



**Government of Jammu & Kashmir**  
**School Education Department**  
Civil Secretariat, J&K.

Subject:- Transfer of employees of School Education Department through online mode-*Notification thereof.*

Reference:- Government Order No. 103-JK(Edu) of 2023 dated 24.04.2023.

**Notification No. 01-JK (Edu) of 2023**  
**Dated 26.04.2023**

Online representations are invited from the eligible employees viz. Teachers/Masters/lecturers, Principals, Headmasters, ZEO's & equivalents for online transfer-2023.

**A. Conditions for applying:**

- a) Employee(s) having mature stay of 03 years and above in Zone-I, II and III as per Transfer Policy-2023 shall have to compulsorily apply online in prescribed application format available on School Education Department's Portal **[schedujammu.nic.in/atd](http://schedujammu.nic.in/atd)**
- b) Employee(s) having mature stay of 02 year and above in Zone-IV and 01 year and above in Zone-V shall also apply.
- c) Employee(s) who are willing to continue/serve in Zone-III, IV and V can submit their willingness to continue despite having mature stay.
- d) The academic staff like Principals, Lecturers, Headmasters, Masters, and Teachers working in JKSCERT & associated DIETs, JKBOSE, Samagra Shiksha and deployed in various offices of the Department and other Departments as well, having mature stay shall also compulsorily apply.

- e) Employee(s) seeking transfer on Medical grounds as specified in the Transfer Policy-2023 can also apply with documentary proof, irrespective of their tenure.
- f) Employees seeking transfer on Marriage grounds shall also apply along with documentary proof as prescribed in Transfer Policy- 2023.
- g) Employee(s) seeking transfer on Security grounds shall also apply with documentary proof i.e. recommendations received from the Special DG CID, J&K.
- h) Lecturers, Masters and GLT's working in surplus category (other than those who are working on SSA post) shall also apply irrespective of their tenure.
- i) Employee(s) appointed under SRO-202 and having completed five years tenure on the post against which he/she has been appointed shall also apply.
- j) Employees appointed under RBA/ALC category who have completed the prescribed period of stay in such areas, may also apply.
- k) ANOs having mature stay and handling NCC assignments shall also apply and can be adjusted against the post having same duties/responsibilities of NCC, as far as practicable.
- l) Female employees may not opt for Zone-V, if not willing.
- m) **Eligible employees not applying for transfer despite having mature stay shall be transferred by the Department anywhere as per the requirement of the Department.**
- n) Teacher(s)-Grade-II/III/RReTs/3rd Teachers shall not apply and their applications shall not be entertained on the portal.

**B. Preferences for posting shall be as follows:**

- I. An employee who is working in **Zone-I** shall opt for Zone- II, III, IV and V.
- II. An employee who is working in **Zone-II** shall opt for Zone- I, III, IV and V.
- III. An employee who is working in **Zone-III** shall opt for Zone-I, II, IV and V.
- IV. An employee who is working in **Zone-IV** shall opt for Zone- I, II, III and V.
- V. An employee who is working in **Zone-V** shall opt for Zone- I, II, III and IV.

**Note:-**

- a). Zonation is applicable to the employees as per the Cadre against which they have been appointed i.e. District/Divisional/UT Cadre respectively.
- b) Female Employees working in Zone-III, IV and V can also apply within the same zone.
- c) The details of the respective zones are available on online portal **[schedujammu.nic.in/atd](http://schedujammu.nic.in/atd)** and also on the departmental website i.e [www.jkeducation.gov.in](http://www.jkeducation.gov.in)

**C. Further:**

- i. Submission of applications other than online mode shall not be entertained in any case.
- ii. Employee(s) who are serving in Zone-IV, will preferably be given posting in Zone-I, II & III and those employees who are serving in Zone-V, will preferably be given posting in Zone-I & II to the extent possible.
- iii. Employees who are superannuating within six months from the date of issuance of this notification can also apply, irrespective of their tenure.
- iv. The decision regarding acceptance /rejection of transfer requests shall depend on:-
  - a) Maximum stay period.

- b) Availability of vacancy.
- c) Performance of the official viz. school result.
- d) Administrative measures.
- v. Submission of wrong, false or fabricated information shall lead to rejection of candidature and action under provisions of Jammu and Kashmir Civil Services Regulations will be initiated
- vi. The Department reserves the right to post/adjust the employees beyond the choice opted by him/her for administrative reasons.
- vii. In the interest of academics and administration, the Department reserves the right to keep any post vacant, if circumstances so demand

**D. Schedule:**

Schedule for completion of the Online Transfer, 2023.

S. No.	Post	Schedule for submission of online representations.	Processing of transfer requests	Completion of Transfer process by or before
1	General Line Teachers	27.04.2023 to 11.05.2023	12.05.2023 to 26.05.2023	27.05.2023 to 15.06.2023
2	Masters			
3	Headmasters & Equivalent			
4	ZEOs & Equivalent			
5	Lecturers			
6	Principals & Equivalent			

**Note:**

1. For any general grievance, employees may submit their grievances on [otpgrievances2023@gmail.com](mailto:otpgrievances2023@gmail.com)
2. For any technical assistance, employees may submit their issues on [otptechnical2023@gmail.com](mailto:otptechnical2023@gmail.com)
3. For any assistance/clarification employees may contact their respective Directorates/Chief Education Officers.

  
(Abhishake Abrol) JKAS,

Deputy Secretary to the Government

26/04/23

No:- Edu-Gen/38/2023-01

Dated:- 26.04.2023

Copy to the:-

1. Director, SCERT, J&K.
2. Secretary, J&K Board of School Education.
3. Director School Education, Jammu/Kashmir.
4. Director Information, J&K with the request to give wide publicity of the notification in the leading news papers of the UT.
5. Project Director, Samagra Shiksha J&K.
6. OSD to the Advisor (B) to Lt. Governor.
7. All Chief Education/Zonal Education, Officers.
8. Private Secretary to Principal Secretary to the Government, School Education Department, J&K.
9. I/c Website.
10. Main file.