

**DEPARTMENT OF EMPLOYMENT, EMPLOYMENT SERVICE DIVISION
MINISTRY OF LABOUR & HUMAN RESOURCES**

SERVICE: EMPLOYER REGISTRATION

SERVICE ACCESS POINTS:

- Online, from <http://www.molhr.gov.bt/JobPortal/#> or <https://www.citizenservices.gov.bt>
- Employment Service Center- free internet access to register online.

PROCEDURES TO AVAIL THE SERVICES

Documents Required:

- Valid Citizen ID
- Company Trade license no.- Non construction type
- CDB no.-Construction type

TURN AROUND TIME:

Employer is registered instantly after completion of registration.

FEES & PAYMENT PROCEDURE:

No Fee.

CONTACT/FOCAL PERSON:

Employment Service Center
Pema Dema, Adm assisstant.
Contact no: 17613315
Email- pdema@molhr.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Employment Service Center
Department of Youth and Sports Campus.

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MINISTRY OF LABOR & HUMAN RESOURCES**

SERVICE: JOB SEEKERS REGISTRATION

SERVICE ACCESS POINTS:

- Online, at <http://www.molhr.gov.bt/JobPortal.bt/#> or <https://www.citizenservices.gov.bt>
- Employment Service Center- free internet access to register online.

PROCEDURES TO AVAIL THE SERVICES

Documents Required:

- Valid Citizen ID
- Optional attachments: Marksheets of X and XII according to qualification.

Eligibility: Everyone

TURN AROUND TIME:

Jobseeker is registered instantly after completion of registration.

FEES & PAYMENT PROCEDURE:

No Fee.

CONTACT/FOCAL PERSON:

Employment Service Center
Pema Dema, Adm assistant.
Contact no: 17613315
Email- pdema@molhr.gov.bt

LOCATION/ADDRESS OF THE OFFICE:

Employment Service Center,
Department of Youth and Sports Campus.
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