

NOTICE

No: 02/13-2023 HRME-1 (4)

Dated: 06.09.2023

It is hereby informed to all newly promoted Assistants are requested to fill the preferences of station on http://117.239.183.208/modelapp_promotion_assistant_sep2023/ for posting. Concerned Assistants can fill their choice of stations on above link upto 08.09.2023 till 23:59:59 hours. **The list of all such Assistants as well as vacancies offered are available on the said portal.**

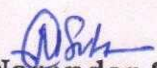
Note:

1. Allotment of posting station will be done as per my points on MIS profile.
2. No applicant will be entertained after the last date of filling the choices.
3. Applicants are advised to regularly visit the departmental website for necessary communications.
4. The vacancy list attached may be revised due to any administrative exigencies, so all the eligible candidate are advised to keep visiting the portal. In case any candidate opts to edit the choices filled then he/she must submit the stations/ choices filled as without "Final submission" application will not be considered.
5. Candidates should give ample number of options of stations to ensure allocation of station of their choice. Although there is no limit for filling preferences but a candidate should fill preferences/choices best suitable to him as after getting the preferred station joining at the allotted station is mandatory.

**GENERAL GUIDELINES FOR FILLING THE PREFERENCES ON
PORTAL**

1. Online application form is available only on the official website of the department i.e. schooleducationharyana.gov.in. Department shall not be responsible for any kind of cheating, phishing and fraudulent activity by illegitimate way on the internet, in respect of online application form.
2. Applicants are advised to have good internet facility with reasonable speed. Applicants are also advised not to fill the online application form using mobile phone.
3. Portal is working on OTP (One time Password) based login. Please do not share OTP/password/user information with anyone.
4. Only 'final submitted' application will be considered. Without 'final submission' application will not be considered.
5. Fill up your choice of schools carefully by verifying the name of station, code of station and District to avoid selection of wrong school of similar name.
6. Apply online, well in time, without waiting for the last date of submission of online application form. Applications received after 11.59 pm on last date shall not be entertained. No request for any change in the online Application Form, after last date, shall be entertained.
7. The applicants are advised to retain printed/hard copies of their final submitted online Application Form and produce the same as and when required.
8. Department shall not be responsible in any manner for non-delivery of SMS at any stage either due to switching off mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of candidate or its service provider. It shall be responsibility of the candidate to update themselves by visiting the MIS Portal.
9. After filling up your preferences, review them carefully before final submission. Although edit/unlock option will be available but candidates are advised to use it sparingly. Please do not use edit/unlock option repeatedly.

10. Avoid last hour login to your account to avoid the possibility of disconnection/inability/failure to log on the online application on account of heavy load on internet/website jam. This could also propel you into a position of non-confirmation of your application.
11. The present place of posting must also be filled for final submission.
12. The applicant must carefully check the information before submitting the same. The applicant will be responsible for any mistake committed in the online application form and Department shall not be responsible or liable in any way. Any information submitted by an applicant in the online application will bind the applicant personally and if found to be false, then applicant shall be liable for legal action.
13. For any technical difficulty/query regarding filling up online application form, the applicant can call at MIS Helpdesk number 0172-5049801 on all working days from 09:00 AM to 05:00 PM. MIS Employee ID may be kept handy while contacting the Helpline. Applicants may take screenshot in case an error occurs during the filling of application form to take up the matter with HELPDESK. For any other queries please email on hrmebranch@gmail.com.


(Narender Singh)
Assistant Director HRME-I
for Director Secondary Education,
Haryana, Panchkula