



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

## **Frequently Asked Questions (FAQs) on Transfer of employees of School Education Department through online mode**

### **Q.1 Whether transfers are to be made by Administrative department or at HODs levels?**

A. Refer clause 31 of Annexure-A, annexed to Transfer Policy-2023 of the department notified vide G.O No. 103-JK(Edu) of 2023, dated: 24.04.2023 in which Powers are delegated to the respective authorities (District/Divisional/State level Heads) to make transfers.

### **Q.2 Whether the choices for filling are school based?**

A. Choices are zone based. Transfers shall be affected as per the need and requirement of the department.

### **Q.3 Whether powers are delegated to CEOs and ZEOs for proper utilization of human resource?**

A. Already covered under policy and also under Formulation of School Complexes notified by G.O No. 2173-JK(Edu) of 2022.

### **Q.4 Whether ReTs/RReTs/Grade-II/III/Teacher-III eligible for applying in Online Transfer Portal-2023?**

A. Recruitment of ReTs/RReTs/Grade-II/III/Teacher-III is school specific. Clause 3(a) of G.O No. 20-Edu of 2019, dated: 22.01.2019 is explicit about the service condition of the Teachers-Grade-II which shall be the same as prescribed for general line teachers with the exceptions that they shall not be transferable except on the mutual transfer basis to the post of other Teacher Grade-II/RReTs/ReTs in exceptional circumstances only.

### **Q.5 Can teachers apply inter-district?**

A. Yes, teachers can apply inter-districts under Medical/Security Grounds and Marriage Ground subject to the conditions mentioned at clause 21 and 23 of Annexure-A, annexed to Transfer Policy-2023 of the department notified vide G.O No. 103-JK(Edu) of 2023, dated: 24.04.2023.

### **Q.6 Can an applicant opt of two same zones?**

A. No, two preferences cannot be same.

### **Q.7 What is the minimum number of preferences that can be submitted by an applicant?**

A. Applicant can submit minimum of two preferences.

**Q.8 Can an applicant apply irrespective of matured tenure?**

A. Yes, only in case of Medical, Surplus and Superannuation within one year as notified vide Notification no. 01-JK(Edu) of 2024 dated: 18.07.2024.

**Q.9 Is form filling compulsory for all employee?**

A. Refer clause A(i) of the Notification no. 01-JK(Edu) of 2024 dated: 18.07.2024.

**Q.10 What if an applicant doesn't apply even after matured stay?**

A. Will be posted anywhere as per the requirement of the department.

**Q.11 What is the percent of disability to be considered for Physically challenged employee?**

A. 40% or above.

**Q.12 Can an applicant edit his/her application after final submission?**

A. No.

**Q.13 Can an employee apply on the online transfer portal who is appointed under SRO-202 and have completed 05 years of tenure in parent district?**

A. Yes.