

GENERAL GUIDELINES FOR FILLING THE PORTAL

1. Online application form is available only on the official website of the department i.e. schooleducationharyana.gov.in or harprathmik.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. The recognition certificate of school to be uploaded on portal should be clear and readable. Any applicant trying to upload irrelevant documents or any other material would be proceeded against as per law.
4. Portal is working on MIS based credentials. Please do not share username/password with anyone.
5. Only 'final submitted' application will be considered. Without 'final submission' application will not be considered.
6. After filling up online application, review this carefully before final submission. Although edit option will be available but applicants are advised to use it sparingly. Please do not use edit option repeatedly.
7. 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.
8. The applicants are advised to retain printed/hard copies of their final submitted online Application Form and produce the same as and when required.
9. 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.
10. It is advised to keep visiting the portal and departmental websites regularly for necessary communication/updates. Unnecessary correspondence with Department should be avoided.
11. 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 school shall be liable for cancellation of permission/recognition.

12. For any technical difficulty/query regarding filling up online application form, school can send email on eduprimaryee@gmail.com. Applicants may take screenshot in case an error occurs during the filling of application form to take up the matter on email. The applicant can call at MIS Helpdesk number **0172-5049801** on all working days from 09:00 AM to 05:00 PM. MIS SchoolCode may be kept handy while contacting the Helpline.