# MoLHR-MIS User Manual for Jobseekers

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**Important information you must know:** In order for you to be able to apply for any job or training through the MIS, you should at least update your personal information, which is providing your guardian's information and your educational qualification. Once this information is updated, you will be able to apply for training and jobs, right from this platform without any other additional information and documents.

### I. How to register as jobseeker

1. Type https://mis.molhr.gov.bt/ on your browser. The MoLHR-MIS homepage will be displayed as shown below:

<u></u>	১৯০ শিশবর্থিবাঞ্জাবল বেধ্যস্কাবন্ত্ববাধ্যবে Ministry of Labour and Human Resources MoLHR Management Information System					
යි Analytic	s Career Information MIS Tutorials FAQs	Feedback/Complaint				
Ente	r your application no. to track its status	ack				
	SERVICES					
JOBS JOB Search Fearch						
JOB SEEKERS	EMPLOYERS	<b>TVET</b> [Technical and Vocational Education and Training]				

3. Click on the Job Seekers and then click on "register as Job seeker" button as shown below:

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3. The following job seeker registration form will be displayed. Fill the form with required information and without leaving any of the mandatory fields marked with \* sign and click submit.

<b>@</b> .	আনার্ডায়ের কেন্দ্রের্গ্রের বিষ্ণুবর্গ্রণার্থনে Ministry of Labour and Human Resources MoLHR Management Information System				کار میں معلقہ میں معلقہ میں معلقہ میں معلقہ م Ministry of Labour and Human Resources MoLHR Management Information System				
	<u>ن</u> ۵	Analytics	Career Information	on l	How To Use	FAQs	Feedback/Compl	aint	
			Job Se	eker R	egistration				
Personal Details									
Personal Details					Name*				
Personal Details Citizen ID No.* Email ID*					Name*				
Personal Details Citizen ID No.* Email ID*					Name*				
Personal Details Citizen ID No.* Citizen ID No.* Citizen ID No.* Present Dzongkhag / Thromde*					Name* Mobile No.*	ı / Town			



- २४भग्स्य म्ह्युयालुरा अश्वयायेषास्रुवाय्या अर्ने केत खेवा कर

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4. As soon as you submit the registration form, you will see a dialog box as shown below, and you will get username and password in SMS and Email.



#### II. How to log in as a jobseeker

5. Now that you are registered, you can log in by going to the 'login' menu on the top right corner of the MoLHR-MIS homepage as shown below:





र्भगञ्चमन्द्रीयविंदी अश्वयांक्र्यांग्रेस्वाय्त्र्या अर्दे क्रेन.क्षेयी.कृट. | Royal Government of Bhutan Ministry of Labour and Human Resources Directorate Services INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION

6. When you click on "Login", the following page will be displayed. Log in with the user ID which is your CID number and the password which you have received via email and SMS:

	North Contraction
User ID	
Password	
Remember me	
	Forgot your password?

#### **III.** How to update information after logging in

7. As soon as you log in, you will see your dashboard as shown below.



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P.O. Box 1036, Thimphu; Location: Thongsel Lam, Lower Motithang; Tel: PABX (975) 2-333867/324846; website: <u>www.molhr.gov.bt</u>; email:ict@molhr.gov.bt



8. On your dashboard, click on 'profile', and then click on 'personal Info'. Provide your guardian details in the page that opens and click on 'update', as shown below:

MOLHR MIS	Q Search for projects	د 🐲
🟠 Dashboard	Email ID*	Mobile No.*
Profile	test@gmail.com	12345678
Personal Info	Present Dzongkhag/Thomde*	Present Gewog/Town
Education	Trashigang ~	Bartsham v
Training		
Experience		
Job Preference	Guardian Details	
Awards		
Other Details	Mobile No.*	Email ID
Curriculum Vitae		
SMS and Email Setting	Name*	Guardian Relationship*
Q Search Job & Training ∽		~
窟 Job & Training Record ~		UPDATE

9. On your dashboard, now click on "Profile" and then on 'Education' and fill up your education details and click update as shown below:

MOLHR MIS	Q Search for projects			ι 🛑
Dashboard				
Profile ~	Education Details			
Personal Info	Academic Qualification *		Course Name*	
Education	select	~	select	v
Training	Field of Study"		Country of Study*	
Experience	select	~	select	~
Job Preference				
Awards	Completion Year.*			
Other Details				
Curriculum Vitae				
SMS and Email Setting				UPDATE CANCEL



10. On your dashboard, now click on "Profile" and then on 'Training' and if you have undergone any training, fill up this training detail and click update as shown below.

MOLHR MIS	Q, Search	for projects				ς 🔵
Dashboard						_
🖨 Profile 🗸 🗸	Training Details					
Personal Info	# COURSE NAME	INSTITUTE	COUNTRY	COURSE START DATE	COURSE END DATE	ACTION
Education	1					
Experience					+/	Add New Row
Job Preference						
Other Details					UPDATE	CANCEL
Curriculum Vitae						

11. On your dashboard, now click on "Profile" and then on 'Experience' and fill up your experiences and skills and click update as shown below:

MOLHR MIS	Q. Search for projects			ι 💿
Dashboard				
🖨 Profile 🤟	Experience Details			
Personal Info	# Key Competency	Years of Experience	Organization	Action
Education	1	1		
Experience				+ Add New Row
Job Preference	Key Skills*			
Awards	Option 1	Option 2	Option 3	
Other Details				
Curriculum Vitae				
SMS and Email Setting				UPDATE



12. On your dashboard, now click on "Profile" and then on 'Job preference' and fill up your job preference details and click update as shown below. Once you have provided this information, you will get notification when there are job openings that are relevant to you.

MOLHR MIS		Q. Search for projects				ι 🕘
Dashboard	Job Prefe	rence				
Profile V						
Personal Info Education		Preferred Company Type	Preferred Industry	Job Preference	Preferred Dzongkhag/Thromde	Action
Training	1	select v	select sector V	select occupation~	select v	)
Experience					+ 44	id New Row
Job Preference	Would you a	also prefer overseas employment?				_
Other Details	⊖ Yes ⊖ N	lo				
Curriculum Vitae					UPDATE	CANCEL

13. On "Job preference" If you prefer overseas employment then click 'yes' and provide your preferred country.

J	ob Prefe	rence						
		Preferred Company T	ype	Preferred Industry		Job Preference	Preferred Dzongkhag/Thromde	Action
	1	select	~	select sector	*	select occupation ~	select ~	]
~					_	L	+ 4	dd New Row
W	/ould you a	also prefer overseas emplo	yment?		_	Preferred Country*		
• `						select		
							UPDATE	CANCEL



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14. On your dashboard, now click on "Profile" and then on 'Award' and fill up your award details and click update as shown below. An example of award can be the Best Student certificate, Overall topper etc.

MOLHR MIS	Q, Se	ch for projects				ι 🕘
Dashboard						_
🔁 Profile 🤍	Awards Received					_
Personal Info Education	# Award N	me Award Date	Award Presented By	Reason	Document	Action
Training	1				Choose File No file chosen	
Experience					+ Add New	Row
Awards					upo	
Other Details						
SMS and Email Setting						

15. On your dashboard, now click on "Profile" and then on 'Other details' and fill up the following details and click on update:

MOLHR MIS	Q. Search for projects	L 🛛
Dashboard		
Profile ~	Other Details	
Personal Info	Salary Expected*	How long have you been looking for job?"
Education		
Training	What was your employment status one year ago?"	Number of Job Interviews Attended (Last 6 months)
Experience		
Job Preference		
Awards	Reasons if Job Search > 1 Year	Have attended RCSC exams?
Other Details		00
Curriculum Vitae		
SMS and Email Setting		UPDATE CANCEL



ججعب عظيمة عليمه المعتاقية المعتاقية المعتاقة المعتاق معتاقة المعتاقة ال معتاقة المعتاقة المعتاق معتاقة المعتاقة المعتاق معتاقة

16. On your dashboard, when you click on 'Curriculum Vitae', under 'Profile', the system will generate your CV with all the information you provided. You can also download this CV.

MOLHR MIS	Q. Search f	or projects	κ 🔵
Dashboard	Curriculum Vitae		
Profile V	current frac		
Personal Info	CIAL CHART		± Download
Education	CVV Choki Wangm	0	
Training	Personal Information :		
Experience		Name: Choki Wangmo	
Job Preference		Emailshookee98@gmail.com	
Awards		Mobile Number:77489883	
Other Details		Gender:F	
		DOB:1998-03-18	
Curriculum Vitae	Education :		
SMS and Email Setting		Academic Qualification:Bachelors Degree	
		Course Name:B. Computer Science	
Q Search Job & Training ~		Country of Study:Bhutan	
		Year of Completion:2020	
Job & Training Record	Experience :		
		Kau Shile	

17. You can choose how you want to get the notifications on the job vacancies by going to 'SMS and Email setting', under 'Profile' as shown below:

<b>企</b> Dashboard			
Profile ~	Notification Setting [ You should configure below settings to get job related notification ]		
Personal Info	Service	SMS	Email
Education Training	Communication from Employer		
Experience	Important Notifications from JobPortal		
Job Preference	Job Alerts		
Awards			
Other Details			UPDATE CANCEL
Curriculum Vitae			
Notification Setting			

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### IV. How to search for Jobs & training and individual job seeker records

1. You can search for jobs and training without logging as well as after logging in from your dashboard as shown below by clicking on "Search Job & Training".

мо	MOLHR MIS							
습	Dashboard							
0	Profile	~						
Q	Search Job & Training	$\sim$						
Se	earch Job							
Se	earch Training							
Æ-	Job & Training Record	~						
¢	Logout							

2. On your dashboard, now click on "Search Job & Training" and then on 'Search Job', it will list available job vacancies or you can select specific job vacancies by selecting job category, job location, qualification and job type. To apply for any job, you can directly click on apply button or you can click the view button to get more details.

	Jop	Vacancies									
earch Job & Training V	Job	Category		Job Locations		9	ualification		Job Type		
ch Job	5	elect	~	select	~	JL	select	v	select		v
ch Training	,	COMPANY	JOB CATE	EGORY	QUALIFICATION	TYPE	DESIGNATION	51.07(5)	EMPLOYEE TYPE	ACTION	
ob & Training Record 🗸 👻	1	Amrita Restaurant	Cook		Class X	YELP	Helper	1	Permanent	View	Apply
ogout	2	Druk Auto Care Center	Auto Me Vehicle)	schanic (Light	Class X	YELP	Mechanic (Light)	4	Permanent	View	Apply
	3	Tenzin Jamtsho Furniture	Carpente Joiners	ers and	Certificate	YELP	Carpenter	3	Permanent	View	Apply
	4	Tenzin Jamtsho Furniture	Carpente Joiners	ers and	Class IX	YELP	Carpenter Helper	3	Permanent	View	Apply
	5	Hotel Druk	Cook		Class VI	YELP	Cook	2	Permanent	View	Apply

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3. Similarly, we can do the same for 'search training'.

Q. Search for projects					
Search Training					
Course Name	Location	Opening Date	Closing Date		
# COURSE NAME	BATCH OPENING DATE	CLOSING DATE	LOCATION ACTION		
	Q. Search for proje	Q. Search for projects  Search Training  Course Name  Location select  # COURSE NAME  BATCH  OPENING DATE  No da  No da	Course Name Location Opening Date		

4. To search for a Job and Training record of an individual, click on the "Job & Training Record".

MOLHR MIS						
습	Dashboard					
Θ	Profile	~				
Q	Search Job & Training	~				
Å:	Job & Training Record	×				
Jo	b History					
A	pplication History					
¢	Logout					

5. On your dashboard, now click on "Job & Training Record" and then on 'Job history', to view your job history.



6. On your dashboard, now click on "Job & Training Record" and then on 'Job Application', to view your job application. It will show a list of all the jobs you applied for.

MOLHR MIS		Q. Search for project	5						ι .
Dashboard	Application List								
⊖ Profile ~		INE CATEGORY	000000000000000000000000000000000000000	DECISIATION	610700	CHREDITAL CT	CARDIONES TYPE	1457.0477	c711714
Q Search Job & Training ~	1	Auto Mechanic (Light Vehicle)	QUALIFICATION Class X	Mechanic (Light)	4	0-2 years	Permanent	2022-06-05	Acolied
🖄 Job & Training Record 🛛 🗸		rate meetaline (ogni remov)							
Job History									
Application History									
₿ Logout									

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