



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  
School Liaison and Coordination Division



MoESD/DSE/SLCD/06/2024-25/1535

03 February 2025

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

**A. Admission**

1. All students who passed the BCSE 2024 examination are eligible for admission to the Government Higher Secondary School for the academic year 2025.
2. 150 seats are available for students aspiring to study Rigzhung at Taktse Rigzhung Higher Secondary School.

**1. Admission in Taktse Rigzhung Central School:**

- a. Students willing to apply in Taktse Rigzhung Central School must apply online through the EMIS portal (<https://portal.education.gov.bt/>) from **5 - 7 February 2025**.
  - b. The school must complete Accepting/Rejecting the school decision on **8- 9 February 2025**.
  - c. Students who are accepted by the school will be automatically admitted to the school.
- Students must note that once you are admitted in Taktse Rigzhung Central School, the EMIS system will not permit you to apply to the Government/Private Schools.

**2. 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 2025**.
  - b. The school must complete Accepting/Rejecting the school decision from **8 - 9 February 2025**.
  - c. The student must complete Accepting/Rejecting the school Decision from **10 - 11 February 2025**.
- Students must note that once you are admitted in Private Schools, the EMIS system will not permit you to apply to the Government Schools.

**3. 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 2025**.
- 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 3a above.
  - d. The admission shall be conducted by a committee under the chairpersonship 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 2025** without fail.
4. The Department of School Education will arrange the placement of students who could not be absorbed in the parent Dzongkhag/Thromde from **20 February 2025** onwards.
  5. Students admitted as boarders shall report to the respective schools on **23 February 2025** and day-scholars on **24 February 2025**.
  6. All students are required to produce a Character Certificate, Transfer Certificate, and Citizen ID card/any relevant documents as may be issued by the Ministry of Home Affairs to the school management on the first day of their school.
  7. 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 streams 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



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**C. Seats:**

1. Schools shall maintain a class size of maximum 30 students (As per the School Standard)
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: 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.

(Tashi Namgyal)  
Director, DSE