



eTransfer Mobile App User Manual

Elementary & Secondary Education Department,
Government of Khyber Pakhtunkhwa

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1. Introduction

Elementary & Secondary Education Department, Government of Khyber Pakhtunkhwa has announced eTransfer Policy for transfer/posting of teaching staff in Government Schools of the province. In order to implement the policy, an online mobile application available online on Google Play store.

2. Installing eTransfer mobile App:

eTransfer is android based application available free of cost on Google Play Store.

Download Link:

<https://play.google.com/store/apps/details?id=com.asif.development.etransferappnew>



Figure 1: App on Google Play Store

3. How to Register and Login

When you open the App, you will get a login and registration form. Tap on “Register Now” label

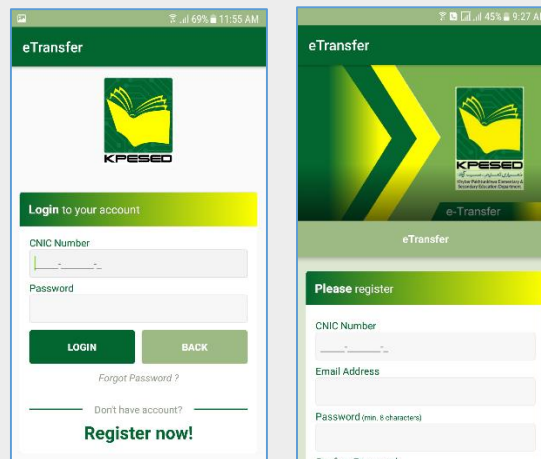


Figure 2: Registration and Login

- Enter your CNIC number, email address and password
- Tap on Submit Button
- Your CNIC number will be verified from IMU Database. If your CNIC number exist in IMU Database your account will be created and verification mail will be sent to your entered email address.
- Go to your mail inbox and click on the link to verify your account.
- Now tap on “Login” button.

4. Dashboard

Once successfully login you will see a main dashboard of eTransfer app.

Dashboard consist of the following options:

1. [Search Posts](#): Search in a list of vacant posts added/announced by the concerned DEO.
2. [Transfer Application](#): Applying for transfer
3. [My Applications](#): After successfully submitted your transfer application you can view/download your application. Also you can check your Application status (Pending, verified, order issued)
4. [Settings](#): Changing password and logout.

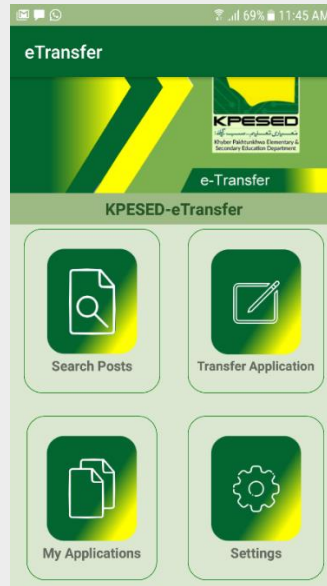


Figure 3: Dashboard

5. Search Posts

- Tap on “Search Posts” box
- Select your District from dropdown
- Type school name or EMIS code or bps in search box
- Tap on “Apply” button, it will redirect you to Transfer Application form.

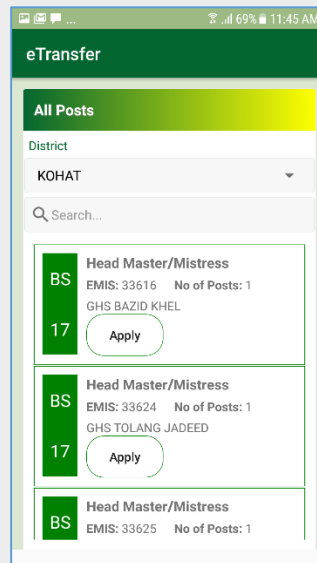


Figure 4: Search Posts

6. Transfer Application

- Tap on Transfer Application box or Apply button in Search Posts section.
- Select your current school area(Plain/Hard)
- Select Date of your last posting (use calendar)

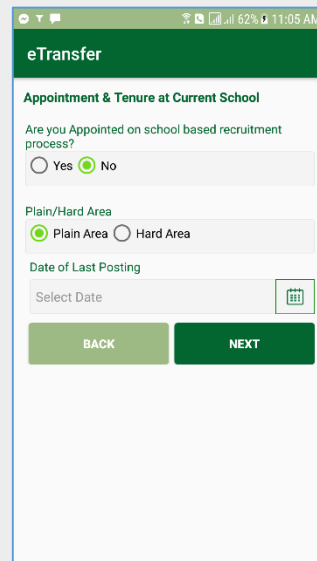
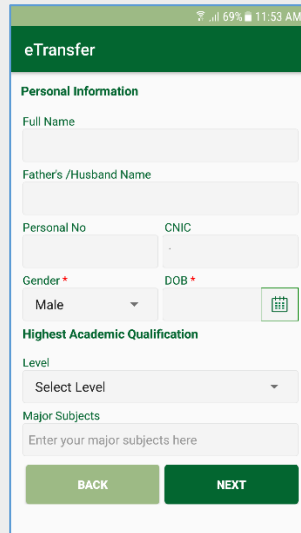
The screenshot shows a mobile application interface for 'eTransfer'. At the top, there is a green header with the text 'eTransfer'. Below the header, the section is titled 'Appointment & Tenure at Current School'. The first question is 'Are you Appointed on school based recruitment process?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected. Below this, there is a section for 'Plain/Hard Area' with two radio button options: 'Plain Area' and 'Hard Area'. The 'Plain Area' option is selected. The next section is 'Date of Last Posting' with a text input field containing 'Select Date' and a calendar icon to its right. At the bottom of the form, there are two buttons: 'BACK' and 'NEXT'.

Figure 5: Tenure

- Tap on Next Button
- This section contains your personal information and is auto populated from IMU database. Select Gender and DOB if missing.



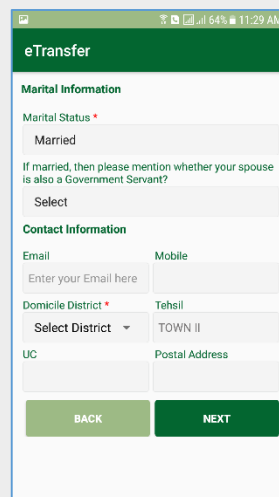
The screenshot shows the 'Personal Information' form in the eTransfer mobile app. The form includes the following fields and options:

- Full Name**: Text input field.
- Father's /Husband Name**: Text input field.
- Personal No**: Text input field.
- CNIC**: Text input field.
- Gender ***: Dropdown menu with 'Male' selected.
- DOB ***: Date picker.
- Highest Academic Qualification**: Section header.
- Level**: Dropdown menu with 'Select Level'.
- Major Subjects**: Text input field with the placeholder 'Enter your major subjects here'.

At the bottom of the form are two buttons: 'BACK' and 'NEXT'.

Figure 6: Personal Information

- Tap on Next Button.
- This section contains Marital and contact information. Marital status and District domicile is mandatory information.



The screenshot shows the 'Marital and Contact Information' form in the eTransfer mobile app. The form includes the following fields and options:

- Marital Information**: Section header.
- Marital Status ***: Dropdown menu with 'Married' selected.
- If married, then please mention whether your spouse is also a Government Servant?**: Text input field.
- Select**: Dropdown menu.
- Contact Information**: Section header.
- Email**: Text input field.
- Mobile**: Text input field.
- Domicile District ***: Dropdown menu with 'TOWN II' selected.
- Select District**: Dropdown menu.
- UC**: Text input field.
- Postal Address**: Text input field.

At the bottom of the form are two buttons: 'BACK' and 'NEXT'.

Figure 7: Marital and Contact

- Tap on Next Button.
- In next section you will provide posting history (Last three posting).

The screenshot shows the 'Posting/Transfer History' section of the eTransfer app. At the top, there's a header 'eTransfer'. Below it, the section is titled 'Posting/Transfer History'. It contains several input fields: 'Date of first Appointment' with a date picker icon, 'Designation of first Appointment' with a dropdown menu labeled 'Select Designation', and 'Post Held' with a dropdown menu labeled 'Select Designation'. Below these is a text input field for 'School/Place of Posting' with the placeholder 'Enter School Name here'. There are also 'From Date' and 'End Date' fields, each with a date picker icon. At the bottom, there are three expandable sections: 'Most Recent Posting', 'Second from Recent', and 'Third from Recent'.

Figure 8: Posting History

- Tap on Next Button
- In this section you will enter your current school EMIS code and tap on search button. It will auto populate your current school Level, UC, Tehsil and District.
- Select your current Designation and BPS (Mandatory Fields)

The screenshot shows the 'Present Posting' section of the eTransfer app. It has a header 'eTransfer'. The section is titled 'Present Posting'. It contains an 'EMIS Code *' field with a 'SEARCH' button. Below that is a 'School' section with fields for 'Level' (populated with 'UC') and 'Tehsil' (populated with 'District'). There are also 'Designation *' and 'BPS *' fields, each with a dropdown menu labeled 'Select Designation' and 'Select BPS' respectively. Below these is a text input field for 'Present Posting against present Designation in the School since' with a date picker icon. At the bottom, there is a text input field for 'Total Tenure in the present School from taking over charge including the present posting since' with the value '26/2/2017'. At the very bottom, there are 'BACK' and 'NEXT' buttons.

Figure 9: Current Posting

- Tap on Next button.

- This section contains scoring indicators like Disability, Chronic disease, annual result. The Applicants claiming chronic diseases, physical disability or spouse benefit will have to produce documentary evidence to the verifying and authentication authorities.

Figure 10: Scoring Indicators

- Tap on Next button.
- Select Priority School 1
- Select Post
- Enter distance between your current school and desired school (in KMs).
- Similarly For Priority School 2
- Tap on Submit Button

Figure 11: School Priorities

7. My Applications

After successfully submitting your transfer application, the application status showing in My Applications section. You can see your application status (Pending, verified and approved). Also download submitted application in pdf form.

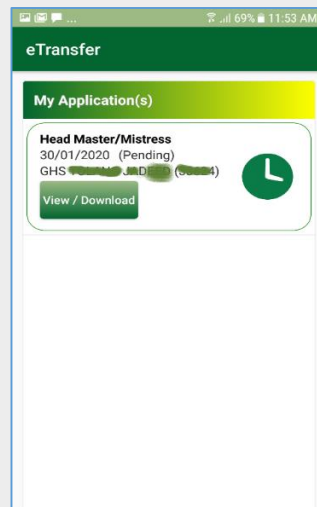


Figure 12: My Applications

8. Logout and Change Password

- Tap on Settings box
- To change password tap on change password button.
- For logout tap on Logout button

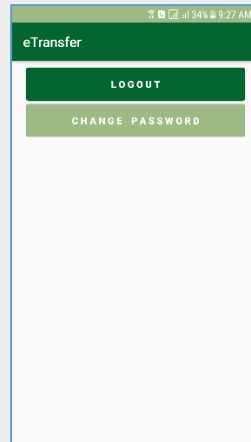


Figure 13: Logout and change password