

KVS Online Employee Platform User Manual "Employee"



National Informatics Centre

Ministry of Communications & Information Technology

New Delhi

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1. Introduction

KVS employee platform allows management of essential employee (Teaching and Non Teaching) information for easy access and update employee profiles, including personal details and postings. The platform provides a secure and efficient way to store and retrieve employee data, ensuring accuracy and accessibility. It also facilitates for employee transfer as per the transfer policy.

2. Login to KVS Online Employee Platform

This is the first step to enter in the application. In this screen, User will see two login(s) i.e, Administrator Login & Employee Login. As, this document is dedicated for **Employee Login**, so, user should have click on the Employee Login as below mentioned process.

- 1. Browse URL <u>https://kvsonlinetransfer.kvs.gov.in/#</u> & then User will be welcomed by the below screen.
- 2. Select "Employee Login" button from dropdown & click on it.



3. On Login Screen, type in Username & Password & click "Login".

Note: Username and Password will be sent to registered phone number and e-mail of the respective employee.

4. If user want to go back at previous screen, click 'Back to home'.

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	and there were	
LOGIN TO KVS EMPLOYEES PLATFORM	LOGIN Please enter your username and password Username Please enter your username	
	Login Back to home	
		RIC

5. Reset Password – This screen will be appeared in this step, for reset password.

Note – All fields are mandatory. In case of missing any field, application will not proceed further.

- Old Password Enter old password.
- New Password Enter new password (8-12 characters).
- Confirm New Password Confirm new password.
- Submit Click on 'Submit' to reach next screen.

Old Password *	
New Password (8-12 C	characters) *
Enter New Passwor	u
Confirm New Password	d *

3. Part A – Employee Profile

1. Basic Profile

Once logged in, it will display user's Basic Profile with all details. All details are prefilled, user not need to fill it again. However, check whether the filled details are correct or not. If not correct you can make changes.

Note - If user want any changes in the details, then user should click on 'Save & Next' button after do changes, else, changes will be not be saved.

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				Subject Name(Code) *	Staff	Type *
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						↓

2. Personal Information

In this page, user will have to fill personal information.

- a) Correspondence Address User have to fill his/her correspondence address.
 - State User have to select from State dropdown option.
 - District User have to select respective district.
 - Pin Code Need to fill pin code in this option.
- b) Home town address as per the service record User has to fill its home town address as per the service record.
 - State User have to select from State dropdown option.
 - District User have to select respective district.
 - Pin Code Need to fill pin code in this option.

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A Employee Profile					
Change Password					
Luser Manual	Personal Information:				PANKAJ MEHTA
	Correspondence Address *	State *	Do You F	lave Any Kind of Disability, if any ?	
Transfer Policy 2023	C-120 RAJDHANI COMPLEX	BIHAR	V O Yes	O No	
L unt of American		10			
EIST OF ANNEXULE	District *	Pin Code *			
	AURANGABAD	✓ 431001	Marital S	tatus* 🔿 Married 🗿 Single	 Widow/Widower
	Home Town Address as per Se	rvice Record * State *			
	D120/7 JAMUNA NAGAR	JHARKHAND	~		
	District •	Pin Code •			
	DAKUD	816107			
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				-	
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⊕ Log Out

- c) Do you have any kind of disability? In case of Yes, select 'Yes', and select your type of disability from dropdown.
 - Download Annexure-I of PwD certificate, fill & upload it.
 - Upload PwD certificate in PDF (max size 200 KB) User need to upload his/her PwD certificate. The maximum size of the certificate should be up to 200 KB.
- d) Marital Status In this section, there are three options, i.e., Married, Single & Widow/Widower. In case of Married.
 - If user select Spouse Serving in as KVS Employee user have to fill details, such as; Serving Spouse Employee Code, Serving Spouse Name, Position Held and Station Name.
 - If spouse is Central Govt. / PSU / Defence Employee and Central Armed Police Force Employee then select second option and, in this option, user will get two dropdowns, i.e, Employee Name and Station Name.
 - If your spouse is in State Govt./State Govt. PSU Employee select third option and, in this option, user will get two dropdowns, i.e., Employee Name and Station Name.
 - Else, select, None of these.

🍘 कर्मचारी मंच 🍈 Online Employee Platform D Log Out ••• 8 0 4444004444 | Ano Form Status : Pe Personal Information User Manual Transfer Policy 2023 • Yes O No List of Annexure and DH Car ΟM DELH • KVS Empl ne of the

Note - In case of No disability, select 'No'.

Note - If marital status is Single & Widow/Widower, then select accordingly.

Click on 'Next', to fill further details.

Online Employee Platform		Information	Experience	Miscellaneous	Preview & Confirm
Employee Profile Change Password				1.5	
Jser Manual	Personal Information:				PANKAJ MEHTA
rappfor Bolicy 2022	Correspondence Address*	State *	Do You H	ave Any Kind of Disability, if any ?	
ansier Policy 2023	C-120 RAJDHANI COMPLEX	BIHAR	✓ O Yes (No 🚄	
st of Annexure	District *	Pin Code •			
	AURANGABAD	431001	Marital St	atus• () Married () Single	O Widow/Widower
	Home Town Address as per Service Record	State •			
	D120/7 JAMUNA NAGAR	JHARKHAND	~		
	District *	Pin Code •			
	PAKUR	816107			
					Previous Save & Next Next

3. Work Experience

In this page, user can add his/her posting details and also s/he can select on Add icon to add new row and select minus icon to delete a row.

On successfully filling all the required field click on save & next button to save the profile or select previous button to fill the remaining/missing information.

Sessesses Information Sessesses Information Change Password User Manual Transfer Poticy 2023 List of Annexure Virko ZLET Hix Information To Position Heid Appointed for Subject Tansfer Poticy 2023 User Manual Setting From Initial Joining In KVS Setting From Initial Joining In KVS Autor Autor Autor <	ම Log O							ै कर्मचारी मंच Online Employee Platform
Change Password Work Experience:	irm •) : TEST KV(9999)	Preview & Confirm CV/RO/ZIET/HQ Name(Code) : TE	Miscellaneous	Experience	Information	Edited	Profile Form Status : Schoo	9988998899 Test Employee Profile
A List of Annexure	NKAJ MEHTA	PANKA Transfer Ground	Appointed for Subject	Position Held	То	itial joining in KVS From	Work Experience: Details of Posting From i KV/RO/ZIET/HQ	Change Password User Manual Transfer Policy 2023
	t Next	Previous Save & Next	V NOT APPLICABLE(NA)	PRINCIPAL(PPIN)	dd-mm-yyyy	D 12-12-2011	9999 TEST KV	List of Annexure

4. Undertaking

- User have to click on 'Yes' and 'No' on this page on the basis of his/her profile filled.
- If '**Yes**', it is mandatory to upload supportive documents.
- User have to click on the check box of Declaration by Employee.
- Then click on 'Save & Next'.

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	R Profile	Information	Experience	Miscellaneous	Preview & Confirm
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Change Password User Manual	Miscellaneous:				WXYZ
Fransfer Policy 2023	 Whether the employee is seeking Whether the employee is seeking 	benefit of spouse who is working at the	same station where employee is post	ed/transfer is being sought for.	O Yes O No
	3. Whether the employee is seeking	benefit of single parent (SP Ground)			O Yes O No
	4. Whether the employee is seeking	benefit of Death of Family Person (DFP (Ground)		O Yes O No
	5. Whether your are main care-given	to the person with disability in the famil	y (i.e spouse or own son/own daught)	er).	O Yes O NO
	6. Members of JCM at KVS Regional	Office (RJCM) / KVS Headquarters (NJCM)			O RJCM O NJCM None
	7.Active stay (in years) Refer 2 (i) o	f Part- 1 of Transfer Policy 2023.	4		
	8. Whether disciplinary proceeding:	s are in progress.			O Yes O No
	9. Whether, the employee has comp	leted one tenure at hard/NER/Priority sta	tion(during entire service).		C Yes O No
_	Undertaking I hereby undertake that information rejected by KVS and i shall be open	n given by me, as below is absolutely correct ed for any disciplinary action as deemed fit a	and true as per my knowledge and bel gainst me for giving misleading inform	ief.If later on, any thing is found misleading ation.	/wrong then my application is liable to be
					Previous Save & Next
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5. Preview & Confirm the Profile Details

- Preview your form and if, all filled data is true to your knowledge the check on the two declaration boxes and confirm it or you can click previous to change or edit.
- After submitting, the data cannot be edited and saved further.
- School needs to verify the data filled in Employee profile; Further school has the authority to edit user's provided data.
- If school reject the Employee Profile submitted at this screen, then only edit and save will be enabled.
- In this page, user can download these details also in PDF format by click on the Export to PDF, as shown below.
- The generated PDF will be saved in Download folder of the system.

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User Manual	Profile Details								Export to PDF
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List of Assessive	Name	Wxyz	Gen	der		Male	Date of Birth		19-07-1994
List of Annexure	Email	prashanteci18@gmail.com	Mob	ile Number		7992328762	Marital Status		Married
	Present Station Name	GURUGRAM(547)	DoJ	in Present Station I	respective of Cadr	01-03-2019	DoJ in Preser	t KV/RO/ZIET/HQ in Present	Post 01-03-2022
	DoJ in KVS	01-03-2017	Pres	sent post name		YOGA TEACHER	Subject Name		YOGA
		B.74 Road No.7 Shaheen Banh, Jamia Nanara	New Delbi Con	respondence State		DELHI	Corresponde	nce District	NORTH FAST
	Correspondence Rin Cod	 b=14, Road Ho=7, Sharleen bagit, Samia Hagar, 110025 	Hon	a Town Address as	par Service Record	ewsdyfcab ersdtfa juyrf 656776	7 State	lee District	DELHI
	District		Pin	Code		chistoricgi crashig, layn, oborror	,, oure		DECIN
	Disability Any kind of Disability Spouse Details	Yes	Туре	e of Disability		Hearing Impairment			
	KVS Employee	No	Cen	tral Government Em	ployee	Yes	State Govern	ment Employee	No
	None of these	No	Spo	use Employee Code			Spouse Name	1	PQRST
	Spouse Position		Spo	use Station		AHMEDABAD			
	Experience								
	School Name		From	То	Position Held	Appointed for Su	bject	Transfer Ground	
	TEST KV		01-03-2022		YOGA TEACHER	YOGA			
	KENDRIYA VIDYALAYA AG	CR COLONY SHIFT I	17-06-2020	31-12-2021	PRIMARY TEACH	ER NOT APPLICABLE	E	Request On Any Other Grou	nd
	KENDRIYA VIDYALAYA AG	SAR MALWA	02-01-2019	31-05-2020	PRIMARY TEACH	ER MUSIC		Request On DFP	
	Miscellaneous								
	Whether the employee is	seeking benefit of spouse who is working at th	ne same station	where employee is p	osted/transfer is b	eing sought for.			No
	Whether the employee is seeking benefit of medical ground (MDG Ground).							No	
	Whether the employee is seeking benefit of single parent (SP Ground).						No		
	Whether the employee is	seeking benefit of Death of Family Person (DF	P Ground).						No
	Whether your are main care-giver to the person with disability in the family (i.e spouse or own son/own daughter).							No	
	Members of JCM at KVS Regional Office (RJCM) / KVS Headquarters (NJCM).							None	
	Active stay (in years) refer 2 (i) of Part-1 of Transfer Policy 2023.							4	
	Whether disciplinary proceedings are in progress.								No
	Whether, the employee ha	as completed one tenure at hard/NER/Priority s	station(during er	ntire service).					No
=	Undertaking: I, the undersigned, certi I also declare that I have	ify that to the best of my knowledge and belief, t e saved all the previous sections separately.	his Profile Infor	mation correctly des	ribes me, my qualif	ications and my experience etc.			4

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4. Part B – Employee Transfer

In this section, user need to select all five preferred station(s) & fill Undertaking, as mentioned below.

1. Undertaking

• User has to click on undertaking to view it.

R		0	
Station Choi Prefered Station For Transfer/Dis	splacement		Undertaking
Do you want to apply for transfer	O Yes O No		
Preferred Station (I) *	Station Name (Preference One)	Q 6	1
referred Station (II)	Station Name (Preference Two)	Q 6	
Preferred Station (III) *	Station Name (Preference Three)	0 B	
Preferred Station (IV) *	Station Name (Preference Four)	Q 6	
Preferred Station (V) *	Station Name (Preference Five)	Q 6	
Note : All are Mandatory *			

• User has to fill this Undertaking.

I have carefully through the transfer policy and read and understood the content thereof(Click here to readdownioad). My name is in selected panel of LDCE1 am willing to be considered only for LDCE posting. Wes I have not filed any case in any court or Tribunal in the Country in respect of transfer from one place to another and I am not a party to any case related to transfer. I have filed/I am a party to a case related to transfer. I field and I aparty to case number which is bebreighedly the name of the countributural I I field and I aparty to case number which is bebreighedly the case number in which is is before(specify the name of the countributural I) I field and I are count/tribunal I		⊕ Log Out
If have carefully through the transfer policy and read and understood the content thereof(Click here to readidownload). My name is in selected panel of LDCE.1 am willing to be considered only for LDCE posting: Yes I have not filed any case in any court or Tribunal in the Country in respect of transfer from one place to another and I O Image: Tribunal in the Country in respect of transfer from one place to another and I O I have filed/I am a party to a case related to transfer. Image: Tribunal in the countribunal) Image: Tribunal in the countribunal) I filed and I aparty to a case number which is before(specify the name of the countribunal) Image: Tribunal I in the country in respect of transfer. Image: Tribunal in the countribunal in the countribunal) I filed and I in a party to case number in the countribunal in the countribunal in the country in respective in a party to case number in the countribunal in the countribunal in the country in the intervence in the intervence in the countribunal intervence in the countribunal intervence in the intervence inter		
I have carefully through the transfer policy and read and understood the content thereof(Click here to readidounitoad). My name is in selected panel of LDCE1 am willing to be considered only for LDCE posting: Ves I have not filed any case in any court or Tribunal in the Country in respect of transfer from one place to another and I am of a party to any case related to transfer. I have filed/am a party to a case related to transfer. I filed and I a party to accese related to transfer. I filed and I a party to accese number which is before(specify the name of the country in respect of the second transfer from one place to another and I am or to a party to accese number which is before(specify the name of the country in respect of transfer from one place to another and I am or to a party to accese number which is before(specify the name of the court/tribunal)		
My name is in selected panel of LDCE.I am willing to be considered only for LDCE posting. Yes i have not filed any case in any court or Tribunal in the Country in respect of transfer from one place to another and I am not a party to any case related to transfer. I have filed/I am a party to a case related to transfer. If filed and I aparty to case number which is before(specify the name of the court/tribunal)	I have carefully through the transfer policy and read and understood the content thereof(Click here to read/download).	
i have not filed any case in any court or Tribunal in the Country in respect of transfer from one place to another and I O am not a party to any case related to transfer. I have filed/i am a party to a case related to transfer. I filed and i a party to case number of the court/tribunal) I v filed and I v a party to case number which is v before(specify the name of the v court/tribunal)	My name is in selected panel of LDCE.I am willing to be considered only for LDCE posting.	
I have filed/i am a party to a case related to transfer.	i have not filed any case in any court or Tribunal in the Country in respect of transfer from one place to another and I O	
I filed and I a party to case number which is before(specify the name of the court/tribunal) I v filed and I v a party to case number which is v before(specify the name of the court/tribunal)	I have filed/I am a party to a case related to transfer.	
I V [filed and I V a party to case number which is V before(specify the name of the V court/tribunal)	I filed and I a party to case number which is before(specify the name of the countribunal)	
	I v filed and I v a party to case number which is v before(specify the name of the court/tribunal)	
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2. Preferred Station for Transfer/Displacement – This page will be open after profile verified by the school.

- Select 'No', if you are not interested in transfer. •
- Select 'Yes', if you are interested in transfer. •
- It is mandatory to choose all five station(s) to proceed further. •
- If user want transfer on his/her spouse's station, then user must need to select this as • his/her first choice to get benefit of transfer count.
- Every station should be different. In case of same preferred station, application will not • proceed further.

Station Che	oice	Calculation of Displacement Count	Calculation of Transfer Count
Prefered Station For Transfer/D	isplacement		
Do you want to apply for transfer	O Yes O No		
Preferred Station (I) *	Station Name (Preference One)	۵ ه	
Preferred Station (II)	Station Name (Preference Two)	Q 6	
Preferred Station (III) *	Station Name (Preference Three)	Q 6	
Preferred Station (IV)	Station Name (Preference Four)	Q 6	
Preferred Station (V) *	Station Name (Preference Five)	۹ ۵	
Note : All are Mandatory			

3. Displacement Count

- After fill the application, user will see his/her displacement count on this page. •
- Click on Next. •

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4. Transfer Count

- In this page, user will see his/her Transfer count on this page.
- Click on 'Transfer Initiate' to finalize.

	Station Choice	Casculation of Diversionment Count	Celouiston of Transfer Count	
ation	of Transfer Count:			
		Quertine Description		Parts
	Continuous Active Stay at station as on 30th june for all stations excluding pariods of absence juny kind of leave other than material	mity Lawn) of 30 days or more at normal statish and 45 days or more at the SNEX(Priory statisms, Inseptctive of Lader.		(A)
r.	Pad anylighte			
5	Completion of prescribed lanses in Hasil/NDI/Priority stations at areasest place of posting.			(a
	Chariteration: If an amplique qualities on more than one ground, the points shall be induced to a maximum of (n) 35 ordp. Souther if an amplique has already opposed a transfer in science sector on the basis of these amounts that works chall no the op-	no anti.		×
6	A. Matter proved/USD.			1
	B. Dodt-off-erry pener(DPP)			1
i.	Lass that three years to refine (378).			
i.	Single Reven.			
	 Spinist 7 + SVS Reprint are point at the choice states. 			19
	8. Spoar Fa Gerral GearmentGerral Gest Advances polyCentra Gest Public Beder Underlang Dahma Repoyue and Centra Arred Polo	e Portes amplitude possiel at the same station.		
	C. Byour Fallowing Delevant Contractions and Automous and yContra Child. Public Boder Underlanding Delevant Protocols and Contractional Protocols	e Parcies sergerapas postiel al the same station		
	 Spinus Ex Rets Concernent (Bala Sect. Autoonnus too) (Bala Sect. Paris: Sectors Unsertaing Reports & coded at the same station. 			1
	 Worker emproyee the several under 91 No. 7(4.8).120 allows 			
	Members of recognized associations of RMS staff who are also members of 3DH in RMS regional offices and / or RMS meebbaarters	Note: - Nervel's will be given only if they are product in KVs localed at the station of Replanet Office/ 2017.		
rular	Courtes			8
				Transmission and
				T
			To initiate the	transfer,
			click on the 'T	ransfer initiat
			button	

- Once initiated, user will see this initiated confirmed screen of the screen.
- Click 'Ok' in it.

	Clarification: If an employee qualifies on more than one ground, the points shall be limited to a maximum of (+) 35 only.		
	Further, if an employee has already secured a transfer in previous year(s) on the basis of these grounds, then points shall not be given ag	jain.	
4	A. Medical ground(MDG)		
	8. Death of Family person(DFP)		
5.	Less than three years to retire (LTR).	0	
6.	Single Parent.	0	
	A. Spouse If a KVS Employee and poste	(o)	
	B. Spose If a Central Government/Cents employee posted at The same station. exployee posted at The same station.	s	
Z	C. Spouse if a Central Government/Cent employee posted at the same station. Your Transfer has been Initiated and Your transfer Id:	s	
	D. Spouse if a State Covernment / State KVS101210 ed at the same station.		
	E. Woman employee not covered under : OK		
8.	Members of recognized associations at xvs start who are also memoers of JUM at Xvs regional offices and / or KVS Headquarters. Note: only if they are posted in KVs located at the station of Regional Office/ZIET.	- Benefit will be given	
otal Ti	il Transfer Countss	40	
		Previous Transfer Initiate	Next
	This is in the second devices of a strandard bound is the second before the Poster NUP Minister of Physics in the foregoing Technology		

5. Part C – Change Password

If user wants to change Password, then user should have reach to this page, by click on the "Change Password".

- Old Password User has to mention old password i.e, default password "system123#". If not changed earlier.
- New Password Enter New Password here (8-12 characters).
- Confirm New Password Confirm new password.
- Submit After fill all details, user need to click on "Submit" button.

Reset Password		
Old Password *		
New Password (8-12 Chara	cters) *	
Enter New Password *		
Confirm Password	Submit -	

6. Documents Download

User can download concerned documents from here.

- User Manual This user manual, is intend to assist users to understand flow of the application.
- Transfer Policy 2023 This is the Transfer Policy 2023.
- List of Annexure In this document, all annexure(s) are given, which may be required to complete this application.

	Profile	Information	Experience	Miscellaneous	1 Preview & Confirm
9988998899 Test		KV/RO/ZIET/HQ Name(Code): TEST KV(9999)		
loyee Profile					
nge Password	Basic Profile:				PANKAJ MEHT
Manual	Employee Code *	Full Name *	Present KV/RO/ZIET/HQ Name(Code)	DoJ in Prese	nt KV/RO/ZIET/HQ in Present Post *
fer Policy 2023	9988998899	PANKAJ MEHTA	TEST KV(9999)	12-12-2011	
Annexure	Gender *	Date of birth *	Present Station Name(Code)	DoJ in Pres	ent Station irrespective of Cadre
	• Male O Female	12-06-1992	GURUGRAM(547)	12-12-2011	
	Mobile *	Email	Present Post Name(Code) *	DoJ in KVS	Post *
	9983562663	pankaj.mehta.kvs@yopmail.com	PRINCIPAL(PRIN)	∨ 12-12-2011	D
			Subject Name(Code) *	Staff Type *	
	Have you been recruited under for NER 7	special recruitment O Yes No	NOT APPLICABLE(NA)	✓ ○ Teaching	• Non-Teaching
					Save & Next