

### **Some important information for Teachers filling up preferences for schools and zones**

1. The options for filling up and submitting the preferences for schools and zones shall be available between 28.07.2017 01:25:59 P.M. to **30.07.2017, 11.59:59 P.M.** Therefore, all teachers eligible for transfer should complete the exercise of giving preferences much before the end time.
2. 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.
3. After filling up your preferences, review them carefully before final submission. Although, edit option will be available but teachers are advised to use it only in case of your firm opinion. Do not use edit option repeatedly.
4. Do not share your login and password with anyone. If you need to take help from any other person, put your password yourself and verify your preferences being filled up by your aide, before final submission. Ensure successful log out of your account after final submission of preferences.
5. Do not play with the system after submission of your preferences. This can put your preferences into edit mode without final submission unknowingly. Also avoid last hour login to your account. This could also propel you into a position of non-confirmation of your preferences.
6. Condition of non-posting of teachers of below 50 age in Girls Schools has been removed in the revised transfer policy.
7. Some teachers have raised query that they are not provided marks of debilitating disease despite uploading of Certificate on the MIS Portal. It is clarified that there is a provision of filling up of date of issue of certificate. Any teacher who has not filled the date of issuance of certificate or date of certificate is older than one year in case of weightage provided under para 6 and six months in case of protection under para 9(i) of the policy. The cutoff date is 31.3.2017, however we have already clarified that certificates issued after 31.3.2017 would also be valid.
8. For availing points for debilitating diseases under para 6 and para 9(i) of the policy one was required to update the date of issuance of certificate on the MIS portal. In the absence of date of issuance, the system do not identify the date of issuance of certificate and cannot check the validity. Hence in these cases, points will be available to the teacher.
9. Teachers can opt schools of a zone of their choice across districts.
10. Teachers eligible for transfer 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, on the basis of 21x21 matrix of districts which is attached herewith for reference.