



TO BE SUBSTITUTED BY THIS DEPARTMENT NOTIFICATION OF EVEN NUMBER & DATE

**GOVERNMENT OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT**

Block "A", Opposite MPA's Hostel, Civil Secretariat Peshawar

Dated: Peshawar the May 13, 2026

NOTIFICATION

No. SO(SM)/E&SED/7-1/2020/PT/General: In supersession of all previous notifications in this regard, the Elementary & Secondary Education (E&SE) Department has been pleased to notify the revised eTransfer Policy 2026 for:

- A. Teaching Cadre (BPS-12 to BPS-18)
- B. Education Management Cadre (BPS-16 to BPS-18)
- C. Ministerial Cadre (BPS-11 to BPS-17)
- D. Information Technology (IT) Cadre (BPS-16 to BPS-17)

2. This policy may be called Khyber Pakhtunkhwa Elementary & Secondary Education Department eTransfer Policy 2026 and shall come into force at once.

3. All the concerned stakeholders and competent authorities shall regularly visit their respective eTransfer portal / App, check, verify the announced vacant posts and particulars of the applicants as per the eTransfer schedule. The activities schedule shall be strictly followed by all the relevant stakeholders and any negligence / non-compliance at any stage will affect the following activities which will resultantly affect the whole eTransfer cycle.

4. Transfers of teaching cadre on the following grounds will be exempted from the eTransfer Policy 2026.

- a. Transfers on court orders and impending retirements.
- b. Transfers on complaints / penalties / criminal & legal proceedings

5. There will be a complete ban on manual postings/transfers during the eTransfer process to ensure transparency except for the postings exempted in para-4.

6. There will be a complete ban of transfers of teachers from merged areas to settled areas in the eTransfer Policy 2026 except for cases involving postings to home districts on the grounds of impending retirement, as well as mutual or substitute postings.

7. This policy covers inter and intra district transfers of provincial and district cadre posts. However, the inter districts transfers of only those district cadre posts which comes under the 100% initial recruitment quota.

8. Inter district transfer against senior positions (100% District promotion Quota) i.e. SCT, SDM, SPET, SAT, STT, S-Qari/Qaria, SPST and PSHT are not allowed under the eTransfer Policy.

9. This policy shall not be applicable on contract/adhoc teachers except those who have completed the required 3-years length of service w.e.f. their dates of appointment.

10. Regularized and fresh appointees under the Act will only be eligible for eTransfer after completing the required length of service as per their regularization / appointment orders.

11. For overall implementation and supervision of the eTransfer process and redressal of grievances, there will be an oversight committee at the E&SE Department under the chairmanship of Special Secretary and oversight committees at the Directorate of E&SE level under the chairmanship

of Additional Directors (Establishment) Male & Female with the following composition and terms of reference (TORs):

Oversight Committee at the E&SE Department level:

i. Special Secretary (Estab), E&SE Department	Chairperson
ii. Additional Secretary (Estab), E&SE Department	Member
iii. Director E&SE Khyber Pakhtunkhwa, Peshawar	Member
iv. Director EMIS, E&SE Department	Member
v. Representative of Education Monitoring Authority (EMA), Peshawar	Member
vi. Section Officer (Schools / Female)	Member
vii. Section Officer (Schools / Male)	Secretary/Member

TORs of the Oversight Committee at E&SE Department level be as under:

- i. Awareness campaign both in electronic/print media with deadlines of the whole eTransfer implementation process.
- ii. Overall supervision of the eTransfer implementation process.
- iii. Collection and examination of genuine grievances applications forwarded by the oversight committees at the Directorate of E&SE level.
- iv. Acceptance / Rejection of the applications / complaints with justifications.
- v. Redressal of the grievances and initiation of disciplinary actions against the fake / wrong data entry, / verifications.

Oversight Committees at the Directorate of E&SE Level:

i. Additional Directors (Estab) Male & Female concerned	Chairperson
ii. Deputy Directors (Estab) Male & Female concerned	Member
iii. Representative of EMIS, E&SE Department	Member
iv. Representative of Education Monitoring Authority (EMA), Peshawar	Member
v. Assistant Directors (Estab) Male & Female concerned	Secretary/Member

TORs of the Oversight Committees at the Directorate of E&SE level be as under:

- i. Collection of grievances applications from applicants
- ii. Verification of the grounds of the complaints from the office/school's records as well as from EMA.
- iii. Acceptance / Rejection of the complaints with justifications
- iv. In case of acceptance of complaints:
 - a. Send recommendations pertaining to the DEOs Male/Female for compliance within a week time.
 - b. Forward genuine applications / complaints with recommendations pertaining to the E&SE Department level to the Oversight Committee at E&SE Department.

A. eTransfer Policy for Teaching Cadre (BPS-12 to BPS-18)

12. The eTransfer Policy 2026 for Teaching Cadre (BPS-12 to BPS-18) will be in the following six (06) categories / types:

- i. Mutual eTransfer
- ii. eTransfer against Vacant Posts
 - eTransfer under Special Provisions / Grounds
 - Inter District eTransfer of District Cadre Teaching Staff & SSTs
 - General eTransfer against vacant posts
 - Promotion & Recruitment ePostings
- iii. Performance-based eTransfer of:
 - School Heads
 - Teaching Staff responsible for teaching to Grades 9th, 10th, 11th & 12th.

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13. The Education Monitoring Authority (EMA) and all the Boards of Intermediate & Secondary Education (BISEs) in the province will provide the requisite data for the scoring parameters pertaining to EMA/BISEs.

14. During a calendar month, the teaching cadre staff can avail only one option out of the transfer options / facilities in para-15 on the eTransfer portal.

15. During the Performance-based eTransfer of School Heads and teaching staff responsible for teaching to Grades 9th, 10th, 11th and 12th, other options/facilities for transfer under the eTransfer portal will be off during the specific month/duration.

16. **Mutual eTransfer of Teaching Cadre:**

- i. Mutual eTransfers can be between two or more teachers having same scale/cadre subject to the condition that the applicants are in the same cadre/scale.
- ii. Mutual eTransfers shall be allowed only for regular teachers after completion of probation period while contract/adhoc teachers shall not be allowed for mutual transfers except those who have completed the required 3-years length of service w.e.f. their dates of appointment.
- iii. The following applicants for mutual eTransfers shall not be considered on the eTransfer Portal and verification of these will be the responsibility of the DEOs concerned / Director DCTE/DPD.
 - a. Any of the applicants waiting for actualization of promotion in the next scale
 - b. Any of the applicants has been facing disciplinary or criminal proceedings etc.
 - c. Any of the applicants has applied for long leave / study leave.
- iv. The mutual eTransfers will be allowed throughout the year and the following schedule shall be followed strictly by all concerned on the eTransfer Portal:

S#	Activity	Duration / Dates	Responsibility
a	All the applicant teachers who wants mutual eTransfers, shall apply individually for the mutual transfer on the eTransfer Portal	Within 05-days	Applicant teachers
b	Submission of the online mutual eTransfer Portal generated printed Applications Forms after signing and then countersigning from immediate supervisors in the respective DEOs offices. (In DCTE/DPD, in case of teaching staff of DCTE/DPD/RPDCs)	Within 03-days after submission of online applications	Applicant teachers
c	Verification / authentication on the eTransfer Portal, all the mutual transfers Applications (whether district cadre or provincial cadre and whether intra or inter district) which are signed by the applicants and countersigned by their immediate supervisors	Within 03-days after receiving of the printed signed applications	DEOs Male/Female / Director DCTE/DPD
d	Issuance & uploading of the System generated Mutual eTransfer Orders	Within 02-days after verification of the mutual applications	DEOs Male/Female, Director E&SE and Section Officers Schools (Male/Female) E&SED

17. **eTransfer against Vacant Posts of Teaching Cadre**

- i. Transfers will be made only against vacant posts which are uploaded by the District Education Officers (DEOs) Male/Female on the eTransfer Portal.
- ii. The transfers against the vacant posts will be priority wise. The first priority will be for those having Special Provisions/Grounds and Inter-District Transfers with solid justifications/reasons. While in the second priority, the rest of the left-over vacant posts will be offered to the other eligible teachers to apply for general eTransfer.

➤ **eTransfer under Special Provisions / Grounds**

- iii. Transfers of teaching cadre on the following grounds will be through the Special Provisions / Grounds Module of the eTransfer portal for decision of the placement committees based on the severity of grounds / proofs.
 - a. Transfers under Spouse / Wedlock policies
 - b. Transfers of Widows/Divorced females and PWDS and differently abled teachers
 - c. Transfers on Medical (chronic diseases / injuries) grounds
 - d. Transfers on Security threats / enmities grounds

- e. Transfers of PSTs (BPS-12) to parent UCs (Husband UC in case of married female) from other UCs within the district
- f. Postings / Transfers of OSDs and correction of wrong postings

iv. Transfers on the Special Provisions/Grounds should be supported by the following valid proof / documents as mentioned against each:

S#	Transfer Requests on Special Grounds	Proof / Documents Required
1	Spouse / Wedlock Policy Grounds	<ul style="list-style-type: none"> • Proof of Marriage - Nikah Nama / Marriage Certificate (NADRA) • Spouse's Job Proof - (Appointment letter / service certificate / Posting/transfer order / Shows that spouse is working at the requested station) • CNIC Copies - Applicant's CNIC & Spouse's CNIC
2	Divorce Grounds	<ul style="list-style-type: none"> • Proof of Marriage - Nikah Nama / Marriage Certificate (NADRA) • Divorce Certificate / Decree - Official decree issued by a court confirming the divorce. • CNIC / Identity Documents - Updated CNIC (if marital status has been changed)
3	Widow Grounds	<ul style="list-style-type: none"> • Proof of Marriage - Nikah Nama / Marriage Certificate (NADRA) • Death Certificate of Husband - Official proof of the spouse's death (issued by local authority). • Copies of CNIC - Applicant's CNIC & Late husband's CNIC.
4	Medical Grounds	<ul style="list-style-type: none"> • Copy of CNIC • Medical Certificate (Issued by Standing Medical Board) along with Medical Reports / Treatment Records • If Transfer is Based on Family Medical Grounds <ul style="list-style-type: none"> ○ Family Registration Certificate (FRC) from NADRA / Form-B ○ Medical Reports / Treatment record / documents of the dependent (parent/spouse/child)
5	Disability Grounds	<ul style="list-style-type: none"> • Copy of CNIC • Disability Proof (Most Important) - Disability Certificate issued by Standing Medical Board • Medical Documents - Recent medical reports / prescriptions supporting the condition
6	Security/Enmity (Security/Threat) Grounds	<ul style="list-style-type: none"> • Copy of CNIC • Proof of Enmity / Threat (Most Important) <ul style="list-style-type: none"> ○ FIR (First Information Report) copy (if registered with police) ○ Police report / verification letter confirming threat or dispute ○ Court case documents (if any ongoing litigation) ○ Any written complaints submitted earlier to authorities
7	Transfers of PSTs (BPS-12) to parent UCs (Husband UC in case of married female) from other UCs within the district	<ul style="list-style-type: none"> • Copies of CNIC and Domicile • Copy of First Appointment Order • Female teachers married to other UCs than the parent UCs, should attach: <ul style="list-style-type: none"> ○ Proof of Marriage - Nikah Nama / Marriage Certificate (NADRA) ○ Proof of Husband's UC (i.e. Husband CNIC/Domicile)
8	Postings / Transfers of OSDs & correction of wrong postings	<ul style="list-style-type: none"> • OSDs & wrongly posted teachers can any time be transferred/posted against their original cadre posts either through the eTransfer portal or manually administratively. However, they can avail the special provision module for choice postings on their original cadre posts

- v. The attached proof / documents for special provision grounds should be valid / verified. In case of invalid / fake documents, the applicant will be banned for two (02) years on the eTransfer portal for any type of eTransfer and disciplinary proceedings can be initiated against the applicant by the respective placement committee.
- vi. There will be Placement Committees at each level of the Posting/Transfer authority which will scrutinize the applications submitted on special grounds. The placement committees will check the authenticity of the proof/documents and will recommend transfers on special grounds by keeping in view the severity of the grounds and service history / tenure of applicants etc.
- vii. Composition of the Placement Committees at each level of Posting/Transfer authority for their respective domain will be as under:
 - a. The Placement Committee at the E&SE Department will be headed by Special Secretary (Estab) E&SE having representative from Directorate of E&SE, EMIS Cell and Section Officers concerned.
 - b. The Placement Committees at the Directorate level will be headed by the respective Additional Directors

- (Establishment) Male & Female having concerned Assistant Director (Estab) and Assistant Director-IT.
- c. The Placement Committees at the DEO (Male/Female) offices will be headed by Deputy DEOs having concerned SDEOs, ADO (Estab) and District EMIS AD-IT/CO as members.

➤ **Inter District eTransfer of District Cadre Teaching Staff and SSTs**

- viii. 100% Initial Recruitment Quota district cadre teaching staff (i.e. PST BPS-12, Qari/Qaria BPS-12, CT-IT BPS-12, CT BPS-15, DM BPS-15, AT BPS-15, TT BPS-15, and PET BPS-15) and Provincial Cadre Posts i.e. Secondary School Teachers (SSTs) BPS-16, are allowed for inter district transfers. While inter district transfer against senior positions (100% District promotion Quota) i.e. SCT, SDM, SPET, SAT, STT, S-Qari/Qaria, SPST and PSHT are not allowed for inter-district transfer under the eTransfer Policy 2026.
- ix. The inter district transfer will be only against the same scale/designation/BPS vacant posts.
- x. The applicants teachers on the eTransfer Portal will fill the Inter-district transfer Application Form (Annex-I), give solid justifications / reasons for the inter district transfer and will attach/upload copies of the following documents with the Application Form on the eTransfer Portal:
- Service Certificate
 - 1st Appointment Order
 - Domicile certificate
 - Previous transfer order (if any)
 - Copies of Academic Qualification i.e. SSC, HSSC, Bachelor, Master etc. Certificates/Degrees
 - Copies of Professional Qualification i.e. PTC, CT, B.Ed., M.Ed etc. Certificates/Degrees
 - Last Pay Roll
 - Last Balance Sheet of GP Fund
 - Reasons for the Inter-district transfer (any solid documentary proof)
- xi. For inter district transfers, NOC from the present district DEO and Acceptance / post availability from the desired district DEO will be required on the eTransfer portal.
- xii. Inter-district transfers of District Cadre teaching staff and SSTs from Merged Districts are not allowed while from settle districts to the merged districts are allowed in the eTransfer Policy 2026.
- xiii. After NOC and post availability from both the DEOs, the Directorate of E&SE will issue the inter-district eTransfer orders based on the recommendations of Placement Committees for the inter-district eTransfer.
- xiv. The district cadre teaching staff transferred to other districts through the Inter-district eTransfer portal will be placed at the bottom of the seniority in their respective scale/post in the transferred districts.
- xv. Composition of the Placement Committees for inter-district transfers at the Directorate level will be headed by the respective Additional Directors (Establishment) Male & Female having concerned Assistant Director (Estab) and Assistant Director-IT.

➤ **General eTransfer against Vacant Posts**

- xvi. The General eTransfer against the vacant posts under the following categories of teachers will be based on the performance and need based parameters / indicators for calculation of the merit / score weightage:
- Teachers from BPS-12 to BPS-16 except SSTs
 - Secondary School Teachers (SSTs) in BPS-16
 - Subject Specialists (SS) in BPS-17 & BPS-18
 - Principals / Head Masters (BPS-17 & BPS-18) of High/Higher Secondary Schools

While the scoring performance and need based parameters / indicators will be as under, whose detail scoring weightage is at Annex-III:

- Tenure in the Present School
- Students Teacher Ratio (STR)
- Disability/Widow/Divorced
- Domicile

- e. Higher Academic Qualification
- f. SSC / HSSC Annual Results
- g. Overall Students Attendance Rate

- xvii. Teacher bearing minimum tenure of two years on the present post in the present school will be eligible for eTransfer.
- xviii. Transfers of PSTs will be within their respective UCs in the settled districts while in the merged districts it will be within their respective Sub-Divisions.
- xix. To keep the school functional/operational, the eligibility conditions regarding availability of minimum teachers' requirement shall be as under:

School Level	Availability of teachers
Primary	Minimum teachers remained at the school should be @ 1:40 i.e. at least 2 teachers up to 60 enrollment, for enrollment between 61 to 100 minimum 3 teachers, for enrollment between 101 to 140 minimum 4 teachers, for enrollment between 141 to 180 5 teachers and so on.
Middle	At least 4 teachers must remain including one CT.
High / Higher Secondary	At least 6 teachers up to high level must remain including one SST Science and one SST General.

(The senior most teacher (in terms of holding longest posting tenure on the same post/school) will be eligible for transfers after fulfilling the above minimum availability of teachers in order to maintain the school's functionality).

- xx. Under this category, the interested eligible teachers can apply to select / opt for any of three prioritized available uploaded vacant posts (left over from the Special Provision Grounds & Inter-district modules) as per their cadre/scale where they want transfers/postings.
- xxi. In case of more than one applicants for a post and tie of score, merit will be first on tenure on the present post/school/station, then by maximum length of service in the E&SE Department, then by Age (i.e. Date of Birth) and if still there is tie, then on first come first serve basis.

➤ **Promotion & Recruitment ePostings**

- xxii. All the concerned authorities/offices dealing with promotion will update the profiles of all the newly promoted teaching staff in the HRMIS-iEMIS before 21st of every month.
- xxiii. All the concerned authorities dealing with recruitment of teaching staff will create profiles of all the new recruited teaching staff in the HRMIS-iEMIS before 21st of every month.
- xxiv. The newly promoted and recruited teaching staff will select/opt for any three of the available vacant posts priority wise on the eTransfer portal from their respective logins from 21st to 24th of every month.
- xxv. The Placement Committees vide this para-17(vii) at each of the promotion & recruitment authorities / offices will scrutinize the selection/options of the newly promoted and recruited teaching staff and will recommend postings proposals for both the promoted and recruited teachers separately based on the seniority of the promoted teachers and merit position of the newly recruited teachers respectively, from 25th to 27th of every month.
- xxvi. In case, a post is selected/opted by both the newly promoted & recruited teachers, the first priority will be for the promoted teachers.
- xxvii. All the promotions and recruitment system generated ePostings orders will be generated and issued from 28th to 30th of every month.
- xxviii. Tentative schedule eTransfer Calendar against Vacant Posts of Teaching Cadre will be:

S#	Activity	Duration / Dates	Responsibility
	Announcement / display of all available vacant posts of teaching cadre (BPS-12 to BPS-18)	1 st to 4 th of every month	DEOs Male/Female
eTransfer under Special Provisions/Grounds			
a	Applications by the teachers having special provisions/grounds supported by proof for transfers to select one of the available uploaded vacant post as per their cadre/scale where they want transfers/postings	5 th to 8 th of every month	Teachers having special grounds for transfers

b	Submission of the online eTransfer Portal generated Special Provisions/Grounds Applications Forms along with special grounds proof/documents after signing and then countersigning from immediate supervisors in the respective DEOs offices	On or before 10 th of every month	Teachers having special grounds for transfers
c	Verification / authentication on the eTransfer Portal, Special Provisions/Grounds Applications along with proof documents (in case of OSDs applicants, the office concerned will verify the applications)	On or before 14 th of every month	DEOs Male/Female / Director E&SE
d	Placement Committees meetings at each level of Posting/Transfer authorities and Recommendations for transfers / postings on Special Provisions/Grounds on the eTransfer Portal	15 th to 18 th of every month	Placement Committees at DEOs Male/Female offices, Directorate of E&SE & E&SE Department
e	Issuance & uploading of the System generated eTransfer Orders on Special Provisions/Grounds	19 th to 20 th of every month	DEOs Male/Female, Director E&SE and SOS (Male/Female) E&SED
Inter-District eTransfer of District Cadre Teaching Staff & SSTs			
a	Applications by the interested eligible teachers to fill the Inter-District Application Form (Annex-I) on the eTransfer portal, attach the requisite documents and select one of the available uploaded vacant posts (in the desired district) as per their cadre/scale where they want transfers/postings	5 th to 8 th of every month	Applicant teachers
b	Submission of the online eTransfer Portal generated Inter-district Applications Forms after signing and then countersigning from immediate supervisors in the respective DEOs offices	On or before 10 th of every month	Applicant teachers
c	Verification of the Inter-district Applications / grounds of transfers & NOC / Acceptance on the eTransfer Portal by both the DEOs	On or before 14 th of every month	DEOs Male/Female
d	Inter-District eTransfer Placement Committees meetings at Directorate of E&SE and Recommendations for inter-district transfers / postings on the eTransfer Portal	15 th to 18 th of every month	Placement Committees at Directorate of E&SE
e	Issuance & uploading of the System generated Inter-District eTransfer Orders	19 th to 20 th of every month	Director E&SE
General eTransfer against Vacant Posts			
a	Applications by the interested eligible teachers to select / opt for any of three prioritized available uploaded vacant posts (left over from the Special Provision Grounds & Inter-district modules) as per their cadre/scale where they want transfers/postings	9 th to 12 th of every month	Applicant teachers
b	Submission of the online eTransfer Portal generated printed Applications Forms after signing and then countersigning from immediate supervisors in the respective DEOs offices	On or before 14 th of every month	Applicant teachers
c	Verification / authentication on the eTransfer Portal, Applications of those teachers which are signed by the applicants and countersigned by their immediate supervisors	On or before 16 th of every month	DEOs Male/Female
d	Recommendations for transfers / postings i.e. Provisional School/Post wise merit/scoring positions based on the scoring parameters at Annex-III.	17 th to 18 th of every month	Provincial EMIS E&SED
e	Issuance & uploading of the System generated eTransfer Orders	19 th to 20 th of every month	DEOs Male/Female, Director E&SE and SOS (Male/Female) E&SED
Note: A vacant post, opted by any applicant on Special Provisions/Grounds or Inter-District transfers first, will be locked for other applicants to apply/opt on other grounds.			
Promotion & Recruitment ePostings			
a	Creation of profiles of newly recruited and updation of profiles of newly promoted teaching staff in the HRMIS-iEMIS by the concerned promotion / recruitment authorities / offices.	Before 21 st of every month	DEOs Male/Female, Director E&SE and SOS (Male/Female) E&SED
b	Applications by the newly recruited / promoted teachers to select / opt for any of three prioritized available uploaded vacant posts (left over from the Special Provision Grounds, Inter-district modules & General eTransfer) as per their cadre/scale where they want their postings	21 st to 24 th of every month	Newly Promoted and Recruited teachers
c	Placement Committees meetings at each level of Posting/Transfer authorities and Recommendations for postings of the newly promoted and recruited teachers on the eTransfer Portal	25 th to 27 th of every month	Placement Committees at DEOs Male/Female, Directorate & E&SED
d	Issuance & uploading of the System generated ePostings Orders of the newly promoted and recruited teachers	28 th to 30 th of every month	DEOs Male/Female, Director E&SE and SOS (Male/Female) E&SED
Note: A vacant post, opted by any applicant of the newly promoted or recruited teacher's for posting first, will be locked for other applicants to apply/opt on other grounds.			

18. **Performance-based eTransfer of:**

- School Heads
- Teaching Staff responsible for teaching to Grades 9th, 10th, 11th & 12th

- i. The Schools Heads, and teaching staff who are responsible for teaching to Grades 9th & 10th i.e. Secondary Schools Teachers (SSTs) and Grades 11th & 12th i.e. Subject Specialists (SS), Instructor Physical Education

and Librarian, whose tenure on the current post/station is 2-years or more and their performance is below the minimum threshold based on the respective school performance parameters / indicators as per Annex-II will be liable for Performance-based eTransfer.

- ii. List of the Schools Heads and teaching staff who are responsible for teaching to Grades 9th & 10th i.e. Secondary Schools Teachers (SSTs) and Grades 11th & 12th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian, whose performance is less than the minimum threshold, will be uploaded on the eTransfer portal and their occupied posts will be offered to all those Schools Heads, and teaching staff who are responsible for teaching to Grades 9th & 10th i.e. Secondary Schools Teachers (SSTs) and Grades 11th & 12th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian, whose performance is greater than the minimum threshold as well as for the same scale/post teaching cadre staff.
- iii. In case of more than one applicants for a post, then the decision will be first on tenure at the present post/school/station, then by maximum length of service in the E&SE Department, then by Age (i.e. Date of Birth) and if still there is tie, then on first come first serve basis.
- iv. The performance-based eTransfer cycle of Schools Heads and teaching staff who are responsible for teaching to Grades 9th & 10th i.e. Secondary Schools Teachers (SSTs) and Grades 11th & 12th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian will be held once preferably in the months of July-August in academic year after the results declaration of the SSC Annual-I & HSSC Annual-I examinations.
- v. Tentative schedule for Performance-based eTransfer of Schools Heads and teaching staff who are responsible for teaching to Grades 9th & 10th i.e. Secondary Schools Teachers (SSTs) and Grades 11th & 12th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian in the months of July/August every year depending on the SSC & HSSC Annual-I Examination results declaration by the BISEs, will be as under:

S#	Activity	Duration / Dates (Tentative)	Responsibility
a	Schedule Announcement of Performance-based eTransfer of Schools Heads and teaching staff who are responsible for teaching to Grades 9 th & 10 th i.e. Secondary Schools Teachers (SSTs) and Grades 11 th & 12 th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian	1 st week of July/August	AS (Estab) / E&SE Department
b	School Based Assessment (SBA) overall and class-wise results of schools	2 nd week of July/August	SBA Portal / Director DCTE
c	School-wise, class-wise and subject-wise results of SSC Annual-I & HSSC Annual-I examinations	2 nd week of July/August	All BISEs in KP
d	Compilation of Performance and display list of those School Heads and teaching staff who are responsible for teaching to Grades 9 th & 10 th i.e. Secondary Schools Teachers (SSTs) and Grades 11 th & 12 th i.e. i.e. Subject Specialists (SS), Instructor Physical Education and Librarian whose performance is less than the minimum threshold on the eTransfer Portal	3 rd week of July/August	Provincial E&SED, EMIS,
e	Opening of the eTransfer Portal for the high performance School Heads and teaching staff who are responsible for teaching to Grades 9 th & 10 th i.e. Secondary Schools Teachers (SSTs) and Grades 11 th & 12 th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian as well as for the same scale/post teaching cadre staff to apply against the posts of low performing occupants	4 th week of July/August	High Performance School Heads and teaching staff
f	Recommendations / provisional lists of the Performance-based postings/transfers of Schools Heads and teaching staff who are responsible for teaching to Grades 9 th & 10 th i.e. Secondary Schools Teachers (SSTs) and Grades 11 th & 12 th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian	1 st week of August/September	Provincial E&SED, EMIS,
g	Issuance & uploading of the System generated Performance-based eTransfer Orders of Schools Heads and teaching staff who are responsible for teaching to Grades 9 th & 10 th i.e. Secondary Schools Teachers (SSTs) and Grades 11 th & 12 th i.e. Subject Specialists (SS), Instructor Physical Education and Librarian	1 st week of August/September	Section Officer (General) E&SED, Director E&SE & all DEOs Male/Female

B. eTransfer Policy for Education Management Cadre (EMC) (BPS-16 to 18)

19. All those Education Management Cadre (EMC) officers in BPS-16 to BPS-18 having 2-years or more tenure on the current post/station will be liable to be transferred except those who are retiring from service within one year or those who are facing disciplinary or criminal proceedings (if stay of the incumbent(s) is required on administrative grounds of the proceedings).

20. Schedule for transfers / postings of the EMC officers on tenure-basis as well as filling of the remaining EMC vacant posts from the relevant teaching cadre officers on temporary basis as a stop gap arrangements will be as under:

S#	Activity	Duration / Dates	Responsibility
Step-I			
a	Display lists of tenure-based EMC officers liable to be transferred	1 st to 3 rd of every month	Provincial EMIS E&SED, Section Officers (EMC) E&SED & Director E&SE
b	Announcement / display of all available EMC vacant posts (including the resultant vacancies of the 2-years tenure occupants) and those EMC posts occupied by the teaching cadre	5 th to 6 th of every month	Provincial EMIS E&SED, Section Officers (EMC) E&SED
c	Applications by the eligible EMC officers, who are liable for transfers, to select / opt any three prioritized available EMC vacant posts (including the resultant vacancies of 2-years or more EMC officers' occupants and those occupied by the teaching cadre) where they want transfers/postings	8 th to 11 th of every month	EMC officers
d	Recommendations of the tenure-based postings/transfers of EMC officers to the Placement Committees	13 th to 14 th of every month	Section Officers (EMC), E&SED & Director E&SE
e	Tenure-based eTransfer orders of the EMC officers	15 th to 16 th of every month	Section Officers (EMC), E&SED & Director E&SE
Step-II			
f	Applications by the eligible teaching cadre officers to select / opt for one of the available EMC vacant post where they want transfers/postings on temporary basis as a stop gap arrangements.	21 st to 24 th of every month	Teaching Cadre officers
g	Recommendations of transfers / postings of the teaching cadre officers against the EMC vacant posts to the Placement Committees	26 th to 27 th of every month	Section Officers (EMC), E&SED & Director E&SE
h	eTransfer orders of the teaching cadre officers against the EMC vacant posts on temporary basis as a stop gap arrangements.	28 th of every month	Section Officers (EMC), Director E&SE

21. Moreover, the following merit calculation and other general conditions will be followed during postings/transfers against EMC posts in the eTransfer Portal:

- i. In case of more than one EMC applicants for a post, then the one having maximum tenure on the present post/station will be recommended for transfer to that post. Moreover, in case of tie of tenure, then the decision will be on the maximum length of service in E&SE Department, then by age (Date of Birth) and then by first come first serve basis.
- ii. In case, the 2-years or more tenure EMC officer did not succeed to obtain any of the applied prioritized available post or did not apply / opt for any of the post, but some other eligible EMC officer apply / opt for his/her occupied post, then he/she will be recommended for transfer / posting against the post of the successful aspirant.
- iii. Posting of the EMC officers and teaching staff against the EMC posts can be in their own pay/scale as well as in one step higher.
- iv. Regular teachers after completion of the probation period of service on present post/scale will be eligible to apply for posting against the EMC vacant posts.
- v. In case of more than one teaching cadre applicants for a post, then the one having maximum management experience will be transferred to that post as a stop gap arrangements. Moreover, in case of tie, then the decision will be on the maximum length of service in E&SE Department, then by age (Date of Birth) and then by first come first serve basis.
- vi. The teaching cadre occupied EMC posts will always be the resultantly vacancies for any of the EMC tenure based eTransfer cycle.

C. eTransfer Policy for Ministerial Staff (BPS-11 to 17)

22. All those Ministerial Staff from BPS-11 to BPS-17 i.e. Junior Clerks, Senior Clerks, Lab Assistants, Senior Lab Assistants, Assistants, Superintendents, Budget & Accounts Officers and Assistant Director (Admin) whose tenure on the current post/scale/station is 2-years or more will be liable to be transferred except those who are retiring from

service within one year or those who are facing disciplinary or criminal proceedings (if stay of the incumbent(s) is required on administrative grounds of the proceedings).

23. Schedule for transfers / postings of the Ministerial Staff on tenure-basis will be as under:

S#	Activity	Duration / Dates	Responsibility
a	Display lists of tenure-based Ministerial Staff liable to be transferred	1 st to 3 rd of every month	Provincial EMIS E&SED & Director E&SE
b	Announcement / display of all available Ministerial Staff vacant posts (including the resultant vacancies of the 2-years tenure occupants)	5 th to 6 th of every month	Provincial EMIS E&SED & Director E&SE
c	Applications by the eligible Ministerial Staff, who are liable for transfers, to select / opt any three prioritized available vacant posts (including the resultant vacancies of 2-years or more occupants) as per their cadre/scale where they want transfers/postings	8 th to 11 th of every month	Ministerial Staff
d	Recommendations / provisional lists of the tenure-based postings/transfers of Ministerial Staff	13 th to 14 th of every month	Provincial EMIS E&SED
e	Tenure-based eTransfer orders of the Ministerial Staff	15 th to 16 th of every month	DEOs (Male/Female) / Director E&SE / SOS (Male/Female) E&SED

24. Moreover, the following merit calculation and other general conditions will be followed during postings/transfers against ministerial cadre posts in the eTransfer Portal:

- i. In case of more than one applicants (ministerial staff) for a post, then the one having maximum tenure on the present post/station will be recommended for transfer to that post. Moreover, in case of tie of tenure, then the decision will be on the maximum length of service in E&SE Department, then by age (Date of Birth) and then by first come first serve basis.
- ii. In case, the 2-years or more tenure Ministerial Staff did not succeed to obtain any of the applied prioritized available post or did not apply / opt for any of the post, but some other eligible Ministerial Staff apply / opt for his/her occupied post, then he/she will be recommended for transfer / posting against the post of the successful aspirant.

D. eTransfer Policy for Information Technology (IT) Cadre (BPS-16 to 17)

25. All those Information Technology (IT) Cadre officers/officials from BPS-16 to BPS-17 i.e. Computer Operators (BPS-16) and Assistant Directors IT (BPS-17) whose tenure on the current post/scale/station is 2-years or more will be liable to be transferred except those who are retiring from service within one year or those who are facing disciplinary or criminal proceedings (if stay of the incumbent(s) is required on administrative grounds of the proceedings).

26. Schedule for transfers / postings of the IT Cadre officers/officials on tenure-basis will be as under:

S#	Activity	Duration / Dates	Responsibility
a	Display lists of tenure-based IT Cadre officers/officials liable to be transferred	1 st to 3 rd of every month	Provincial EMIS E&SED & Director E&SE
b	Announcement / display of all available IT Cadre vacant posts (including the resultant vacancies of 2-years tenure occupants) plus those IT Cadre posts occupied by other cadres	5 th to 6 th of every month	Provincial EMIS E&SED & Director E&SE
c	Applications by the eligible IT Cadre Staff, who are liable for transfers, to select / opt any three prioritized available vacant posts (including the resultant vacancies of 2-years or more occupants) as per their cadre/scale where they want transfers/postings	8 th to 11 th of every month	IT Cadre officers/officials
d	Recommendations / provisional lists of the tenure-based postings/transfers of IT Cadre Staff	13 th to 14 th of every month	Provincial EMIS E&SED
e	Tenure-based eTransfer orders of the IT Cadre Staff	15 th to 16 th of every month	DEOs (Male/Female) / Director E&SE / SOS (Male/Female) E&SED

27. Moreover, the following merit calculation and other general conditions will be followed during postings/transfers against IT cadre posts in the eTransfer Portal:

- i. In case of more than one applicants (IT cadre officers/officials) for a post, then the one having maximum tenure on the present post/station will be recommended for transfer to that post. Moreover, in case of tie of tenure, then the

decision will be on the maximum length of service in E&SE Department, then by age (Date of Birth) and then by first come first serve basis.

- ii. In case, the 2-years or more tenure IT cadre officers/officials did not succeed to obtain any of the applied prioritized available post or did not apply / opt for any of the post, but some other eligible IT cadre officers/officials apply / opt for his/her occupied post, then he/she will be recommended for transfer / posting against the post of the successful aspirant.

**Secretary to Govt. of Khyber Pakhtunkhwa
Elementary & Secondary Education Department**

Endst: Even No. & Date:

Copy of the above is forwarded to the:

1. Principal Secretary to Governor Khyber Pakhtunkhwa.
2. Principal Secretary to Chief Minister Khyber Pakhtunkhwa.
3. All the Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
4. Accountant General, Khyber Pakhtunkhwa Peshawar.
5. The Director General, Education Monitoring Authority Khyber Pakhtunkhwa.
6. The Director EMIS/IT, E&SE Department, Khyber Pakhtunkhwa, Peshawar.
7. The Director, Elementary & Secondary Education, Khyber Pakhtunkhwa. Peshawar.
8. The Director, Curriculum and Teacher Education. Khyber Pakhtunkhwa Abbottabad.
9. The Director, Directorate of Professional Development, Peshawar.
10. PSO to Chief Secretary, Government of Khyber Pakhtunkhwa.
11. All the District Education Officers (Male/Female) in Khyber Pakhtunkhwa.
12. All the District Account Officers in Khyber Pakhtunkhwa.
13. All the Section Officers, E&SE Department, Govt. of Khyber Pakhtunkhwa.
14. PS to Minister E&SE Department, Govt. of Khyber Pakhtunkhwa.
15. PS to Secretary E&SE Department, Govt. of Khyber Pakhtunkhwa.
16. PS to all the Special Secretaries, E&SE Department, Govt. of Khyber Pakhtunkhwa.
17. PA to all the Additional Secretaries, E&SE Department, Govt. of Khyber Pakhtunkhwa.
18. PA to all the Deputy Secretaries E&SE Department, Govt. of Khyber Pakhtunkhwa.



**Deputy Secretary (Establishment)
E&SE Department**

Application Form for Inter-District eTransfer of District Cadre Teaching Posts and SSTs

1. Name of the Teacher/Applicant: _____
2. CNIC# of the Applicant Teacher: _____
3. Domicile District of the Applicant Teacher: _____
4. Designation & BPS: _____ BPS: _____
5. Present School / Place of Posting: _____
6. Date of 1st Appointment: _____
7. Date of taking over charge on present post: _____
8. Name of District where posting is required: _____
9. Name of School where posting is required: _____
10. Justification / Reason of Transfer: _____
11. Undertaking by the Applicant Teacher: I solemnly declare that all these information from S. No. 01 to 10 are correct.

Signature _____
Name of Applicant _____
Dated: ____ / ____ / ____.

Certificate by the Relieving DEO (Male/Female)

1. Certified that I have no objection to the transfer of Mr. / Mrs. _____ from _____ to _____.
2. The study / education of the students of the institution / school will not suffer with the proposed transfer.
3. The applicant teacher is a regular employee & not contract one.

Signature _____
Name of DEO _____
Dated: ____ / ____ / ____.

Acceptance / Post Availability by the DEO (Male/Female) of the District where Posting is required/proposed

I have no objection to the transfer of Mr. / Mrs. _____ of _____ against a vacant post _____. I have also examined his / her relevant documents and found correct.

Signature _____
Name of DEO _____
Dated: ____ / ____ / ____.



Note: Copies of the following documents are attached/uploaded with the Application Form.

- a. Service Certificate
- b. 1st Appointment Order
- c. Domicile certificate
- d. Previous transfer order (if any)
- e. Copies of Academic Qualification i.e. SSC, HSSC, Bachelor, Master etc. Certificates/Degrees
- f. Copies of Professional Qualification i.e. PTC, CT, B.Ed., M.Ed etc. Certificates/Degrees
- g. Last Pay Roll
- h. Last Balance Sheet of GP Fund
- i. Reasons for the Inter-district transfer (any solid documentary proof)

Performance Parameters / Indicators for School Heads and Teaching Staff responsible for teaching to Grades 9th, 10th, 11th and 12th.

A: Primary Schools Heads (i.e. PSHT BPS-15 & SST (General) BPS-16)

Primary Schools Head Teachers (PSHTs) BPS-15 working as Primary Schools Heads and Secondary Schools Teachers (SST) General (BPS-16) working as Primary level Schools Heads (i.e. in Community Model & JICA Schools), wherein one or more than one of the following parameters / indicators is less than the minimum threshold, will be a low performing Primary School Head.

- i. Minimum Enrollment is 40 per available Classrooms
- ii. School Based Assessment (SBA) Semester-wise Grade-5th Results
 - Minimum 60% marks of the 60% appeared students in each semester
 - Minimum 33% marks of the remaining 40% appeared students in each semester
- iii. Minimum Average Students Attendance Rate 90% as per EMA monitoring visits
- iv. Minimum Average Teachers Attendance Rate is 90% as per EMA monitoring visits

B: Middle Schools Heads (i.e. SST (General) BPS-16)

Secondary Schools Teachers (SST) General (BPS-16) working as Middle Schools Heads, wherein one or more than one of the following parameters / indicators is less than the minimum threshold, will be a low performing Middle School Head.

- i. School Based Assessment (SBA) Semester-wise Grade-8th Results
 - Minimum 60% marks of the 60% appeared students in each semester
 - Minimum 33% marks of the remaining 40% appeared students in each semester
- ii. Minimum Average Students Attendance Rate 90% as per EMA monitoring visits
- iii. Minimum Average Teachers Attendance Rate is 90% as per EMA monitoring visits

C. High Schools Heads (HM BPS-17 & Principal BPS-18/19/20)

Head Masters / Head Mistress (BPS-17) and Principals (BPS-18/19/20) working as High Schools Heads, wherein one or more than one of the following parameters / indicators is less than the minimum threshold, will be a low performing High School Head.

- i. Secondary School Certificate (SSC) Annual-I Results of Grades 9th & 10th
 - Minimum 60% marks of the 60% appeared students in each class
 - Minimum 33% marks of the remaining 40% appeared students in each class
- ii. Minimum Average Students Attendance Rate 90% as per EMA monitoring visits
- iii. Minimum Average Teachers Attendance Rate is 90% as per EMA monitoring visits



D. Higher Secondary Schools Heads (Principal BPS-18/19/20)

Principals (BPS-18/19/20) working as Higher Secondary Schools Heads, wherein one or more than one of the following parameters / indicators is less than the minimum threshold, will be a low performing Higher Secondary School Head.

- i. Secondary School Certificate (SSC) Annual-I Results of Grades 9th & 10th
 - Minimum 60% marks of the 60% appeared students in each class
 - Minimum 33% marks of the remaining 40% appeared students in each class
- ii. Higher Secondary School Certificate (HSSC) Annual-I Results of Grades 11th & 12th
 - Minimum 60% marks of the 60% appeared students in each class
 - Minimum 33% marks of the remaining 40% appeared students in each class
- iii. Minimum Average Students Attendance Rate 90% as per EMA monitoring visits
- iv. Minimum Average Teachers Attendance Rate is 90% as per EMA monitoring visits

E. Secondary School Teachers (SSTs) BPS-16

The Secondary Schools Teachers (SSTs) General/Maths-Physics/Bio-Chemistry/IT (BPS-16) working in High/Higher Secondary Schools and are responsible for teaching the below mentioned subjects to Grades 9th & 10th:

SST (General)	-	English & Urdu
SST (Maths-Physics)	-	Mathematics, Physics
SST (Bio-Chemistry)	-	Biology & Chemistry
SST (IT)	-	IT/Computer Science

Wherein Secondary School Certificate (SSC) Annual-I Results of Grades 9th & 10th is less than the following minimum threshold, will be a low performing SST.

- Minimum 60% marks of the 60% appeared students in each of the respective Subjects in each class
- Minimum 33% marks of the remaining 40% appeared students in each of the respective Subjects in each class

Subject Specialists (SS) / Instructor Physical Education / Librarian (BPS – 17 & 18)

The Subject Specialists (SS) / Instructor Physical Education / Librarian working in BPS - 17 & 18 in Higher Secondary Schools and are responsible for teaching their respective subjects to Grades 11th & 12th; wherein Higher Secondary School Certificate (HSSC) Annual-I Results of Grades 11th & 12th is less than the following minimum threshold, will be a low performing.

- Minimum 60% marks of the 60% appeared students in the respective Subject in each class
- Minimum 33% marks of the remaining 40% appeared students in the respective Subject in each class

Note that:

1. The Students : Classroom Ratio (SCR) will be calculated based on the number of Classrooms and number of Students enrolled in the Schools as per the SSR/iEMIS data.
2. School Based Assessment (SBA) portal will be used / integrated with the iEMIS/eTransfer portal for the Grade-5th & Grade-8th results.
3. SSC & HSSC Examinations Annual-I Results will be used and the respective BISEs will provide/integrate school-wise, class-wise and subject-wise results of SSC Annual-I & HSSC Annual-I with the iEMIS/eTransfer portal.



Scoring Parameters / Indicators for Teaching Cadre (BPS-12 to BPS-18) under the eTransfer Policy 2026

Form-A: Teachers from BPS-12 to BPS-16 except SSTs (Total Marks - 90)

i. **Tenure in the Present Schools against the Present Posts -20 marks**

a.	Normal tenure of 2 years	=	0 mark
b.	Tenure 3 years	=	2 marks
c.	Tenure 4 years	=	4 marks
d.	Tenure 5 years	=	6 marks
e.	Tenure 6 years	=	8 marks
f.	Tenure 7 years	=	10 marks
g.	Tenure 8 years	=	12 marks
h.	Tenure 9 years	=	14 marks
i.	Tenure 10 years	=	16 marks
j.	Tenure 11 years	=	18 marks
k.	Tenure 12 years & above	=	20 marks

ii. **STR (Total number of Students in the school / Total number of Teachers) - 40 marks (iEMIS data Source)**

S#	Indicator - STR Range	Score
1	Difference between STRs of Desired School and Present School is > 35	40
2	Difference between STRs of Desired School and Present School is > 30 and <= 35	35
3	Difference between STRs of Desired School and Present School is > 25 and <= 30	30
4	Difference between STRs of Desired School and Present School is > 20 and <= 25	25
5	Difference between STRs of Desired School and Present School is > 15 and <= 20	20
6	Difference between STRs of Desired School and Present School is > 10 and <= 15	15
7	Difference between STRs of Desired School and Present School is > 5 and <= 10	10
8	Difference between STRs of Desired School and Present School is > 0 and <= 5	7
9	Difference between STRs of Desired School and Present School is = 0	5
10	Difference between STRs of Desired School and Present School is < 0	0

iii. **Disability/Widow/Divorced -10 marks**

10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.

iv. **Domicile -10 marks**

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

v. **Higher Academic Qualification -10 marks**

10 marks will be awarded to those whose Higher Academic Qualification are 21-years of education i.e. PhD while 05 marks will be awarded to those whose Higher Academic Qualification are 18-years of education i.e. M.Phil/MS.

Form-B: Secondary School Teachers (SSTs) (Total Marks – 130)

i. Tenure in the Present Schools against the Present Posts -20 marks

a.	Normal tenure of 2 years	=	0 mark
b.	Tenure 3 years	=	2 marks
c.	Tenure 4 years	=	4 marks
d.	Tenure 5 years	=	6 marks
e.	Tenure 6 years	=	8 marks
f.	Tenure 7 years	=	10 marks
g.	Tenure 8 years	=	12 marks
h.	Tenure 9 years	=	14 marks
i.	Tenure 10 years	=	16 marks
j.	Tenure 11 years	=	18 marks
k.	Tenure 12 years & above	=	20 marks

ii. Students Teachers Ratio (STR) - 40 marks (iEMIS data Source)

- a) For SST teacher In High/Higher Secondary School STR is equal to (Total Number of Students in Class 9 & 10 / Number of SST)
- b) For SST teacher in Primary/Middle School STR is equal to (Total Number of Students in the school / Total Number of teachers)

S#	Indicator - STR Range	Score
1	Difference between STRs of Desired School and Present School is > 35	40
2	Difference between STRs of Desired School and Present School is > 30 and <= 35	35
3	Difference between STRs of Desired School and Present School is > 25 and <= 30	30
4	Difference between STRs of Desired School and Present School is > 20 and <= 25	25
5	Difference between STRs of Desired School and Present School is > 15 and <= 20	20
6	Difference between STRs of Desired School and Present School is > 10 and <= 15	15
7	Difference between STRs of Desired School and Present School is > 5 and <= 10	10
8	Difference between STRs of Desired School and Present School is > 0 and <= 5	7
9	Difference between STRs of Desired School and Present School is = 0	5
10	Difference between STRs of Desired School and Present School is < 0	0

iii. Disability/Widow/Divorced -10 marks

10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.

iv. Domicile -10 marks

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

v. Higher Academic Qualification -10 marks

10 marks will be awarded to those whose Higher Academic Qualification are 21-years of education i.e. PhD while 05 marks will be awarded to those whose Higher Academic Qualification are 18-years of education i.e. M.Phil/MS.

vi. Latest Annual SSC Result (of the subjects taught by the teacher) working in High / Higher Secondary Schools - 40 Marks

- a. 90% or above - 40 marks
- b. 80% to 90% - 30 marks
- c. 70% to 80% - 20 marks
- d. 60% to 70% - 10 marks
- e. Below 60% - 0 marks

OR

For SSTs (General) working in Middle/Primary Schools - 40 Marks Overall Students Attendance Rate Percentage as per EMA data

- a. 90% or above - 40 marks
- b. 80% to 90% - 30 marks
- c. 70% to 80% - 20 marks
- d. 60% to 70% - 10 marks
- e. Below 60% - 0 marks

Form-C: Subject Specialists (SS) in BPS 17 & 18 (Total Marks – 130)

i. Tenure in the Present Schools against the Present Posts -20 marks

- a. Normal tenure of 2 years = 0 mark
- b. Tenure 3 years = 2 marks
- c. Tenure 4 years = 4 marks
- d. Tenure 5 years = 6 marks
- e. Tenure 6 years = 8 marks
- f. Tenure 7 years = 10 marks
- g. Tenure 8 years = 12 marks
- h. Tenure 9 years = 14 marks
- i. Tenure 10 years = 16 marks
- j. Tenure 11 years = 18 marks
- k. Tenure 12 years & above = 20 marks



ii. Number of Students in Class-11 & 12 - 40 marks

S#	Indicator - Students Range	Score
1	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 35	40
2	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 30 and <= 35	35
3	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 25 and <= 30	30
4	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 20 and <= 25	25
5	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 15 and <= 20	20
6	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 10 and <= 15	15
7	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 5 and <= 10	10
8	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is > 0 and <= 5	7
9	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is = 0	5
10	Difference of Number of Class 11 & 12 Students between the Desired School and Present School is < 0	0

iii. Disability/Widow/Divorced -10 marks

10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.

- iv. Domicile -10 marks
10 marks will be awarded to those when the desired school is in his/her district of domicile.
- v. Higher Academic Qualification -10 marks
10 marks will be awarded to those whose Higher Academic Qualification are 21-years of education i.e. PhD while 05 marks will be awarded to those whose Higher Academic Qualification are 18-years of education i.e. M.Phil/MS.
- vi. Latest Annual HSSC Result (of the subjects taught by the teacher) - 40 Marks
- | | | | |
|----|--------------|---|----------|
| a. | 90% or above | - | 40 marks |
| b. | 80% to 90% | - | 30 marks |
| c. | 70% to 80% | - | 20 marks |
| d. | 60% to 70% | - | 10 marks |
| e. | Below 60% | - | 0 marks |

Form-D: Principals/HMs of High/Higher Secondary Schools in BPS 17 & 18 (Total Marks -150)

i. Tenure in the Present Schools against the Present Posts -20 marks

a.	Normal tenure of 2 years	=	0 mark
b.	Tenure 3 years	=	2 marks
c.	Tenure 4 years	=	4 marks
d.	Tenure 5 years	=	6 marks
e.	Tenure 6 years	=	8 marks
f.	Tenure 7 years	=	10 marks
g.	Tenure 8 years	=	12 marks
h.	Tenure 9 years	=	14 marks
i.	Tenure 10 years	=	16 marks
j.	Tenure 11 years	=	18 marks
k.	Tenure 12 years & above	=	20 marks

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ii. STR (Total number of Students in the school / Total number of Teachers) - 40 marks (iEMIS data Source)

S#	Indicator - STR Range	Score
1	Difference between STRs of Desired School and Present School is > 35	40
2	Difference between STRs of Desired School and Present School is > 30 and <= 35	35
3	Difference between STRs of Desired School and Present School is > 25 and <= 30	30
4	Difference between STRs of Desired School and Present School is > 20 and <= 25	25
5	Difference between STRs of Desired School and Present School is > 15 and <= 20	20
6	Difference between STRs of Desired School and Present School is > 10 and <= 15	15
7	Difference between STRs of Desired School and Present School is > 5 and <= 10	10
8	Difference between STRs of Desired School and Present School is > 0 and <= 5	7
9	Difference between STRs of Desired School and Present School is = 0	5
10	Difference between STRs of Desired School and Present School is < 0	0

iii. Disability/Widow/Divorced -10 marks

10 marks will only be awarded only to the teachers in the above special cases. Proof will be required for Disable person CNIC + Standing Medical Board disability certificate and same official/authentic certificate/document for widow/divorce female teachers.

iv. Domicile -10 marks

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

v. Higher Academic Qualification -10 marks

10 marks will be awarded to those whose Higher Academic Qualification are 21-years of education i.e. PhD while 05 marks will be awarded to those whose Higher Academic Qualification are 18-years of education i.e. M.Phil/MS.

vi. Latest Annual SSC/HSSC Result of the School - 40 Marks

- a. 90% or above - 40 marks
- b. 80% to 90% - 30 marks
- c. 70% to 80% - 20 marks
- d. 60% to 70% - 10 marks
- e. Below 60% - 0 marks.



vii. Overall Students Attendance Rate Percentage as EMA 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.