

**Notice**  
**for filling the preferences for temporary posting**  
**as TGT English on promotion from JBT teachers**

The options for filling and confirmation of the preferences for schools shall be available between 23.08.2018, 02:00:00 (PM) to 25.08.2018, 11.59:59 (PM).

The web address for filling up the preferences is **[www.dsehry.in/tgt](http://www.dsehry.in/tgt)**

1. Only newly promoted TGT English can fill their preferences for temporary posting as TGT English. Therefore, all such teachers should complete the exercise of giving preferences much before the end time as specified above.
2. Teacher shall first fill up the Employee ID and then click “Enter”.
3. If you are not in the list of newly promoted TGT English then you shall not be able to proceed further. However, if you are a part of the list then you shall have to certify the personal details for verification. Once, you click yes, then you shall have to answer a question and click “Verify Captcha”
4. You shall receive 6 digit OTP on the Primary Mobile Number Registered on MIS Portal. Please type in this OTP and click on “Verify OTP”.
5. If the OTP is right then you shall be asked,  

If you want to forgo from promotion. If yes, then fill up the reason and then click on “Click here to save your preferences” and proceed further for declaration and final submission.

If no, then proceed further to select schools in order of the preferences. After that click on “Click here to save your preferences” and proceed further for declaration and final submission.
6. Fill up carefully by verifying the name of Schools, Block, District and distance from your residence to avoid selection of wrong school of similar name.

7. After filling up your preferences, review them carefully before final submission. Although edit option will be available but teachers are advised to use it sparingly. Please do not use edit option repeatedly.
8. Do not share your mobile number (filled in your MIS Profile) and OTP with anyone. If you need to take help from any other person, fill your OTP yourself and verify your preferences being filled up by your side, before final submission.
9. Avoid last hour login to your account. This could also propel you into a position of non-confirmation of your preferences.
10. Teachers can opt schools of their choice across the state, TGT being state cadre.
11. Eligible teachers should give ample number of options of schools to ensure school of their choice. In the absence of less number of preferences they may not get school of their choice failing which they can be posted anywhere in the State.
12. In case you want to forgo your promotion as TGT English, you can fill your preference for Forgo from Promotion with reason. In case you opt for forgo, you cannot fill stations as preferences for posting.
13. The posting allocated through this online counselling will be a purely temporary arrangement. Subsequently, the teacher concerned shall have to seek permanent posting through online Teacher Transfer Drive.
14. In case of any *technical difficulty* faced while filling preferences, please mail at [eduhry.web@gmail.com](mailto:eduhry.web@gmail.com) alongwith screenshot of error.

Visit: **[DSEHRY.IN/TGT](http://DSEHRY.IN/TGT)**

for filling the preferences for temporary posting as TGT English.

Director Elementary Education  
Haryana, Panchkula