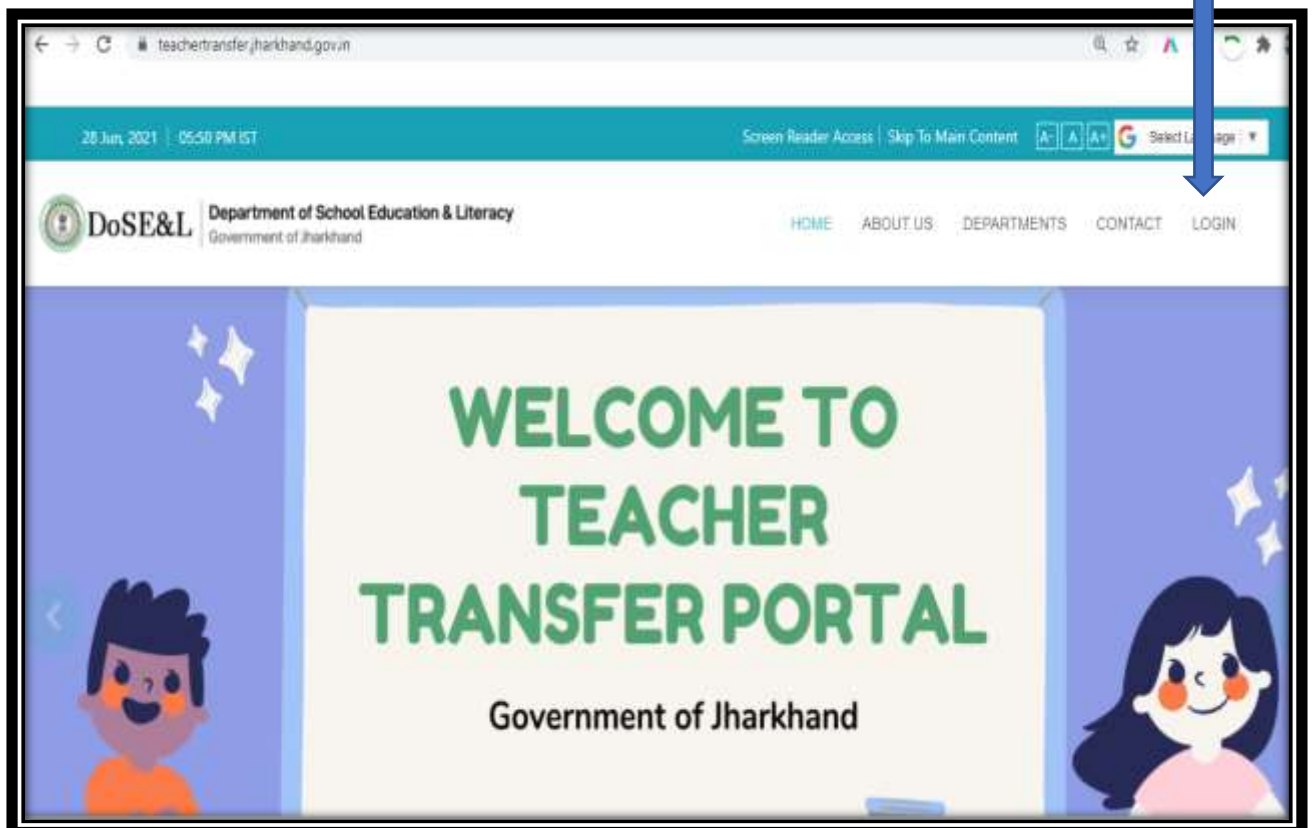


# **Teacher Transfer Portal User Manual**

# Portal Registration

1. Type the URL <https://teachertransfer.jharkhnad.gov.in> in any latest browser (For better result please prefer Google Chrome).
2. You will see the below website teacher Transfer portal Jharkhand
3. Click on login for apply transfer.

(Home page)



# Login for New User

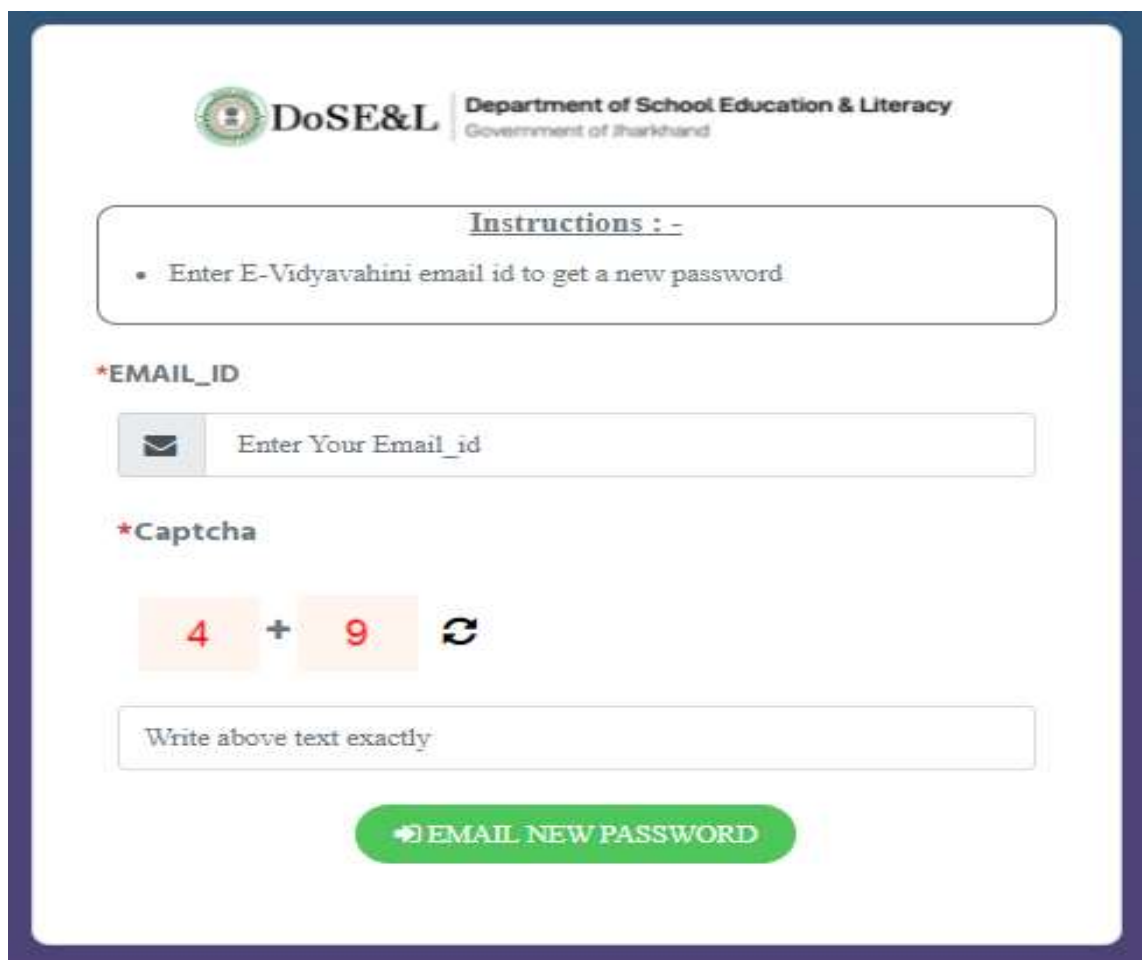
- For new user press on click here to get new password in E-vidyavahini registered email id.



The screenshot shows the top section of the DoSE&L website. On the left is the DoSE&L logo. To its right, the text reads "Department of School Education & Literacy" and "Government of Jharkhand". Below this is a box titled "Instructions :-" containing two bullet points: "All \* Fields are Mandatory" and "If you are a new user, Please [Click Here](#) to get a new Password."

- 

(After clicking on click here you get below page )



The screenshot shows the password reset page. At the top is the DoSE&L logo and the text "Department of School Education & Literacy" and "Government of Jharkhand". Below is a box titled "Instructions :-" with one bullet point: "Enter E-Vidyavahini email id to get a new password".

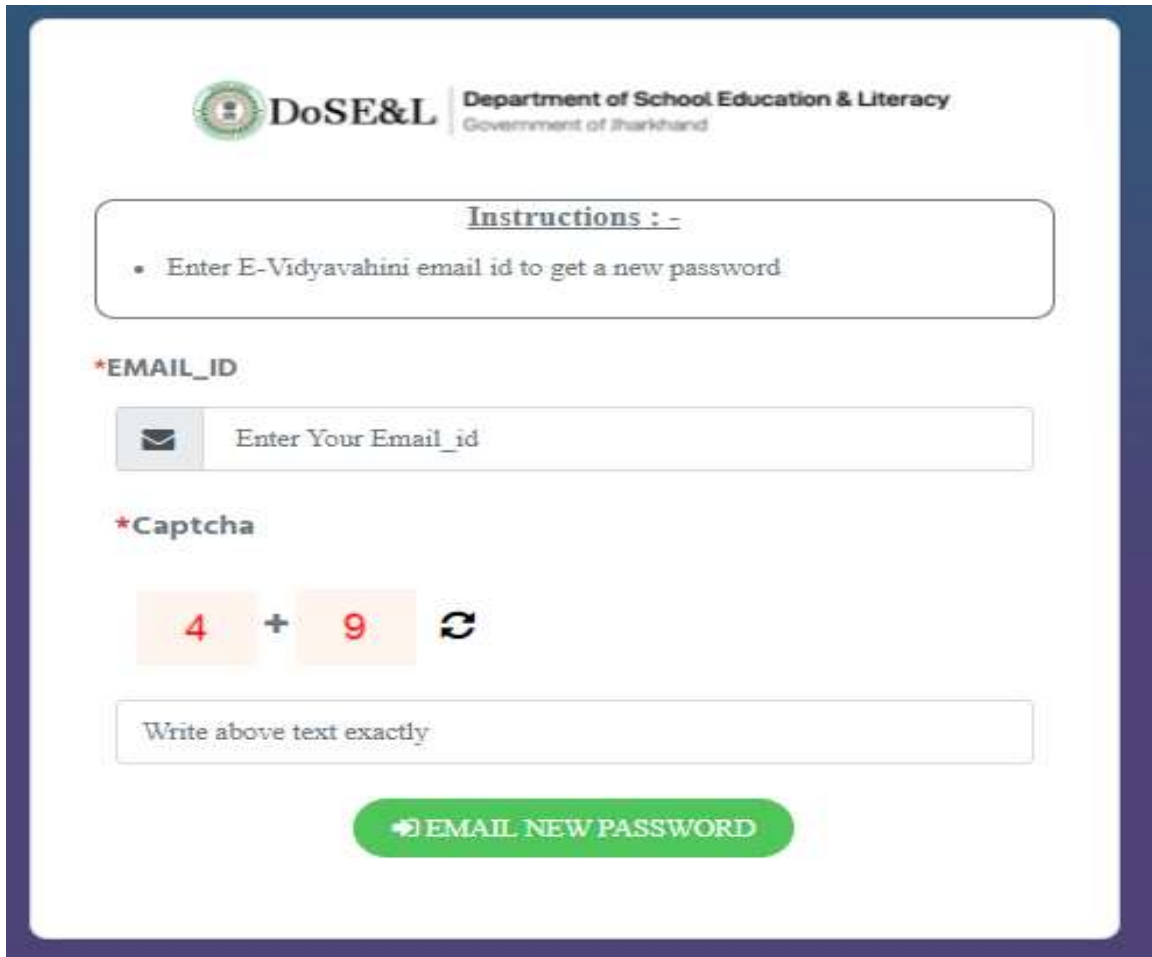
Below the instructions is a form with the following fields:

- \*EMAIL\_ID**: A text input field with an envelope icon and the placeholder text "Enter Your Email\_id".
- \*Captcha**: A captcha image showing the numbers "4" and "9" with a plus sign and a refresh icon. Below the image is a text input field with the placeholder text "Write above text exactly".

At the bottom of the form is a green button with a right-pointing arrow and the text "EMAIL NEW PASSWORD".

## For getting new password

- Enter E-vidyavahini Email id and Captcha then click on “email New password”
- After getting password in email . you login by using username and this password.



The screenshot shows a web form for requesting a new password. At the top left is the logo for DoSE&L (Department of School Education & Literacy, Government of Jharkhand). Below the logo is a box with the heading "Instructions :-" and a bullet point: "Enter E-Vidyavahini email id to get a new password".

The form contains two main sections:

- \*EMAIL\_ID**: A text input field with a mail icon on the left and the placeholder text "Enter Your Email\_id".
- \*Captcha**: A captcha challenge consisting of two boxes with the numbers "4" and "9" separated by a plus sign, followed by a refresh icon. Below this is a text input field with the placeholder text "Write above text exactly".

At the bottom of the form is a green button with a right-pointing arrow and the text "EMAIL NEW PASSWORD".

# Login Page

- Fill user Name & Password in field for login

Note:- user name is given by E-vidyavahini and password is which is received in E-vidyavahini Registered Email Id.

(Ex:- username-123456 & password-abc&123) .

- If you forgot your password then click on Forgot Password for Getting New Password .

**DoSE&L** | Department of School Education & Literacy  
Government of Jharkhand

Instructions :-

- All \* Fields are Mandatory
- If you are a new user, Please [Click Here](#) to get a new Password.

\* Username

Please enter username

\* Password

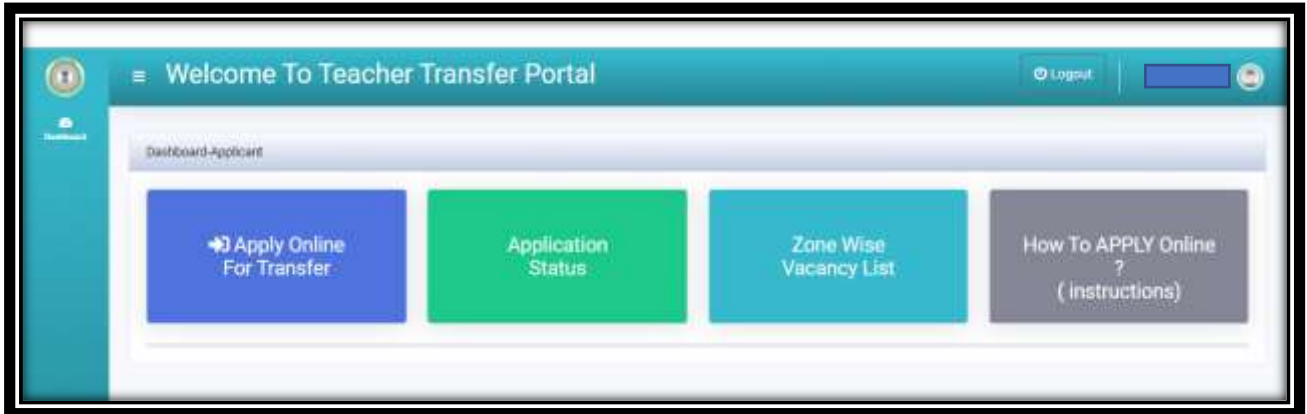
Please enter password

\*Captcha 3 + 8 ↻

Please enter Captcha

LOG IN FORGET PASSWORD

(After login below page will be open (Dashboard-Applicant))



For Applying for Transfer click on  
(Apply online Transfer).

After click on apply online transfer below page  
will be open



- 1. प्रत्येक शिक्षक online आवेदन करने के समय अपने सेवा इतिहास से संबंधित डाटा को अचूक एवं सही प्रेषण हेतु स्वयं जिम्मेदार होंगे।
- 2. किसी गलत प्रविष्टि के लिए वृत्त वण्ड देय होगा।



Personal Details



Service Details



Transfer Details



Documents



Preview Application

### Personal Details (व्यक्तिगत विवरण)

All \* marked fields are mandatory (सबसे अधिक क्षेत्र अनिवार्य हैं)

#### Type of Transfer (स्थानांतरण की प्राथमिकता)

\* Type of Transfer (स्थानांतरण की प्राथमिकता):

Select

Application Form for Teacher Transfer (शिक्षक स्थानांतरण के लिए आवेदन पत्र)

#### Personal Details (व्यक्तिगत विवरण)

Full Name (पूरा नाम) *	<input type="text"/>	Father's/Husband Name (पिता/पति का नाम) *	<input type="text"/>
Date of Birth (जन्म की तारीख) *	08/07/1973	Gender (लिंग) *	Male
Age (आयु) *	49 years 0 months 13 days old Age category score is 38.33	Date of Joining Service (योगदान की तिथि) *	08/07/2019
Email (ईमेल) *	abdulkarimgm786@gmail.com	Contact No. (संपर्क नंबर) *	8203413268
Marital Status (विवाहिक स्थिति) *	Married	Aadhar No. (आधार नंबर) *	XXXXXXXXXX518
Blood Group (रक्त वर्ग) *	B+	Category (कैटेगरी) *	Select

#### Current Address (वर्तमान पता)

Current Address (वर्तमान पता) *	Village Lokania po pable PS narayanpur dist. Jantara state Jharkhand pin 813351	District (जिला) *	Select
Block (ब्लॉक) *	Select	Pincode (पिन कोड) *	<input type="text"/>

#### Permanent Address (स्थायी पता)

(Tick if Current Address is same as Permanent Address)  
(टिक करें यदि वर्तमान पता स्थायी पते के समान है)  
Note: If the address is different than this field will be editable  
(नोट: यदि पता इस क्षेत्र से भिन्न है तो संपादन योग्य होगा)

Permanent Address as per Service Book (सेवा पुस्तिका के अनुसार स्थायी पता) *	Enter Address here	District (जिला) *	Select
Block (ब्लॉक) *	Select	Pincode (पिन कोड) *	<input type="text"/>

#### In Differently abled Category? (दिव्यांग)

Yes (हाँ)  No (नाही)

Reason for transfer (स्थानांतरण का कारण) \*

Regular

Save as Draft

Next & Continue



# 1. Personal detail

1. You can choose Type of Transfer between Inter & Intra (inter means within current District & Intra means out of current District)
2. Fill Personal Details.
3. Those detail which is not auto filled you can fill it. Ex: -Father name.
4. Note: - Category will be choose from which you belong.
5. Current Address and permanent address (as per service book) both can be same. & Different.
6. In Differently abled Category if you tick YES then fill necessary detail i.e. Registration no of Certificate, Date of Certificate Issued, type of Disability, Range of Disability  
**Note: - All Detail should be valid & correctly maintained in the supporting Document.)**
7. In Reason for Transfer. Regular is only for inter District. And If Reason is not maintained in the list, then you can choose other option & write their description in other reason text Box.
8. Finally click on save as Draft then click on next to continue.

(After clicking on Next and Continue below Page will be open)

# 2. Service Detail



Welcome To Teacher Transfer Portal
Logout

1. प्रत्येक शिक्षक online आवेदन करने के समय अपने सेवा इतिहास से संबंधित डाटा को अद्यतन एवं सही प्रेषण हेतु स्वयं जिम्मेदार होंगे।  
 2. किसी गलत प्रविष्टि के लिए कुल दण्ड देय होगा।

Personal Details
Service Details
Transfer Details
Documents
Previous Application

### Service Details (सेवा विवरण)

\* Please input valid data (सुचारु रूप से डेटा भरना है)  
 \* Input of invalid data will make submit button disabled (असंगत डेटा का इनपुट स्वचालित रूप से अक्षम करेगा)

#### Current School Details (वर्तमान स्कूल विवरण)

Cadre (संवर्ग):	Select	UDISE Code (UDISE कोड):	2004200401
Applicant Type (अर्क्षक प्रकार):	Select	Name of school (स्कूल का नाम):	UPJ HIGH SCHOOL URDU BAZAR
Subject Appointed For (विषय के लिए नियुक्त):	Select	Type of School (स्कूल के प्रकार):	Primary, Upper Primary, Secondary and higher
Category Appointed For (कैटेगरी के लिए नियुक्त):	Select	Zone (ज़ोन):	Zone-4
Date from which posted in the present school (वर्तमान स्कूल में नियुक्त होने की तिथि):	05-07-2019	District (जिला):	HAZARIBAG
Grade Pay (ग्रेड पे वेतन):	Select	Block (ब्लॉक):	CHALJUMHA

#### Performance Details (प्रदर्शन विवरण)

Class (कक्षा)	Subject Taught (शिक्षण पढ़ाया गया)	Year 2019-2020 Details (वर्ष - 2 विवरण)		Year 2018-2019 Details (वर्ष - 2 विवरण)		Year 2017-2018 Details (वर्ष - 1 विवरण)		Score
		Total Enrollment (कुल नामांकन)	Number of students scoring 1st Division (समग्र श्रेणी में स्कोर करने वाले छात्रों की संख्या)	Total Enrollment (कुल नामांकन)	Number of students scoring 1st Division (समग्र श्रेणी में स्कोर करने वाले छात्रों की संख्या)	Total Enrollment (कुल नामांकन)	Number of students scoring 1st Division (समग्र श्रेणी में स्कोर करने वाले छात्रों की संख्या)	

[Add Row](#)

#### Earlier Posting Details (पूर्व पदस्थापन का विवरण)

Other State	UDISE Code (UDISE कोड)	School Name (स्कूल का नाम)	Zone (ज़ोन)	District (जिला)	Date of Joining (पदस्थापन की तिथि)	Date of Relieving (राहत की तारीख)	Duration (अवधि)

[Add Row](#)

#### Additional Details (अतिरिक्त जानकारी)

ANO-Associate NDC Officer (एसोसिएट एनसीओ अधिकारी)  
 If NIS trained teacher (अगर एनएसटीक प्रशिक्षित शिक्षक)  
 Scouts and Guides (स्काउट गैड गाइड्स)  
 None (कोई नहीं)

#### Local Language Known (स्थानीय भाषा ज्ञात)

Local language known (स्थानीय भाषा ज्ञात):

Note- Select the local language (नोट - स्थानीय भाषा का चयन करें)

Local language on the TET: select

Save as Draft
Save & Continue

## In current school Detail

1. Choose cadre type District & State (state only for senior Secondary Teacher & principle)
2. If UDISE code and School Detail is Not auto Filled you can fill manually.

- category appointed for (choose only that category for which you appointed.)
- Note: - If School District, Block and Pay scale is not autofill. you fill your current school District, Block, & PayScale.

Current School Details (वर्तमान स्कूल विवरण)			
Code (संघर्ष)	District Cadre	UDISE Code (UDISE कोड)	30042200401 Valid
Applicant Type (आवेदक प्रकार)	Upper Primary HM	Name of school (पाठशाला का नाम)	UPG HIGH SCHOOL URDU RADDI
Subject Appointed For (विषय के लिए नियुक्त)	Math / Science	Type of School (स्कूल के प्रकार)	Primary, Upper Primary, Secondary and H
Category Appointed For (कटेगरी के लिए नियुक्त)	Select	Zone (क्षेत्र)	Zone-4
Date from which posted in the present school (वर्तमान स्कूल में नियुक्त करने की तिथि)	05-07-2019	District (जिला)	HAZARIBAG
Grade Pay (पदक्रम वेतन)	Grade 1-3	Block (ब्लॉक)	CHALKISHA

## Performance Detail

- choose class and their subject and fill three years sessions of total enrolment student and their respective Number of students scoring 1<sup>st</sup> Division
- . If more than one subject you taught you can add more row by clicking and fill their relevant Detail

Performance Details (प्रदर्शन विवरण)								
Class (कक्षा)	Subject Taught (विषय पढ़ाया गया)	Year 2019-2020 Details (वर्ष - 3 विवरण)		Year 2018-2019 Details (वर्ष - 2 विवरण)		Year 2017-2018 Details (वर्ष - 1 विवरण)		Score
		Total Enrollment (कुल नामांकन)	Number of students scoring 1st Division (प्रथम श्रेणी में स्कोर करने वाले छात्रों की संख्या)	Total Enrollment (कुल नामांकन)	Number of students scoring 1st Division (प्रथम श्रेणी में स्कोर करने वाले छात्रों की संख्या)	Total Enrollment (कुल नामांकन)	Number of students scoring 1st Division (प्रथम श्रेणी में स्कोर करने वाले छात्रों की संख्या)	
Select	Math / Science	100 valid number	70 valid number 3rd year 70.00 %	100 valid number	60 valid number 2nd year 60.00 %	100 valid number	64 valid number 1st year 64.00 %	5
<a href="#">Add Row</a>								

## Earlier Posting Detail

- Fill your Earlier posting Detail. UDISE, school name, zone, date of joining and Date of Reliving.
- If you filled School UDISE and their detail (i.e., Zone, school Name is not in auto fill mode and also if your Earlier Posting was in other State you have to tick other state check box. And manually fill their details
- You can fill more than one Detail if you have by clicking on Add Row

Earlier Posting Details ( पूर्व पदस्थापन का विवरण )							
Other State	UDISE Code (UDISE कोड)	School Name (स्कूल के नाम)	Zone (डेन)	District (जिला)	Date of Joining (संलग्नता की तिथि)	Date of Relieving (राहत की तारीख)	Duration (अवधि)
<a href="#">Add Row</a>							

## Additional Detail

1. If you have any other additional Detail like NSS Trained teacher, scouts and guide you can tick and fill their relevant Detail (i. e Certificate Number & Certificate Date)

Additional Details (अतिरिक्त जानकारी)	
<input type="radio"/>	ANO-Associate NCC Officer (एनओएफएन एनसीओ अधिकारी)
<input type="radio"/>	If NSS trained teacher (अगर एनएसएस प्रशिक्षित शिक्षक)
<input type="radio"/>	Scouts and Guides (स्काउट गैड गाइड्स)
<input checked="" type="radio"/>	None (कोई नहीं)

## Local Language Known

1. Select local from drop down language which you passed in your TET exam
2. finally click on save as Draft and Next and continue

**Local Language Known (स्थानीय भाषा ज्ञात)**

\* Local language known (स्थानीय भाषा ज्ञात) :

Note- Select the local language (नोट - स्थानीय भाषा का चयन करें)

Local Language as per TET

-select-

(After clicking on Next and Continue below page will be open)

## 3. Transfer Option Detail

**Transfer Option Details (स्थानांतरण विकल्प विवरण)**

\* You can select maximum 6 choice as per your priority (आप अपनी प्राथमिकता के अनुसार अधिकतम 6 का चयन कर सकते हैं)

Zone (क्षेत्र)	District (जिला)	Block (प्रखंड)	Priority (प्राथमिकता)	
Zone 1	PALAMU	CHAINPUR	1 <sup>st</sup>	Add Now
Zone 2	CHATRA	GIDHOUR	2 <sup>nd</sup>	X

Save as Draft Next & Continue

### Transfer option Details

- 1 you can select zone, District, Block and their priority
- 2 District option only for intra-District Transfer
- 3 You can select up to 6 priorities

(After clicking on Next and Continue below page is open)

Welcome To Teacher Transfer Portal

Logout

1. प्रत्येक शिक्षक online आवेदन करने के समय अपने सेवा इतिहास से संबंधित डाटा को अचूक एवं सही प्रेषण हेतु स्वयं जिम्मेदार होंगे।  
2. किसी गलत प्रविष्टि के लिए क्वॉट दण्ड देय होगा।

Personal Details Service Details Transfer Details Documents Preview Application

### Documents (दस्तावेज)

\* Only .jpeg, .jpg, .png and .pdf file is allowed (केवल .jpeg, .jpg, .png और .pdf फाइल की अनुमति है)  
\* File size must not exceed 6 MB (फाइल का आकार 6 एम्बी से अधिक नहीं होना चाहिए)

#### Upload Documents (दस्तावेज अपलोड करें)

* AND certificate/HSS in charge letter (एनएचसी प्रमाण पत्र / एचएसएस अर्जी पत्र)	Choose File No file chosen	Upload
* Any other document (कोई अन्य दस्तावेज)	Choose File No file chosen	Upload
* Photograph (फोटो)	Choose File No file chosen	Upload

**Note 1:** Please check the declaration otherwise you are not able to Preview & submit the data. (अपलोड के लिए सत्यता प्रमाण के प्रकार: .jpg, .jpeg, .png, .pdf)

#### Declaration (घोषणा)

I hereby declare that all the aforesaid information shared in this form is in accordance with the facts and truths in my knowledge. I take full responsibility for the aforesaid information. If any information is proved to be false then I shall be held accountable for the same.  
(मैं इस बात की घोषणा करता हूँ कि इस रूप में साझा की गई जानकारी सभी जानकारी के सत्य और सच्चाई के अनुसार है। उपरोक्त जानकारी के लिए मैं पूरी जिम्मेदारी लेता हूँ। यदि कोई गलत जानकारी साझा होती है तो उसके लिए मेरी जिम्मेदारी होगी।)

Preview & Submit

## Documents

- Upload required document
- Tick on declaration check box
- Finally click on preview & submit.

(After clicking on preview & submit open below web page)





- Finally, you get your applicant number you can keep print copy of your application form for future use by clicking on print option.