



## Online Portal for Employee Application

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Welcome! Thimphu Thromde Education-e-Service website, you can apply for studying in Thimphu Thromde Schools. Filling out the application on our site is the first step in the process.

Electronically submitting your Thimphu Thromde Education, Employee Online Application is only the first step to come and work under Thimphu Thromde. If the Thimphu Thromde Education Officer wants to interview you, then you have to come and have to sit for interview.

If your application is approved at the very beginning or after interview by Thimphu Thromde Education Office, then you will be able to work under Thimphu Thromde Schools. The school name for applicant will be assigned by Thimphu Thromde Education Office.

Before starting your application, please make sure you have the following:

1. Academic / School Certificates
2. Citizenship ID card of parents
3. Parents transfer order if recently transferred to Thimphu/letter from BCCI in case of business establishment/Confirmation letter of the parents from the work station/For residents of Thimphu Thromde a letter from the Census Office of Thimphu Thromde
4. Photograph 3.5 X 5 Cm with blue background
5. This website will accept only .jpg/jpeg and or PDF file only

Please pay attention on the following points:

- I. If you stop working on this application module or keep it idle for more than 20 minutes, your session will expire and you will have to start over, unless you have recorded your Registration No. or have saved your application to a file on your computer.
- II. When you are ready with all your documents then, select **Type Of Application** as **New Application**, and then click on the link "New User" below for fresh application. Once after submitting Basic Information one Registration No. will be generated. Write down the Registration No. [Ex: EMP0001] displayed on the top of the page. If you need to close the browser before submitting your application, you will need this Registration No. to continue your application.
- III. If there are technical issues with the system, or you want to complete your application some other time, you can save your work and later start from where you left off. To work upon partially submitted applications please select **Type Of Application** as **Existing Application**. In order to access your application later, however, for this you will need two things:
  - a. Your Registration No.,
  - b. Date of Birth.

Steps to fill Online Application:

Here are total five steps to complete this whole application –

1. Personal Details
2. Parents Details
3. Contact Details
4. Select subject
5. Support Documents

Your application will be consider for review only after completing all the five steps.

**PLEASE NOTE ALL INFORMATION MUST BE CORRECT.**