

GENERAL GUIDELINES FOR SCHOOL/DDO

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 MIS based login. Please do not share password/user information with anyone.
4. Only 'final submitted' application will be considered. Without 'final submission' application will not be considered.
5. 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.
6. The Schools/DDOs are advised to retain printed/hard copies of their final submitted online Application Form and produce the same as and when required.
7. After filling up your data, review them carefully before final submission. Although edit/unlock option will be available but Schools/DDOs are advised to use it sparingly. Please do not use edit/unlock option repeatedly.
8. 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.
9. It is advised to keep visiting the portal and departmental website regularly for necessary communication/updates. Unnecessary correspondence with the Department should be avoided.
10. The School/DDO must carefully check the information before

submitting the same. The School/DDO 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 School/DDO in the online application will bind the applicant personally and if found to be false, then School/DDO shall be liable for legal action.

11. 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 SchoolCode may be kept handy while contacting the Helpline. School/DDO 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 **dsedualdesk@gmail.com**.