USER MANUAL

eTransfer Mobile Application

Elementary and Secondary Education Department Government of Khyber Pakhtunkhwa

Contents

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.

Figure 2: App Logo

2. Installing eTransfer mobile App:

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

Figure 1: App on Google Play Store

3. How to Login

When you open the App, you will get a login form.

- Enter your CNIC number and click verify button, it will verify your CNIC if it exists then password field will be shown

- Enter your password, it will match your CNIC and password

- Tap on Login Button and it will check if both are correct you will be redirected to dashboard screen.
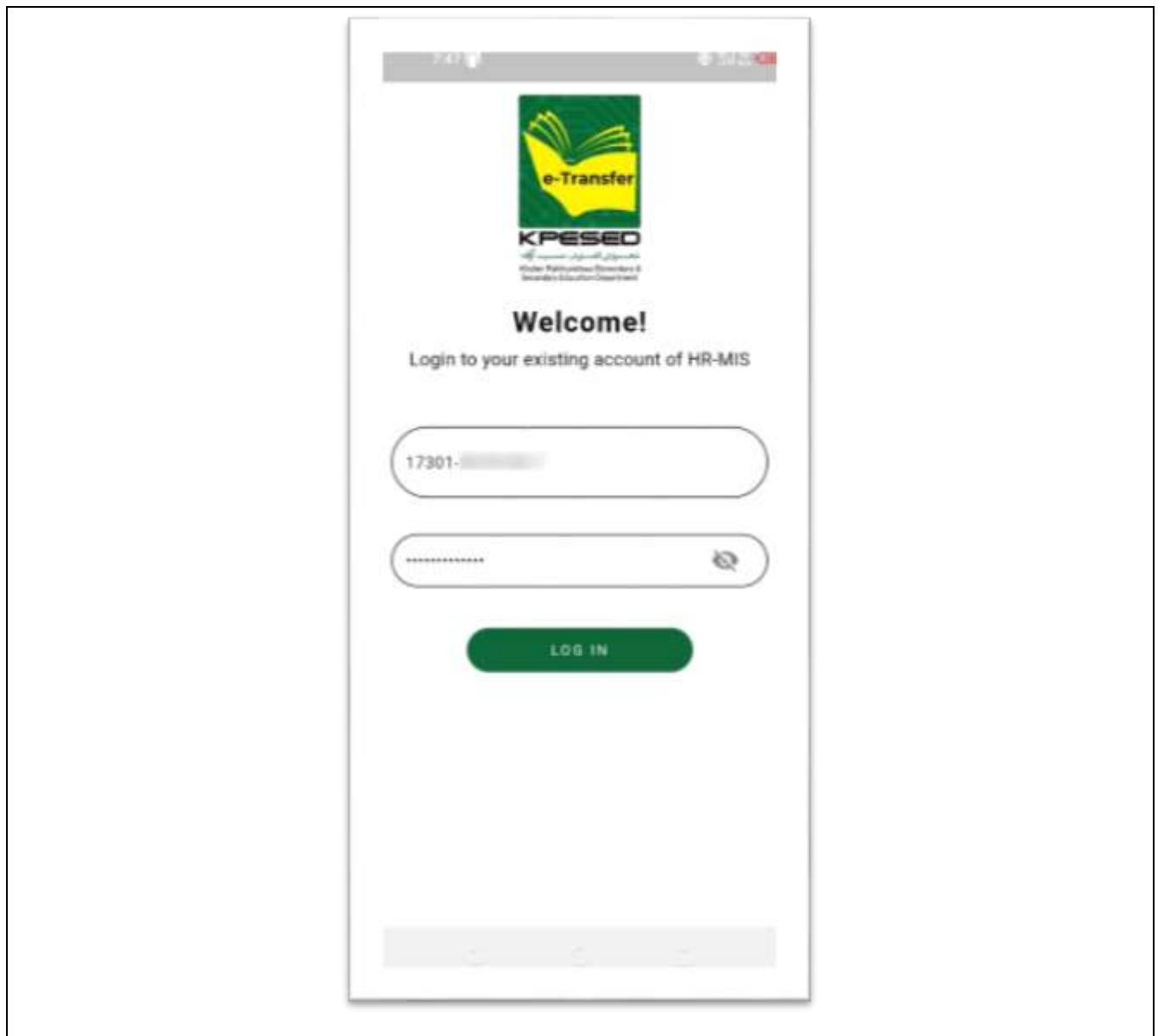
4. Dashboard

Once successfully login you will see a main dashboard of eTransfer app. Dashboards consist of four options:
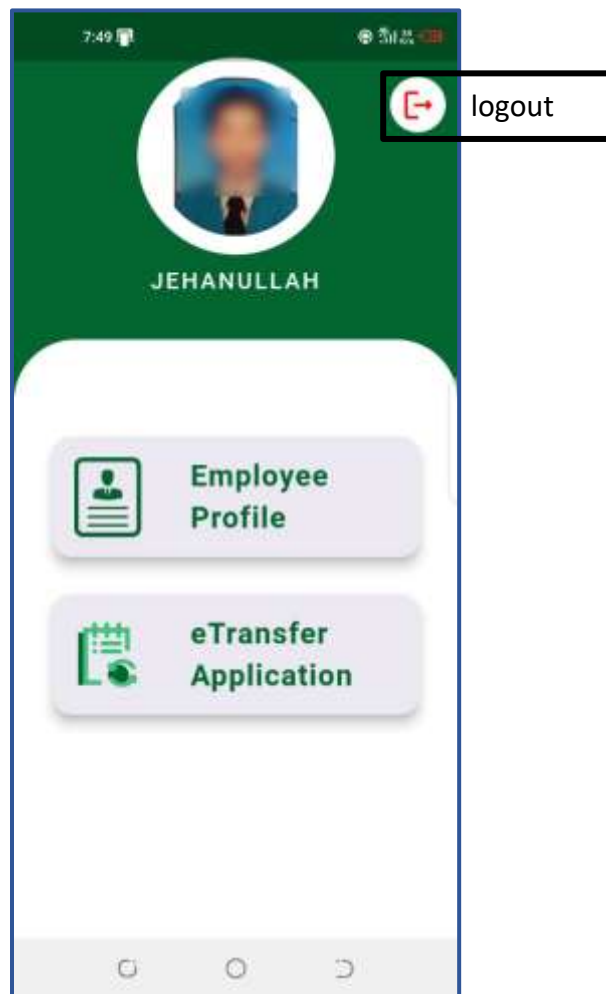
1) View Profile:
2) Employee Picture:
3) Apply eTransfer:
4) If Applied Print Button:
5) Logout Button

View Profile Button:

By tapping on it, the user can view his/her complete profile

Employee Profile Picture:

Here at the top of the dashboard user can view his/her profile picture if he/she has uploaded to EMIS portal.

Apply eTransfer Button:

When the user taps on the button, the system first checks whether the user has already applied. If the user has applied, a 'Print' button will be displayed, allowing them to print their application. If the user has not yet applied, they will be redirected to the eligibility check view to start the application process.
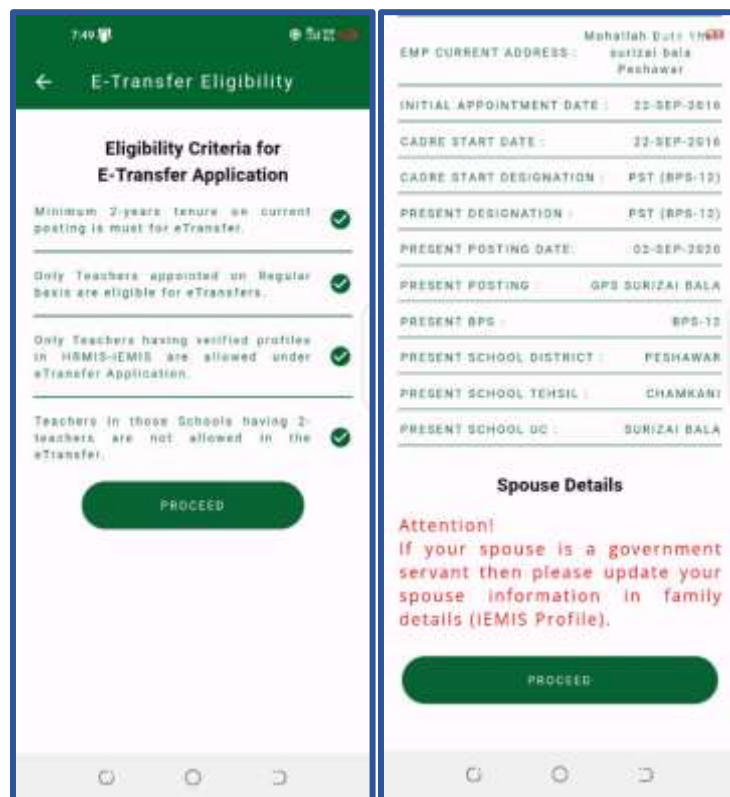
(OR)

Logout Button :

On the right of the profile picture, the user can find a small round button with logout option and on by tapping on it the user can logout from the application.

5. View Profile

If applicant is eligible he can click on proceed button to view his profile.

Check eligibility:

Here the user eligibility is checked if all the three checkboxes are checked and green then user can move forward and if anyone option is grey then he/she cannot apply for eTransfer posting.
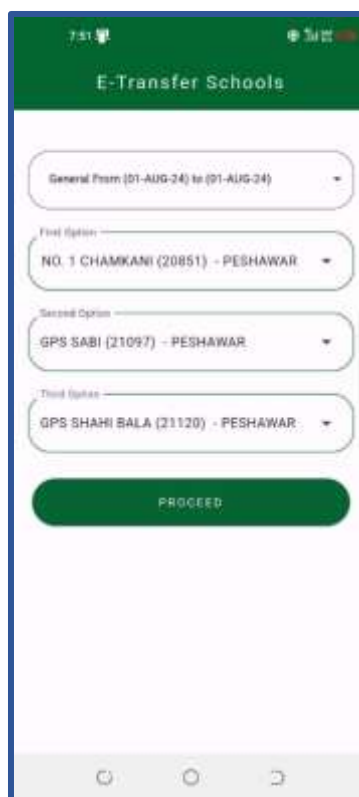
6. Apply for eTransfer

When user clicks on apply button, he/she has to perform several steps.

- Check eligibility
- View eTransfer Profile
- Select School Options
- Click Apply Button
- Print form Button

Select School Options:

Here user can select three different school to which he/she wants to apply and transferred to it.

View eTransfer Profile:

Here the user can view his/her eTransfer profile and if anything is missing, he can contact to concern DEO office and update his/her profile in iEMIS portal then comeback to app and apply for eTransfer.

If the applicant spouse is government person than he/she can also add their details as this also matter in applications.

Click Apply Button:

After doing all the process and selection of schools no hit the apply button, on tapping it, a dialog will be open warns you about the application or profile data and after reading on it and clicking on a button in a dialog your application will be submitted successfully if all data are correct and if something is missing it will show an error message.

Print form Button:

After successful submission, you will find a print button on tapping it, you will find a score card of your application and print ready form in your browser.