

Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa



E-Transfer

DOCUMENT NAME:

USER MANUAL FOR APPLICANTS

(eTransfer Web Portal)

Version 1.0

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Chapter # 1

1. Introduction

KP Elementary & Secondary Education Department has announced E-Transfer Policy for transfer/posting of Teaching staff the province. The policy has been implemented through an online application available online at <http://etransfer.kpese.gov.pk>

1.1 eTransfer Web Portal: URL/ Address

Enter the Application URL in the browser using the following Address:

E.g. <http://etransfer.kpese.gov.pk/Login.aspx> (It will be provided by your office's IT staff)

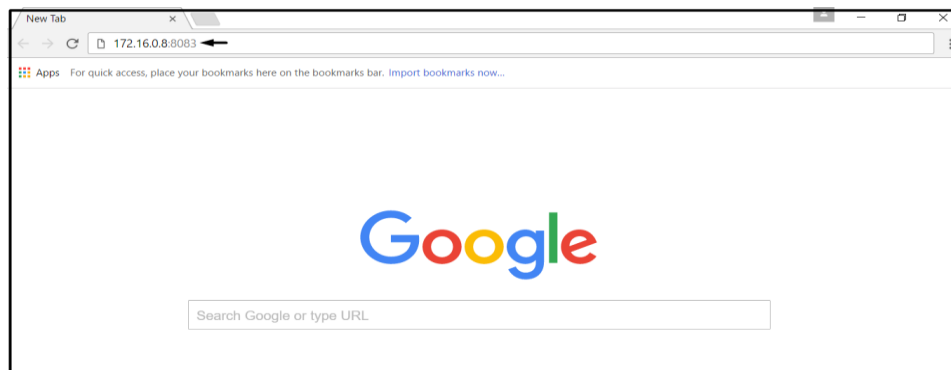


Figure:1. URL

1.2 How to Log In

Web & Android based CMS Management Portal

When you enter the **URL**, you will get a login window as below

- Enter **User Name**.
- Enter **Password**.
- Click on **sign in** button.

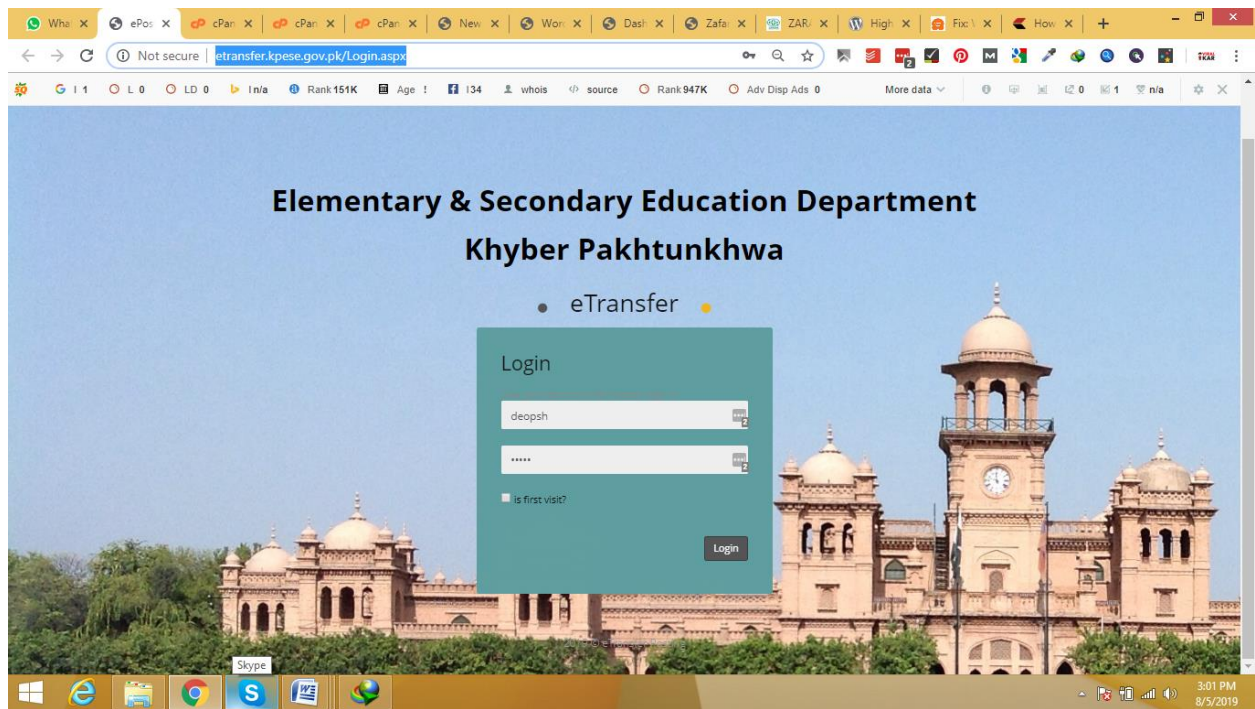


Figure:2 Login

1.4 Change password:

The system has the ability for admins to change their password.

eTransfer- Change Password

A screenshot of the 'Change Password' form in the eTransfer system. The form is titled 'Change Password' and is set against a blue background. It contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a 'Change Password' button. The form is presented in a modal window style.

Figure.3. Change password

Chapter # 2

3.1 Applicant/Teacher login

The Applicant/Teacher will use his/her CNIC as a login name and will use his/her entered password for the first time and can change password after login.

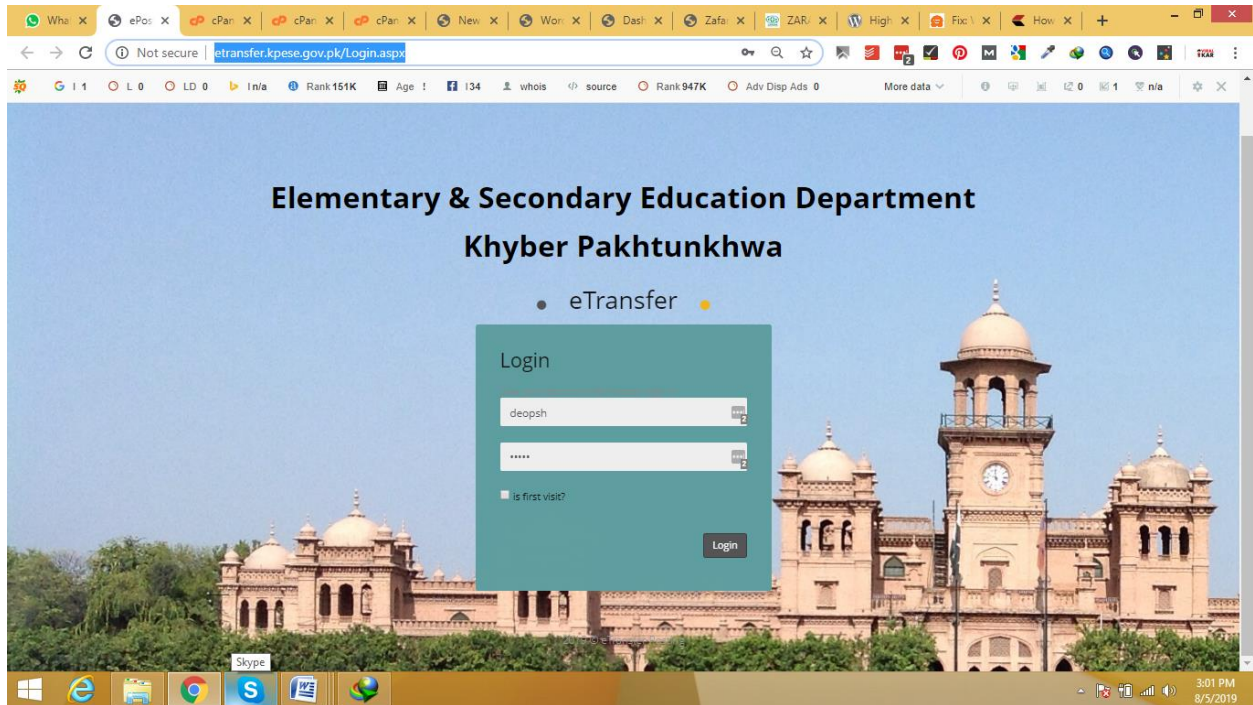


Figure 4. Applicant Login

3.2 Change password:

The Applicant can change the password after his/her first login.

eTransfer- Change Password

Change Password

Current Password

New Password

Confirm Password

Figure.5. Change password

3.3 Filling Teacher/Application Form

The Applicant/Teacher are required to fill/edit the below form with in due date exactly as per actual record. The Mandatory fields are indicted by asterisk (*). Moreover, the Applicants claiming chronic diseases, physical disability or spouse benefit will have to produce documentary evidence to the verifying and authentication authorities.

The application form has been divided into following sections for ease of use.

1. Applicants Tenure

The applicant will enter his/her date of posting in current school as shown in below image. The system will automatically calculate tenure of applicant and will decide whether the applicant is eligible or ineligible for applying. A pop-up message will be shown in case of ineligible candidate.

eTransfer Application

A. Please Provide following information

Currently working in Plain/Hard Area Plain Area Hard Area

Date of Posting in current school

Are you appointed on school based recruitment process? Yes No

Next

Figure. 6. Teacher/Applicant Form (Tenure in school)

2. Personal Information

The applicant will enter his/her personal information in the following section.

eTransfer Application

B. Personal Information

Full Name Father's /Husband Name

CNIC Personal No

Date of Birth Gender

Domicile (*) Tehsil

UC

Postal Address

Email Address Mobile

Highest Academic Qualification
a. Level b. Major Subject(s)

Marital Information
Marital Status(*) a. Whether your spouse is also a Govt. Servant?

b. If Yes, then please mention Designation, Department, Place & District of posting of your spouse
i. Designation ii. Department iii. Place iv. District

Previous **Next**

Figure 7. Teacher/Applicant Form (Personal Information)

3. Service History

The applicant will enter his/her service history in the following section.

eTransfer Application

C. Service History

Date of 1st Appointment Designation of 1st Appointment

Posting/Transfer History
(Please furnish details of last three Postings, starting from most recent, not current)

Serial #	Post Held	School/Place of Posting	From	To
1	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Present Posting

Designation (*) BPS (*)

School Emis Code

Level (*) UC

Tehsil District (*)

Present Posting against present Designation in the School since Posting in current school since

Figure 8. Teacher/Applicant Form (Service History)

4. Marking/Scoring Indicators

The applicant will enter his/her marking/scoring indicators in the following section.

eTransfer Application

D. Marking / Scoring Indicators

Chronic Disease (Provide Medical Standing Board Certificate) Tick only if you have any of chronic disease from the identified list.

Disability (Marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNC + Standing Medical Board disability certificate) Tick only if applicable.

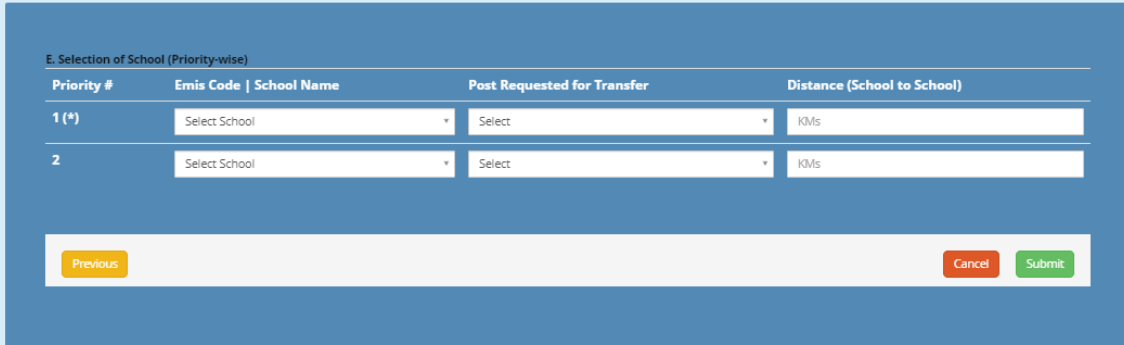
Figure 9. Teacher/Applicant Form (Marking/Scoring Indicators)

5. Selection of School

Finally, the applicant will select his/her desired schools as shown in figure below. Each applicant can select two schools of his/her choice. The preference will be given to first priority option.

Once applied applicant will not be able to submit another application until transfer orders against current applied posts is issued.

eTransfer Application



Priority #	Emis Code School Name	Post Requested for Transfer	Distance (School to School)
1 (*)	Select School	Select	KMs
2	Select School	Select	KMs

Previous Cancel Submit

Figure 10. Teacher/Applicant Form (Selection of School)

3.4 Submission and printing of application form

After complete filling of the form the applicant/teacher will submit his/her application form and will take print of the submitted form. (Note: after submission and printing of the form no changes in the application form will be allowed.)

The applicant/teacher will sign the printed form and will then verify it from his/her immediate supervisor i.e. head of his/her school or any other where the case may be.

The applicant teacher will submit the verified form in his/her respective DEO office.

Note: *Minimum tenure for eTransfer in Plain Area is 3 years while in Hard Area is 1.5 years.*

Scoring Indicators - Annexures

3.1 Scoring Criteria for Teachers up to BPS 16 except SSTs (Score – 80)

1. **Distance of present school to the desired school (in KM) – 20 marks**
 - a. Within 5 KM – 0 marks
 - b. Within 10 KM – 5 marks
 - c. Within 15 KM – 10 marks
 - d. Within 20 KM – 15 marks
 - e. Greater than 20 KM – 20 marks
2. **Hard Area - 10 marks**
 - a. Normal tenure (within 1.5 years) – 0 marks
 - b. Tenure at hard area (from 1.5 to 3 years) – 4 marks
 - c. Tenure at hard area (from 3 to 5 years) – 7 marks
 - d. Tenure at hard area (more than 5 years) – 10 marks
3. **STR (Total number of Students in the school / Total number of Teachers) - 10 marks (IMU data Source)**
 - a. STR at present school is greater than the Desired school - 0 marks
 - b. STR at present and the desired school are equal or at the same level – 5 marks
 - c. STR at the present school is less than desired school – 10 marks
4. **Chronic Disease – 10 marks**

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.
3. **Disability – 10 marks**

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate
6. **Domicile -10 marks**

10 marks will be awarded to those when the desired school is in his/her district of domicile
7. **Spouse – 10 marks**

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.

3.2 For Secondary School Teachers (SSTs) (Score – 100)

1. Distance of present school to the desired school (in KM) – 20 marks

- a. Within 5 KM – 0 marks
- b. Within 10 KM – 5 marks
- c. Within 15 KM – 10 marks
- d. Within 20 KM – 15 marks
- e. Greater than 20 KM – 20 marks

2. Hard Area - 10 marks

- a. Normal tenure (within 1.5 years) – 0 marks
- b. Tenure at hard area (from 1.5 to 3 years) – 4 marks
- c. Tenure at hard area (from 3 to 5 years) – 7 marks
- d. Tenure at hard area (more than 5 years) – 10 marks

3. STR (Total Number of Students in Class 9 & 10 / Number of SST) - 10 marks (IMU data Source)

- a. STR at present school is greater than the Desired school - 0 marks
- b. STR at present and the desired school are equal or at the same level – 5 marks
- c. STR at the present school is less than desired school – 10 marks

4. Chronic Disease – 10 marks

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.

5. Disability – 10 marks

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate

6. Domicile -10 marks

10 marks will be awarded to those when the desired school is in his/her district of domicile.

7. Spouse – 10 marks

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.

8. Annual SSC Result (of the subjects taught by the teacher) working in High/Higher Secondary Schools – 20 Marks

- a. 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.

OR

For SSTs (General) working in Middle/Primary Schools – 20 Marks

Overall Students Attendance Rate Percentage as per IMU data

- a. 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.

3.3 For Subject Specialists (SS) (Score – 100)

1. **Distance of present school to the desired school (in KM) – 20 marks**
 - a. Within 5 KM – 0 marks
 - b. Within 10 KM – 5 marks
 - c. Within 15 KM – 10 marks
 - d. Within 20 KM – 15 marks
 - e. Greater than 20 KM – 20 marks
2. **Hard Area - 10 marks**
 - a. Normal tenure (within 1.5 years) – 0 marks
 - b. Tenure at hard area (from 1.5 to 3 years) – 4 marks
 - c. Tenure at hard area (from 3 to 5 years) – 7 marks
 - d. Tenure at hard area (more than 5 years) – 10 marks
3. **Number of Students in Class-11 & 12 in the relevant subject - 10 marks**
 - a. Number of Students at present school is greater than the Desired school - 0 marks
 - b. Number of Students at present and the desired school are equal or at the same level – 5 marks
 - c. Number of Students at the present school is less than desired school – 10 marks
4. **Chronic Disease – 10 marks**

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.
5. **Disability – 10 marks**

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate
6. **Domicile -10 marks**

10 marks will be awarded to those when the desired school is in his/her district of domicile
7. **Spouse – 10 marks**

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.
8. **Annual HSSC Result (of the subjects taught by the teacher) – 20 Marks**
 - a. 90% or above – 20 marks
 - b. 80% to 90% - 15 marks
 - c. 70% to 80% - 10 marks
 - d. 60% to 70% - 5 marks

Below 60% - 0 marks.

3.4 For Principals / Head Masters of High/Higher Secondary Schools (Score – 120)

1. **Distance of present school to the desired school (in KM) – 20 marks**
 - a. Within 5 KM – 0 marks
 - b. Within 10 KM – 5 marks
 - c. Within 15 KM – 10 marks
 - d. Within 20 KM – 15 marks
 - e. Greater than 20 KM – 20 marks

2. **Hard Area - 10 marks**
 - a. Normal tenure (within 1.5 years) – 0 marks
 - b. Tenure at hard area (from 1.5 to 3 years) – 4 marks
 - c. Tenure at hard area (from 3 to 5 years) – 7 marks
 - d. Tenure at hard area (more than 5 years) – 10 marks

3. **STR (Total number of Students in the school / Total number of Teachers) - 10 marks (IMU data Source)**
 - a. STR at present school is greater than the Desired school - 0 marks
 - b. STR at present and the desired school are equal or at the same level – 5 marks
 - c. STR at the present school is less than desired school – 10 marks

4. **Chronic Disease – 10 marks**

10 marks will only be awarded for chronic diseases (as per notified chronic diseases). A certificate in this regard will be required from Standing Medical Board.

5. **Disability – 10 marks**

10 marks will only be awarded only to those with Physical Disability. Proof required will be Special person CNIC + Standing Medical Board disability certificate

6. **Domicile -10 marks**

10 marks will be awarded to those when the desired school is in his/her district of domicile

7. **Spouse – 10 marks**

10 marks will be awarded to those whose spouse is posted in the district where the desired school is situated and the desired district is the domiciled district of the applicant.

8. **Annual SSC & HSSC Result of the School – 20 Marks**
 - a. 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.

9. **Overall Students Attendance Rate Percentage as IMU data – 20 Marks**
 - a. 90% or above – 20 marks, b. 80% to 90% - 15 marks, c. 70% to 80% - 10 marks, d. 60% to 70% - 5 marks, e. Below 60% - 0 marks.