

e-Transfer Web Portal
User Manual for Applicants
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: www.etransfer.kpesed.gov.pk.

1.1 PREREQUISITES

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

1.2 ACCESS & LOGIN

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



Human Resource Management
Information System

KPESD
Khyber Pakhtunkhwa Elementary & Secondary Education Department

R. CNIC #

Password

☐ Remember username

Sign In

Forgot Password

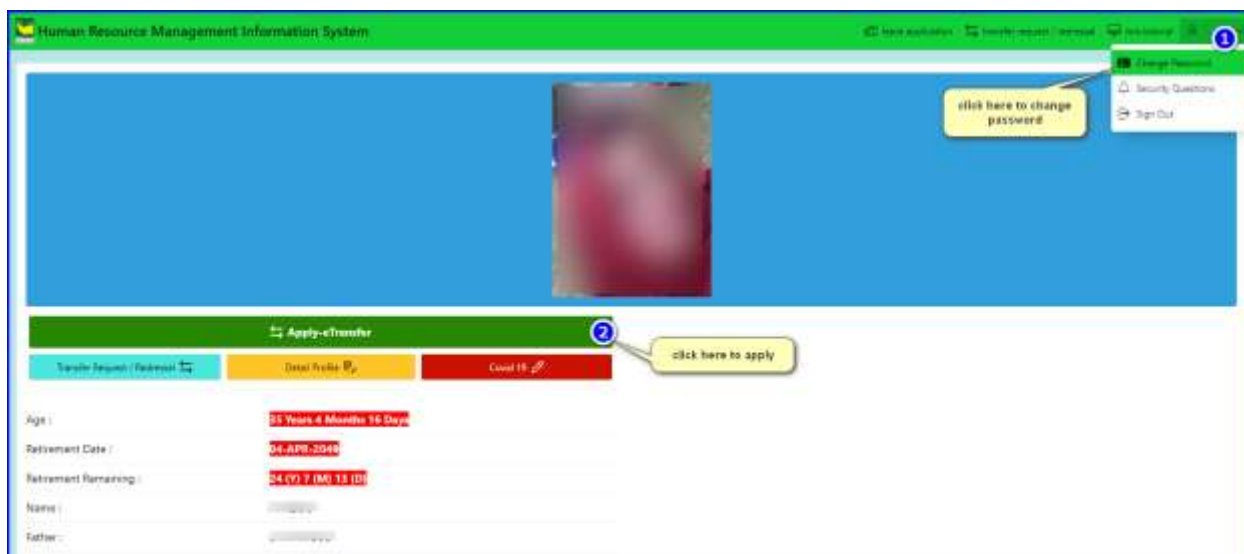
Education Department - Khyber Pakhtunkhwa

Powered 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.




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

Change Password



Current Password

Enter Current Password




New Password

Enter New Password

?

Must Length Must be Eight (8) or Greater...



Confirm Password

Enter Confirm Password

Cancel ↺

Update Password ↻

1.4 HOW TO APPLY FOR e-TRANSFER?

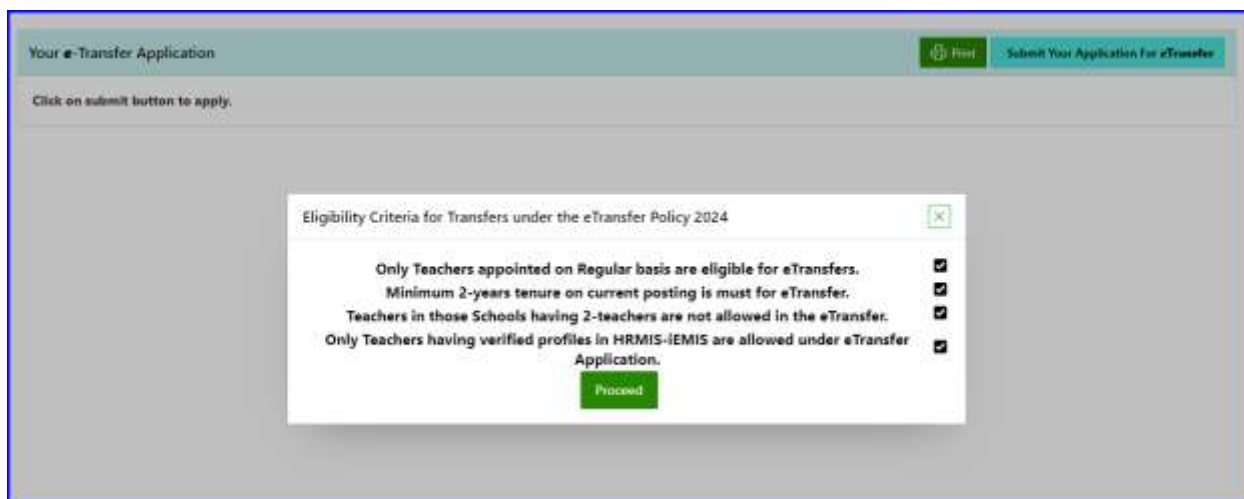
On the main dashboard, you can see a Large Green Button of e-Transfer Apply:



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



- 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.



- 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.

Source Management Information System

Apply for e-Transfer

Click Tabs and read your profile.

Your e-Transfer Application

Click on submit button to apply.

Your Profile

Job Type
Regular

Name
[Redacted]

Father Name
[Redacted]

CHC
1710 [Redacted]

Personal File
[Redacted]

QDO Code
PWS061

Date Of Birth
05-APR-1989

Gender
FEMALE

Domicile
PESHAWAR

Tehsil
SHAH ALAM

Domicile UI
NAHAQI

Postal Address
MOHALLAH FAIZABAD VILLAGE MIAN GUJAR
DISTRICT AND TEHSIL PESHAWAR

Email Address
fawwazqar2017@gmail.com

Mobile
03336173139

Marital Status
MARRIED

Submit Your Application For eTransfer

Apply for e-Transfer

Your Profile Spouse Detail Posting Detail Other Indicators **Desired Schools / Apply**

Desired Schools / Apply

Select 03 School Choices for eTransfer:

eTransfer Type
General, FROM: 28-JUN-2024 | TO: 29-JUN-2024

First Choice

Search

-- FIRST CHOICE --

GHS BERI BAGH, EMIS CODE (36085)

GCMHSS NAHAQI, EMIS CODE (36110)

GCMHSS PESHAWAR CITY, EMIS CODE (36095)

GHS BADHBER, EMIS CODE (36134)

GHS TEHKAL RAYAN, EMIS CODE (34211)

GHS AZA KHEL, EMIS CODE (36126)

Select Desired Schools

- 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 INFORMATION				SCORING CRITERIA	
Submitted On:	31-07-2024 11:54:03 AM	Policy Form:	8	Domicile:	KARAK
Name:		Father Name:	MUHAMMAD S	Tenure:	8.99
Job Status:	Regular	CNIC No:		Disability:	No
Personal No:	304	DDO Code:	KK6095	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
Tehsil:	TAKHT-E-NASRATI	Union Council:	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				
PRESENT CADRE START DATE & DESIGNATION				Your Score	
Date & Designation:	Started as SST-GENERAL (BPS-16), dated: 05-AUG-2015			Priority 1	
PRESENT POSTING				Tenure Score: 20 Disability Score: 0 Domicile Score: 5 Spouse Score: 0 STR Score: 20 Annual Result Score: 0 Student Attendance Score: 0 Total Score: 45	
Present Designation:	SST-GENERAL (BPS-16)	Present BPS:	16	Priority 2	
School Name:	GCMHS CHOKARA	EMIS Code:	35849	Tenure Score: 20 Disability Score: 0 Domicile Score: 5 Spouse Score: 0 STR Score: 20 Annual Result Score: 0 Student Attendance Score: 0 Total Score: 45	
School Level:	HIGH	District:	KARAK		
Tehsil:	TAKHT-E-NASRATI	Union Council:	CHOKARA		
Posted Since:	05-AUG-2015				
DESIRED SCHOOLS - PRIORITIES					
Priority 1:	Applied School 1: GHS LATUMBER (35830) / KARAK. Applied Post: SST-GENERAL (BPS-16)				
Priority 2:	Applied School 2: GHS TERI, KARAK (35871) / KARAK. Applied Post: SST-GENERAL (BPS-16)				
Priority 3:					

I solemnly declare that my profile is updated, and all the information provided on this profile page is complete and correct to the best of my knowledge. I understand that my application may be canceled if any data is found to be incorrect or misleading.

Note: Before apply please review e-transfer policy 2025 & scoring criteria.