

**HM / Teachers for counseling 2015 weboptions****( As per the instructions issued by C & DSE,Hyderabad)**

Step by Step Process for submitting the Web Options:

**STEP.I**

- The process of web counseling involves two stages:
  - ❖ Online submission of preferences of vacancies through Web Based Selection Service.
- HM's /Teachers may **submit their preferences of schools from 11.00AM of 08.10.2015 to 11.59PM of 10.10.2015** on [www.cse.ap.gov.in](http://www.cse.ap.gov.in)
- To begin with, download the Final Seniority list for that category of the post that are available, and kept on the website [www.cse.ap.gov.in](http://www.cse.ap.gov.in)
- All the **teachers who are in final Seniority list will get One Time Password to their Registered Mobile.**
- **After obtaining the One Time Password (OTP) login to [www.cse.ap.gov.in](http://www.cse.ap.gov.in) and submit the credentials is as follows:**
  - 1) **Tresury ID**
  - 2) **Date of Birth**
  - 3) **One Time Password.**
- **Click on the link 'Submission of Preferences for Transfers'.**
- **The list of Mandals will be displayed on the screen.**
- Select the Mandals into which you wish to seek Transfer.
- **The list of Schools in those Mandals will be displayed.**
- Follow the 'On Screen' instructions and messages that are given during the course of selection of your preferences.

**STEP.II**

- Before pressing the 'Submit' button please check thoroughly the preferences submitted
- **After submission of preferences download the pdf of submitted preferences** and read the Declaration and Disclaimers.
- Each teacher will be **allowed to edit the preferences submitted by them for two times between 08.10.2015 to 10.10.2015.**
- **Allotment will be made exclusively in the sequence of seniority list.**
- An **SMS will be sent to registered mobile.**
- **Download the Provisional Transfer order [www.cse.ap.gov.in](http://www.cse.ap.gov.in) from 23.10.2015 to 25.10.2015**
- **Final Transfer Orders will be issued by the District Educational Officers concerned**

**For Compulsory Transfers**

- i. The procedure for submission of preferences for vacancies is the same as explained above for all the teachers who are under Compulsory Transfers and teachers affected under Rationalization. **All such teachers should compulsory select all the preferences in the vacancies list to be displayed.**

**For Request Transfers**

- i. Candidates who wish to opt for Transfer to a new School should know that the allotment will be done basing on the order of preference submitted them in online.
- ii. And the post in which the **Headmaster/Teacher is working, allotment will be done by duly cancelling the existing place.**
- iii. **After allotment of new place the teachers cannot claim or request for retaining in the same place into which they are working.**
- iv. Mere submission of preferences for transfer does not confer any right for compulsory transfer of admission as per the new preferences submitted.
- v. **Transfers is subject to the vacancies available for which preferences are given and the seniority position of the Teacher.**