 32 students.
2. Schools shall not offer any streams if the number of students is less than 20.



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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
2. Login in using the following credentials:
 - a. USERNAME: Please use your student code as username
 - b. PASSWORD: passw0rd321
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 on the **SEEK SUPPORT**
 - ii) Fill up the form that is displayed on your screen and submit
4. If the details in the PROFILE are correct, click either of the following:
 - a. **XI Admission (Taktse Rigzhung/Private school)**
 - b. **XI Admission (Government Schools - within Dzongkhag/Thromde):** for students who studied in the same Dzongkhag/Thromde
 - c. **XI Admission (Government Schools- Outside Dzongkhag/thromde):** for students whose parents are transferred or on medical grounds only
 - 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





Frequently Asked Questions (FAQ):

1. If I apply to private schools, can I still apply to government HSS?

- If your application has been accepted in a private school, you will not be allowed to apply for the next round of admission to government schools.

2. Where can I seek support if I don't know my student code?

- If you do not know your student code, please go to EMIS portal, follow the process below:
 - i) Click **LOGIN**
 - ii) Next, click on the **SEEK SUPPORT**
 - iii) Fill up the form that is displayed on your screen and submit

3. Can I apply to other HSS in other Dzongkhag/Thromde?

- For private admission, you can apply to any private school offline.
- For public school admission, you cannot apply to schools outside your cluster. However, please note that admission to school outside your cluster will be accepted only on special cases such as parent's transfer or on medical grounds.

4. Can I change my passwords?

- The default password is passw0rd321
- However, if you have logged in then you can change your password by clicking on change password. If you do not know your student code, please go to EMIS portal and then login page and click on seek support.

5. If I forget my password, how can I reset it?

- The default password is passw0rd321
- If you do not know your password, please go to EMIS portal and then login page and click on seek support.

6. How many schools can I apply to?

- A student can apply to three different schools.

7. How many Dzongkhag/thromde can I apply to?

- You can apply to only one dzongkhag if it is outside the cluster.

8. How will I know if my online admission application has been received or processed?

- Depending on whether you applied for class XI admission to private school, within cluster or outside cluster, you can click on the relevant menu.
- If your application is successful you will see the school(s) you have applied to.



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- If both the student decision and school decision is accepted then you have been accepted by school.
- 9. Can I apply to multiple schools using the same online admission application?**
- Yes, we have given three preferences for schools, However, please note that you can only apply either within cluster or outside cluster but not both.
- 10. Do I need to submit my mark sheet for online admission?**
- No, you don't need to submit.
- 11. After applying online, how will I know whether my application has been accepted or rejected?**
- Depending on whether you applied for class XI admission to private school, within cluster or outside cluster, you can click on the relevant menu.
 - If your application is successful you will see the school(s) you have applied to.
 - If both the student decision and school decision is accepted then you have been accepted by school.
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- 12. Can I apply to multiple streams?**
- Yes, provided you meet the minimum criteria.
- 13. Can I make changes to my application after I submit the application?**
- No, you cannot make changes after applying.
- 14. What should I do if my application is accepted?**
- If your application is accepted by the Dzongkhag/school, you will report to the admitted schools on the reporting date mentioned in the notification.
- 15. What should I do if my application is rejected?**
- All the rejected/pending applications will be reviewed by the DSE.