

MoLHR-MIS User Manual for Jobseekers

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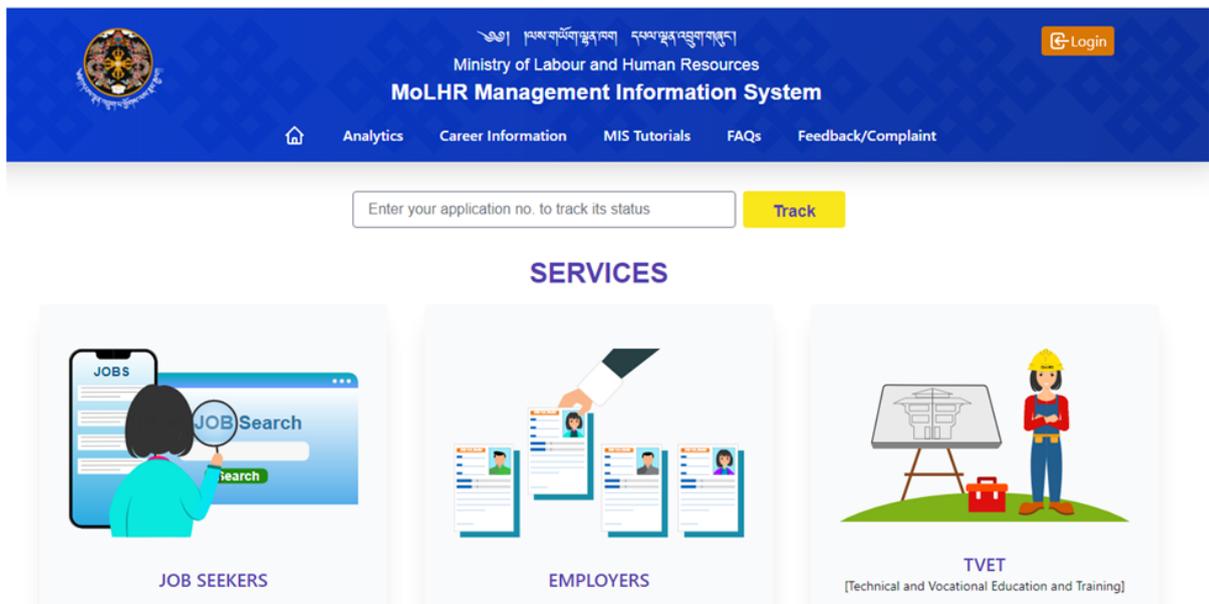
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Important information you must know: In order for you to be able to apply for any job or training through the MIS, you should at least update your personal information, which is providing your guardian's information and your educational qualification. 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:



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



འབྲུག་རྒྱལ་ཁབ་ཀྱི་ ལས་འཕྲོག་ལྷན་ཁག། མདོ་ཚོན་ཡིག་ཚང་།
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འབྲུག་རྒྱལ་ཁབ་ཀྱི་ ལས་འཕྲོག་ལྷན་ཁག། མདོ་ཚོན་ཡིག་ཚང་།
Ministry of Labour and Human Resources
MoLHR Management Information System
Analytics Career Information How To Use FAQs Feedback/Complaint
For Job Seeker and Employee
Register as Job Seeker →
Search Job Search Training
Category Location Qualification
-select category- -select location- -select qualification-
Find Jobs

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.

འབྲུག་རྒྱལ་ཁབ་ཀྱི་ ལས་འཕྲོག་ལྷན་ཁག། མདོ་ཚོན་ཡིག་ཚང་།
Ministry of Labour and Human Resources
MoLHR Management Information System
Analytics Career Information How To Use FAQs Feedback/Complaint
Job Seeker Registration
Personal Details
Citizen ID No.* Name*
Email ID* Mobile No.*
Present Dzongkhag / Thromde* Present Gewog / Town
--select-- --select--
SUBMIT RESET



དཔལ་ལྷན་རྒྱུ་ལུང་། ལས་པོ་ལོ་ལྷན་ལམ་། མདོ་ཚོན་ཡིག་ཚང་།

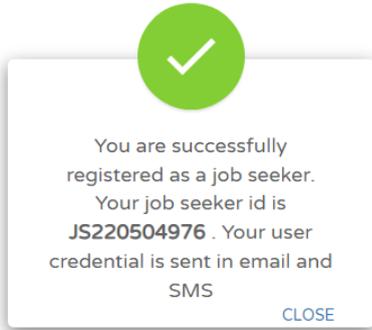
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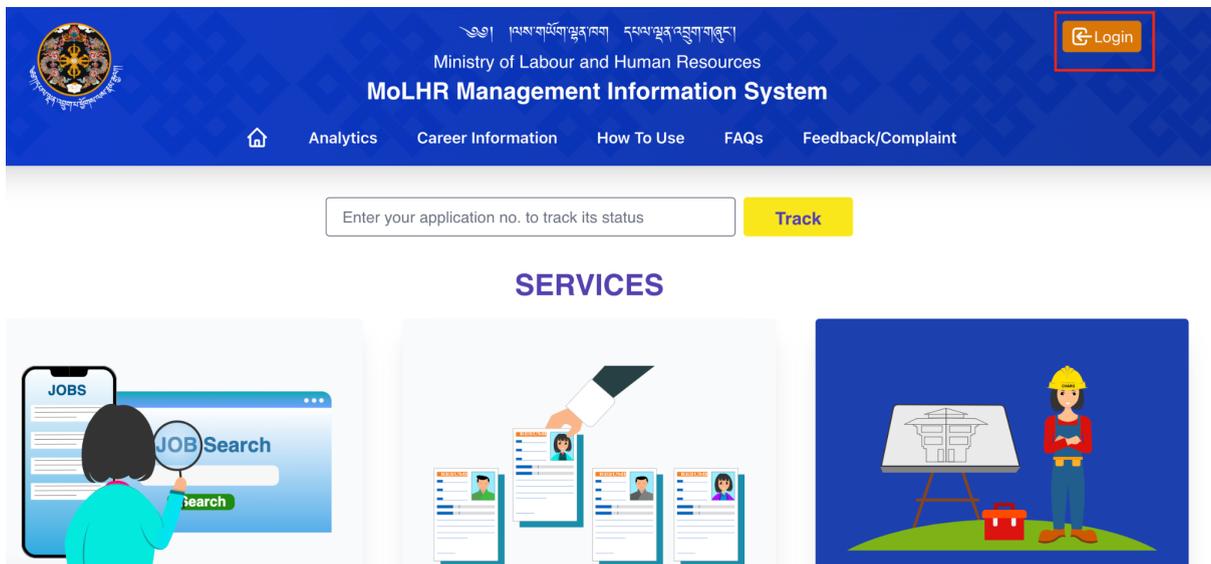
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4. As soon as you submit the registration form, you will see a dialog box as shown below, and you will get username and password in SMS and Email.



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:





རྒྱལ་ཡོད་འཕུལ་བྱུང་། ལས་ཁུངས་ལོ་རྒྱུས་ལྟུང་། མདོ་ཚེན་ཡིག་ཚང་།

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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:

User ID
|
Password
 Remember me
[Forgot your password?](#) [Log in](#)

III. How to update information after logging in

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

MOLHR MIS

Dashboard

Profile

Personal Info

Education

Training

Experience

Job Preference

Awards

Dashboard

Your Job Seeker ID is: JS220500

Profile update status



Personal Info



Education



རྒྱལ་ཡོད་འཕུལ་གྲུབ་ལྷན་ཁང་། ལས་ཁུངས་འཕུལ་གྲུབ་ལྷན་ཁང་། མདོ་ཚོན་ཡིག་ཚང་།
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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

Search for projects

Dashboard

Profile

Personal Info

Education

Training

Experience

Job Preference

Awards

Other Details

Curriculum Vitae

SMS and Email Setting

Search Job & Training

Job & Training Record

Email ID*
test@gmail.com

Mobile No.*
12345678

Present Dzongkhag/Thomde*
Trashigang

Present Gewog/Town
Bartsham

Guardian Details

Mobile No.*

Email ID

Name*

Guardian Relationship*

UPDATE CANCEL

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

Search for projects

Dashboard

Profile

Personal Info

Education

Training

Experience

Job Preference

Awards

Other Details

Curriculum Vitae

SMS and Email Setting

Education Details

Academic Qualification*
--select--

Course Name*
--select--

Field of Study*
--select--

Country of Study*
--select--

Completion Year*

UPDATE CANCEL



རྒྱལ་ཡོད་འཕུལ་བྱུང་བའི་ ལས་ཁུངས་འཕུལ་བྱུང་ལྷན་ཁང་།

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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.

#	COURSE NAME	INSTITUTE	COUNTRY	COURSE START DATE	COURSE END DATE	ACTION
1	<input type="text"/>	<input type="button" value="+ Add New Row"/>				

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:

#	Key Competency	Years of Experience	Organization	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+ Add New Row"/>

Key Skills*

Option 1: Option 2: Option 3:



རྒྱལ་ཡོད་འཕུལ་བྱུང་། ལས་ཁུངས་ལྷན་ཁག་། མདོ་ཚོན་ཡིག་ཚང་།

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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

Search for projects

Dashboard

Profile

Personal Info

Education

Training

Experience

Job Preference

Awards

Other Details

Curriculum Vitae

#	Preferred Company Type	Preferred Industry	Job Preference	Preferred Dzongkhag/Thromde	Action
1	--select--	--select sector--	--select occupation--	--select--	

+ Add New Row

Would you also prefer overseas employment?

Yes No

UPDATE CANCEL

13. On “Job preference” If you prefer overseas employment then click ‘yes’ and provide your preferred country.

Job Preference

#	Preferred Company Type	Preferred Industry	Job Preference	Preferred Dzongkhag/Thromde	Action
1	--select--	--select sector--	--select occupation--	--select--	

+ Add New Row

Would you also prefer overseas employment?

Yes No

Preferred Country*

--select--

UPDATE CANCEL



རྒྱལ་ཡོད་འཕུལ་བྱུང་བའི་ལྷན་ཁང་། ལས་ཁུངས་འཕུལ་བྱུང་ལྷན་ཁང་། མདོ་ཚོན་ཡིག་ཚང་།
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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.

#	Award Name	Award Date	Award Presented By	Reason	Document	Action
1					Choose File No file chosen	

15. On your dashboard, now click on “Profile” and then on ‘Other details’ and fill up the following details and click on update:

Salary Expected*

How long have you been looking for job**

What was your employment status one year ago**

Number of Job Interviews Attended (Last 6 months)

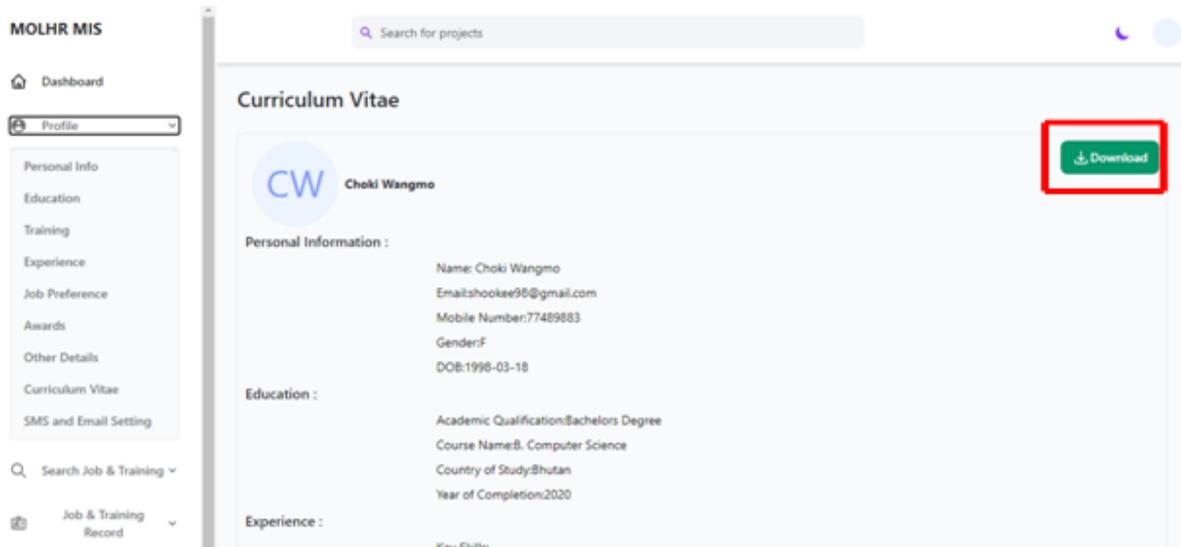
Reasons if Job Search > 1 Year

Have attended RCSC exams?
 Yes No

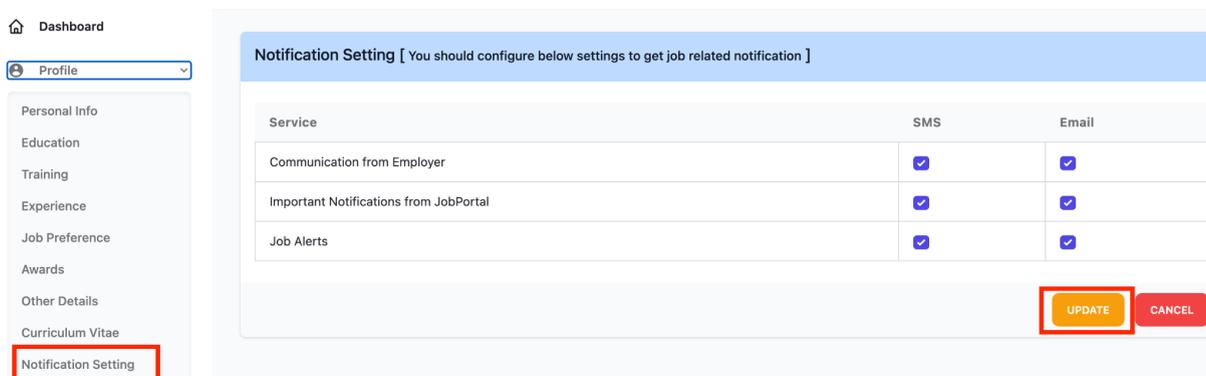


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16. On your dashboard, when you click on 'Curriculum Vitae', under 'Profile', the system will generate your CV with all the information you provided. You can also download this CV.



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:





རབ་ལ་ལྷན་སྐྱོང་གི་ ལམ་ལུ་ལོ་སྒྲིལ་ལྷན་ཁག་ མདོ་ཚོན་ཡིག་ཚང་།

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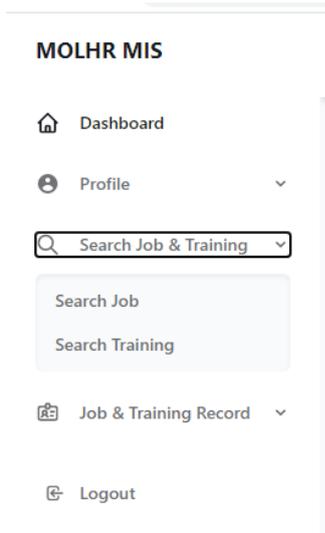
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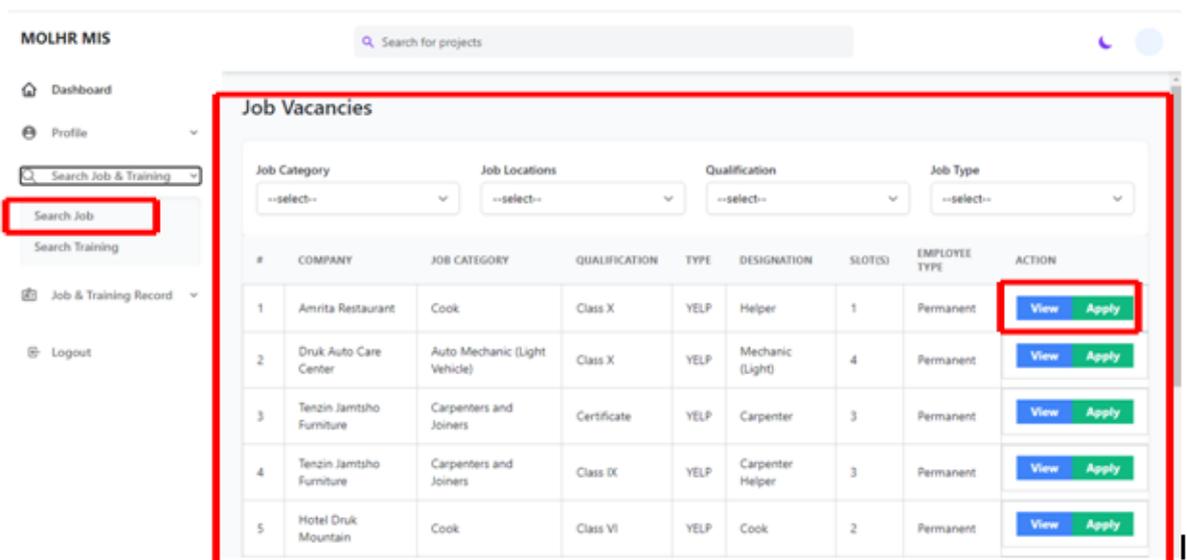
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IV. How to search for Jobs & training and individual job seeker records

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”.



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.





དབུ་ཕྱོགས་ལྷན་ཁང་། ལས་ཁུངས་ལྷན་ཁང་། མདོ་ཚོན་ཡིག་ཚང་།

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MOLHR MIS

Search for projects

Dashboard

Profile

Search Job & Training

Job & Training Record

Job History

Application History

Logout

Employment Record

#	COMPANY NAME	JOB CATEGORY	EMPLOYMENT TYPE	START DATE	END DATE	CURRENT STATUS
No data available						

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

Search for projects

Dashboard

Profile

Search Job & Training

Job & Training Record

Job History

Application History

Logout

Application List

#	JOB CATEGORY	QUALIFICATION	DESIGNATION	SLOTS	EXPERIENCE	EMPLOYEE TYPE	LAST DATE	STATUS
1	Auto Mechanic (Light Vehicle)	Class X	Mechanic (Light)	4	0-2 years	Permanent	2022-06-05	Applied
