Types of Transfer

1. Open Merit
2. Mutual Transfer
3. Divorce/Widow/Disability
4. Wedlock

Documents Required for e-Transfer

#	Category	Documents Required
1	**Open Merit**	• No Documents Required.
2	**Wedlock**	• Attested Copy of a) Nikah-Nama. b) Applicant's CNIC. c) Spouse's CNIC. • Departmental Service Proof of Current Place of Posting of Spouse.
3	**Disability**	• Attested Copy of Disability Certificate Issued by Social Welfare Department.
4	**Widow**	• Attested Copy of Spouse's Death Certificate Issued by NADRA.
5	**Divorce**	• Attested Copy of Divorce Certificate Issued by NADRA.

Marking Criteria for e-Transfer

	Marking Criteria	Merit Marks
1	Qualification a. Ph.D. b. M.Phil. c. Masters	 a. 5 Marks b. 2 Marks c. 1 Marks
2	For each year served at a place other than district of domicile (Based on current place of posting)	2 marks per year (max. up to 10 marks). Score will be calculated up to two decimal places.
3	For each year served in hard area, duly notified by HED (Based on current place of posting)	1 mark per year (max. up to 10 marks). Score will be calculated up to two decimal places. Partial marks will be calculated as 2/365 marks for each day served in hard area.
4	Wedlock	2 marks
5	Widow Case/ Divorce	2 marks
6	Physical Disability	2 marks

Higher Education Department

15/07/2021

Transfer Rules

- For male colleges, only male teachers can apply.
- For female colleges, only female teachers can apply.
- For co-education colleges (if any), both male & female teachers can apply.
- Teachers can apply for transfer only on those posts where the designation, grade and the post's subject are the same as that of teachers. Same rule will apply on mutual transfers.
- Only those teachers that are currently working in public colleges are eligible to apply for e-Transfer.
- Teachers cannot apply for transfer to posts in universities.
- Teachers with less than 2 years of service at the current place of posting are not eligible to apply for e-Transfer.
- In case of more than one application being received against a post, preference will be given to the candidate securing the highest merit marks. In case of tie, tie-breakers will be as follows:
  a) Length of Service in HED
  b) DOB
- In case of co-education colleges, preference will be given to males. If there is a tie between males, tie-breakers will be as follows:
  a) Length of Service in HED
  b) DOB
- Teachers in last year of their service will be given preference. In case of multiple applications, preference will be given to the applicant with highest score. In case of tie, tie-breakers will be as follows:
  a) Length of Service in HED
  b) DOB

Rejection Criteria

- Application which are submitted against these rules will be rejected automatically.
- Applications that are submitted after the closure of the transfer period will not be entertained.
- No rule of STR will be applicable for transfer-in and transfer-out of any teacher.
- Application may be rejected if the uploaded documents are not legible.

Note: Transfer orders will not be cancelled without provision of valid / cogent reason.

Reviewed & Verified by

Name: Asifah Sohail

Designation: Section Officer (EF-II)

Signature: 15/07/2021

Higher Education Department