

e-Transfer Web Portal <u>User Manual for Applicants</u>

Version 1.0



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1 INTRODUCTION

Government of Khyber Pakhtunkhwa, Elementary & Secondary Department has announced *e*-Transfer Policy for transfer / posting of the teaching staff throughout the province. The policy has been implemented through online application which is available on Link: <u>www.etransfer.kpese.gov.pk</u>.

1.1 PREREQUISITES

You should have good computer with at least 4 Mbps speed internet connection, latest Chrome / Opera / Firefox web browser installed. Your *i*EMIS Profile should be updated.

1.2 ACCESS & LOGIN

Open web browser, Enter URL Address: <u>www.etransfer.kpese.gov.pk.</u>The following login page will appear, enter your CNIC # (without dashes), password and click on Sign In button.

Hem	n Resource Management
	Information System
KPESED	
High unput of your and you want of a second of the second	
Information System	
R CNIC # اگر ملازم کا شناختن نمبر مسئلم میں نہیں ملا تو براہ کرم ڈی ای او آفس سے رابطہ کریں	PARY
Password Remember username	
Sign-In -9	nation Deportment - Vhyber Delaturality
Forget Password - 퀸	Powerd by: EMIS Section



1.3 HOW TO CHANGE PASSWORD?

After login you will see the following dashboard. Before applying for *e*-Transfer it is recommended to change your password.

- At the top right corner, you will see your good name with arrow-down icon.
- Click on your name, a dropdown menu will appear with "Change Password" option.
- Click on "Change Password" option.

Human Resource Management	Information System		🕼 leave application 😂 transfer request / redressal 📮 hris tutorial 🎗 🕕
			click here to change password → Sign Out
	☆ Apply-eTransfer	2	
Transfer Request / Redressal 띀	Detail Profile 🗐	Covid 19 🖉	J
Age :	35 Years 4 Months 16 Days		
Retirement Date :	04-APR-2049		
Retirement Remaining :	24 (Y) 7 (M) 13 (D)		
Name :			
Father :			

- A pop will appear, enter your current password.
- Add & re-enter to confirm your New Password. Remember it.

Char	nge Password	
¢	Current Password Enter Current Password	
S Must L	New Password Enter New Password Length Must be Eight (8) or Greater!	0
Ċ,	Confirm Password Enter Confirm Password	
С	ancel 🧷	Update Password 🕁



1.4 HOW TO APPLY FOR e-TRANSFER?

On the main dashboard, you can see a Large Green Button of e-Transfer Apply:

S Apply-eTransfer

- Click on Apply button.
- A new page will open, as shown below.
- Click on "Submit Your Application for **eTransfer**" button.

Your e -Transfer Application		Print Submit Your Application For eTransfer
Click on submit button to apply.	You can view your submitted	Click Here to Apply
	application here after submit.	

- When you click, the following pop will appear to verify the criteria and check that if you are eligible for e-transfer or not.
- If you are eligible for e-transfer then proceed button will appear as show in the figure below.

Your <i>e</i> -Transfer Application		🛱 Print	Submit Your Application For eTransfer
Click on submit button to apply.			
	Eligibility Criteria for Transfers under the eTransfer Policy 2024	\times	
	Only Teachers appointed on Regular basis are eligible for eTransfers. Minimum 2-years tenure on current posting is must for eTransfer.	2	
	Teachers in those Schools having 2-teachers are not allowed in the eTransfer. Only Teachers having verified profiles in HRMIS-iEMIS are allowed under eTransfer		
	Application. Proceed		

- Click on "Proceed" button.
- When you proceeded, a read-only pop-up form will appear to show your personal data, cadre, posting, spouse, disability related indicators. Go through it and if you are satisfied that your profile is completed, accurate and updated then select 03 or at-least 01 desired school(s) where you want to be transferred. If you are disabled person then upload your disability proof document in iEMIS profile through concern DEO office.

Proceed



Government of Khyber Pakhtunkhwa,

Elementary & Secondary Education Department

ource Management Information Syste	Apply for e-Transfer	abs and read	pplication 👙 transfer request / redressal 📮 hris t
Your <i>e</i> -Transfer Application	Your Profile Spouse Detail Posting Detail	Other Indicators Desired Schools / Apply	nt Submit Your Application For eTransfer
Click on submit button to apply.	Your Profile		
	Job Type Regular		
	Name	Father Name	
	сміс 1710'	Personal No 86	
	DDO Code PW6261	Date Of Birth 05-APR-1989	
	Gender FEMALE	Domicile PESHAWAR	
	Tehsil SHAH ALAM	Domicile Uc NAHAQI	
	Postal Address MOHALLAH FAIZABAD VILLAGE MIAN GUJAR DISTRICT AND TEHSIL PESHAWAR	Email Address farwawaqar2017@gmail.com	
ISE Department	Mobile 03336173139	Marital Status MARRIED	

pply for e-1	ransfer				
Your Profile	Spouse Detail	Posting Detail	Other Indicators	Desired Schools / Apply	
Desired Sch	nools / Apply				
Select 03	School Choice	s for eTransfer			
eTransfer T)/pe				
General,	FROM: 28-JUN-2	024 TO: 29-JUN-	2024	Select Desired Schools	
First Cho	bice				
				۹ ا	
GHS BERI	HOICE BAGH, EMIS CODE (3	(6085)			
GCMHSS	NAHAQI, EMIS CODE	(36110)			
GCMHSS GHS BAD	PESHAWAR CITY, EM	IS CODE (36095) 5134)			
GHS TEH	(AL PAYAN, EMIS COI	DE (34211)			
GHS AZA	KHEL, EMIS CODE (3	5126)		-	



• At last, click on submit button. Once you have submitted your application you cannot change / modify your application.

1.5 PRINT & VERIFY

After submission, a view of your application with calculated scores will appear. You can take a print of it and verify your data from concern DEO office, as shown in the figure.

	PERSONAL IN	IFORMATION		SCORI	NG CRITERIA		
Submitted On:	31-07-2024 11:54:03 AM	Policy Form:	В	Domicile:	KARAK		
Name:		Father Name:	MUHAMMAD :	Tenure:	8.99		
Job Status:	Regular	CNIC No:		Disability:	No		
Personal No:	3041	DDO Code:	КК6095	Present School - STR:	17.27		
Date of Birth:	01-JAN-1966	Age (as per DOB):	58.58 years	Priority 1 - STR:	24		
Gender:	MALE	Domicile:	KARAK	Priority 2 - STR:	29.5		
Tehsile:	TAKHT-E-NASRATI	Union Councile:	JEHANGIRI	Priority 3 - STR:	0		
Postal Address:	GCMHS CHOKARA KARAK	Mobile No:	0302	SSC Result:	Below 60%		
Disability:	No	Marital Status:	MARRIED	Taught Subject:	GENERAL-PERSONAL		
Spouse (In Service):	No			Your Score			
	PRESENT CADRE START	DATE & DESIGNATION		Priority 1	Priority 1		
Date & Designation:	Started as SST-GENERAL (BPS-	16), dated: 05-AUG-2015		Tenure Score: 20 Disability Score: 0			
PRESENT POSTING				Domicile Score: 5	Desibility score: 5		
Present Designation:	SST-GENERAL (BPS-16)	Present BPS:	16	STR Score: 20	Spouse Score: 0 STR Score: 20 Annual Result Score: 0 Student Attendance Score: 0 Total Score: 45 Priority 2		
School Name:	GCMHS CHOKARA	EMIS Code:	35849	Student Attendance Score: 0			
School Level:	HIGH	District:	KARAK	Priority 2			
Tehsil:	TAKHT-E-NASRATI	Union Council:	CHOKARA	Tenure Score: 20			
Posted Since:	05-AUG-2015			Disability Score: 0 Domicile Score: 5			
	DESIRED SCHOO	LS - PRIORITIES		Spouse Score: 0 STR Score: 20			
Priority 1: Applied School 1: GHS LATUMBER (35830) / KARAK, Applied Post: SST-GENERAL (BPS-16)			Annual Result Score: 0 Student Attendance Score: 0 Total Score: 45				
Priority 2:	Applied School 2: GHS TERI, K Applied Post: SST-GENERAL (B	ARAK (35871) / KARAK, 3PS-16)					
Priority 3:							

Note: Before apply please review e-transfer policy 2024 & scoring criteria.

<u>e-Posting / Transfer Policy of Teaching Cadre (BPS-12 to 18) in E&SE</u> Department Khyber Pakhtunkhwa