

Notice

for filling the posting preferences as Clerk selected against advt. no. 5/2019
& uploading documents for claiming special points

The options for filling and confirmation of the preferences for schools shall be available between 18.09.2020, 06:00:00 (PM) to 22.09.2020, 11.59:59 (PM).

The web address for filling up the preferences is:

<http://14.192.19.188/Clerk2020/>

1. Only candidates whose document verification has been done, can fill their preferences for temporary posting as Clerk. Therefore, all such candidates should complete the exercise of giving preferences much before the end time as specified above.

If you are not in the list of selected as Clerk **OR** your document verification is pending then you shall not be able to proceed further. First, 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”

2. Candidate shall first fill up the Roll Number and then click “Enter”.
3. You will receive 6 digit OTP on the Mobile Number provided by you during document verification. Please type in this OTP and click on “Verify OTP”.

If the OTP is right then you shall be asked:-

4. In case you want to claim points under special category for posting as per Online Transfer Policy of Ministerial Staff - 2020, please add relevant **‘Special Categories’** to claim points. You must have to upload supporting document for each Special Category selected by you in support of your claim. Department will give the benefit/points after verifying & validating the document(s).
5. Then, Select *‘Yes, I want to continue’* 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.

If you do not want to accept the offer of appointment, then fill up the reason and then click on *“Save as forgo offer of appointment”* and proceed further for declaration and final submission.

6. Fill up your choice of schools 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 the preferences, press ‘Click here to proceed...’ button. In case you have selected any special category to claim the points and your upload document status is pending, then click on ‘Upload Documents’ Button to upload the supporting documents. Your application will not submit without uploading any pending document.

8. After filling up your preferences and uploading document (if any), you can proceed for final submission. Although edit option will be available but candidates are advised to use it sparingly. Please do not use edit option repeatedly.
9. Avoid last hour login to your account. This could also propel you into a position of non-confirmation of your preferences.
10. Candidates can opt schools of their choice across the State, being State cadre.
11. Eligible candidates should give ample number of options of schools to ensure allocation of school of their choice. In the absence of less number of preferences they may not get the school of their choice failing which they can be posted anywhere in the State.
12. In case you do not want to accept the offer of appointment as Clerk, you have to fill your preference as forgo offer of appointment 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 candidate concerned shall have to seek permanent posting through online Transfer Drive.
14. In case of any *technical difficulty* faced while filling preferences, please mail at **eduhry.web@gmail.com** alongwith screenshot of error.
15. **Filling up of choices of schools does not confer any right to appointment to the post. Decision to issue appointment would depend on the decision of competent authority on the basis of verification of documents.**

Visit: **<http://14.192.19.188/Clerk2020/>**
for filling the preferences for temporary posting as Clerk.

Director Secondary Education
Haryana, Panchkula

Criteria for assigning points for the purpose of allocation

Decision of station allotment shall be based on the total composite score of points as described below.

a) Age:

SN	Major Factor	Sub-Factor	Max. Points	criteria for calculation
1	Age (Present date minus Date of birth)	Eldest person shall get maximum points	60	$\frac{\text{Age in number of days}}{365}$ (maximum four decimal points only)

b) The Second Set of merit points will come from the special factors enumerated hereinafter:

SN	Major Factor	Sub-factor	Max. points	Explanation
1.	Gender	Female	10	10 points shall be given to all female employees
2.	Special Category female employees	Widow/divorced/ separated/ unmarried female employee more than 40 years of age/ wife of serving Military personal/ Paramilitary personal working outside the State	10	All female of this category shall be given 10 marks only.
3.	Special Category male employees	Widower who has not re-married and has one or more minor children and/ or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only.
4.	Differently abled persons	Vision	20	40% to 60% disability = 10 Marks. Above 60% to 80% = 15 Marks Above 80%=20 Marks
		Locomotors	20	
		Deaf & Dumb	20	
5.	Diseases of "Debilitating Disorders"	Self	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI, Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh or Duly Constituted Medical Board only.
		Spouse/ unmarried Children	10	
6.	Differently abled or mentally challenged children	Men/Women having Mentally challenged or 100% differently abled child	10	Men/Women employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
7.	Couple case	Only female spouse	5	Employees' spouses working in state govt., center Govt, PSUs created under acts or rules.
	Employees suffering from a) 100% vision loss; or b) 100% Physically handicapped for any reason ; or c) currently suffering from cancer; or d) having undergone bypass heart surgery; or e) kidney transplant; or f) currently undergoing dialysis;		Eligible for total 80 points.	