

Guidelines for submission of options online:

User shall enter his Employee ID (As given by the Treasury Dept/ PAO) as userid and Date of birth in eight letter format (DDMMYYYY) without any separators in between shall be entered as password.

On successful logging in to the system, user shall click on “Counseling Options”. User shall check the data displayed and then enter the Mobile Number, e mail id and options, In case of in eligible option system displays the message and user shall enter eligible option. (Ineligible posts are those, which have the same head quarter where the employee is working at present, or due to opting a local post of other zones in case of AEEs/AEs and in case of DEEs , due to option post of his native district as per study etc.) On entering the options, user shall check the check box against declaration and click on “Submit” button. On successful submission, user will be prompted to download the application in PDF format for submission of the same (duly signed) in their respective circles/units.

For any clarifications Please contact 040-23322451.