



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

Subject: Commencement of Online Annual Transfer Drive, 2026 for the employees of School Education Department-Notice inviting Online Application.

Notification No. 01- JK(Edu) of 2026

Dated: 21.08.2026

Whereas, the Government has notified the Transfer Policy, 2026 vide Government Order No. 335-JK(Edu) of 2026 dated 20.08.2026, governing transfers and postings of employees of the School Education Department with the objective of ensuring equitable distribution of human resources, institutional efficiency, transparency in decision- making, and continuity of academic activities;

Whereas, the aforesaid Policy envisages an annual, structured and technology-enabled transfer process, based on prescribed eligibility conditions, tenure requirements, merit and preference parameters, availability of vacancies and institutional requirements;

Now, therefore, in terms of the provisions of the aforesaid Policy, online applications are hereby invited from the eligible Teachers/Masters/Lecturers/Principals & equivalent /Headmasters & equivalent and Zonal Education Officers & equivalent desirous of seeking transfer under the Annual Transfer Drive for the Academic Session, 2026. The online Transfer Portal shall remain operative from 23rd of August, 2026 to 8th of September, 2026 for a period of 15 days. The transfer process shall be regulated in accordance with the following provisions and conditions:

A. Eligibility:

- (i) Eligible employees may submit applications strictly in accordance with the provisions of the Transfer Policy, 2026 and the conditions prescribed therein.
- (ii) Academic functionaries, including Principals, Lecturers, Headmasters, Masters and Teachers serving in State Council of Educational Research and Training, J & K and its constituent institutions (District Institutes of Education and Training, DIETs), J & K Board of School Education, Samagra Shiksha, J & K or deployed in administrative offices of the Department, who have completed the prescribed tenure, shall participate in the transfer exercise compulsorily.
- (iii) Employees serving in Zone-I and Zone-II who have completed the prescribed tenure of three years or more at their present place of posting, as defined under the Transfer Policy-2026, shall participate in the transfer exercise compulsorily. However, employees serving in Zone-III, Zone- IV and Zone-V who have completed the prescribed tenure of three years, two years and one year respectively may, if they so desire, submit applications online through the prescribed format available on the School Education Department Portal (<https://atd.jk.gov.in>)
- (iv) Employees who have completed the prescribed tenure in Zone-IV or Zone-V and seek transfer within the same Zone may also submit applications for consideration under the transfer drive.
- (v) Employees willing to serve in Zone-IV or Zone-V may submit applications irrespective of their existing tenure. Such requests shall be considered, subject to availability of vacancies, institutional requirements and other applicable conditions.



21.VIII.2026

(vi) District Cadre employees may be rotated within Zones-II, III, IV and V, wherever necessitated by institutional requirements. Such cases shall be considered by the concerned Directorate, having due regard to academic requirements, enrollment strength, staffing patterns and the employee's performance during the preceding three academic years.

(vii) Transfer within Zone-I shall be recommended by the concerned Directorate and ordinarily be considered only where warranted by compelling academic or administrative considerations and shall require approval of the Administrative Department, wherever so prescribed under the Policy.

(viii) Lecturers, Masters, General Line Teachers (GLTs) and other academic personnel identified as surplus under the approved staff rationalization framework shall participate in the transfer exercise.

(ix) Employees appointed under reserved-category-specific provisions, including RBA, ALC and equivalent categories, as well as those appointed under SRO-202 or any corresponding provisions, who have completed the prescribed tenure at the place of postings against which they were appointed, shall be eligible to participate in the transfer exercise in accordance with the Policy.

(x) Officers holding administrative assignments, including Principals, Headmasters, Zonal Education Officers (ZEOs) and equivalent positions who have completed the prescribed tenure, shall participate in the transfer process compulsorily.

(xi) Teacher-Grade-II/III, RReTs/3rd Teachers and such other categories specifically excluded under the Transfer Policy, 2026 shall not be covered by the present Transfer Drive.

B. Special and Preferential Categories:

(i) Employees seeking transfer on medical grounds, disability-related considerations or any other special category recognized under the Transfer Policy, 2026 may apply irrespective of the prescribed tenure, subject to submission of the requisite documentary evidence issued by the Competent Authority.

(ii) Employees seeking transfer on the ground of single parenthood (Widow/Widower/Divorcee) as provided under the Transfer Policy, may apply within the same Zone, excluding Zone-I, subject to production of valid supporting documents.

(iii) Employees seeking transfer on security grounds shall be eligible to apply, provided the request is supported by recommendations or assessments issued by the competent security authority, including the Special Director General, CID, wherever applicable.

(iv) Female Lecturers /Headmasters working in Zone IV & V in districts other than their domicile district can also apply irrespective of their tenure along with documentary proof (Domicile Certificate). This shall, however, be subject to availability of vacancies and requirement of the Department.

(v) Employees retiring within a period of one year may also participate, on an optional basis. Such employees may be accorded appropriate consideration, subject to administrative feasibility, availability of vacancies and institutional requirements.

(vi) Employees claiming preference or additional points under any category prescribed under the Transfer Policy shall mandatorily furnish valid documentary evidence in support of such claim. Mere declaration of a preferential status shall not entitle an employee to the benefit unless the same is duly substantiated and verified.

C. Tenure and Zonation

(i) The eligibility of an employee shall be determined with reference to the cadre against which the employee was appointed, namely District, Divisional or State Cadre, as applicable.


21.VIII.2026

(ii) The prescribed tenure shall be reckoned in accordance with the Transfer Policy, 2026 and the service/posting record maintained by the Department.

(iii) Completion of the prescribed tenure shall not confer any vested or indefeasible right upon an employee either to remain at the existing place of posting or to secure transfer to a station of choice. Employees having completed the prescribed tenure may be transferred and posted in accordance with institutional requirements, staffing needs, administrative considerations and the provisions of the Transfer Policy. The Department reserves the right to effect transfers, postings, adjustments or deployments in the larger interest of educational administration and public service.

(iv) The details of the respective Zones is available on <https://atd.jk.gov.in>

D. Mode of Application:

(i) Applications under the Annual Transfer Drive shall be submitted exclusively through the designated Online Transfer Portal within the notified timeline.

(ii) No manual application, individual representation or offline request for transfer shall ordinarily be entertained during the Online Transfer Drive, except where specifically permitted under the Transfer Policy or by the Department through a separate notification/order.

(iii) Each eligible employee shall submit only one application through the designated portal. Any duplicate, multiple or inconsistent application, if detected, shall be dealt with in accordance with the applicable instructions.

(iv) The applicant shall be personally responsible for the correctness, completeness and authenticity of all service particulars, preferences, claims and documents furnished in the application.

(v) Employees shall carefully verify their service particulars, present place of posting, cadre, zone, tenure, preferential claims and other relevant information before final submission.

(vi) An application, once finally submitted, shall not ordinarily be permitted to be modified or withdrawn after expiry of the notified date/time, except in such manner and within such window as may specifically be provided on the portal or notified by the Department.

(vii) Furnishing of incorrect, misleading, suppressed, false or fabricated information or documents shall render the application liable to rejection and may invite appropriate action under the applicable service rules.

E. Documentary Evidence :

(i) Employees claiming preference or entitlement under any category shall upload self-attested copies of the relevant documents, including but not limited to:

(a) Certificates relating to service in Zone-IV and Zone-V ;

(b) Disability Certificates issued by the competent authority;

(c) Medical Certificates issued by the competent Government Medical Board;

(d) Documents relating to Single Parenthood (Widowhood, Divorcee) status or caregiving responsibilities, wherever applicable;

(e) Certificates relating to Government-recognized Awards;

(f) Documents relating to spouse posting;

(g) Domicile Certificate, wherever required;

21.VIII.2026

(h) Documents relating to exceptional academic performance/results during the preceding three academic years; and

(i) Any other document required under the Policy

(ii) Claims unsupported by requisite documentary evidence or claims based on documents found deficient or unverifiable, shall not be considered for the relevant benefit.

F. Procedure:

(i) All eligible employees are advised to carefully read the Transfer Policy, 2026 and the instructions available on the designated Portal before submitting their applications.

(ii) The merit and preference lists shall be prepared on the basis of the criteria and point-based matrix prescribed under the Transfer Policy, 2026.

(iii) Where more than one employee is eligible for consideration against the same vacancy, preference shall be determined in accordance with the prescribed merit criteria, points and tie-breaking mechanism.

(iv) The department reserves the right to reject or post/adjust the employees beyond the choice opted by him/her for administrative reasons. In the interest of academics and administration, the Department reserves the right to keep any post vacant, if circumstances so demand, subject to the administrative measures, maximum stay period and availability of vacancy.

G. Processing and Transfer Orders:

(i) Transfers and postings shall be effected strictly in accordance with the provisions of the Transfer Policy-2026, availability of vacancies, institutional requirements, administrative considerations and merit position.

(ii) The provisional merit/eligibility lists shall be placed in the public domain through the designated Portal. Any employee aggrieved by the entries reflected therein may submit objections, if any, within a time frame of 15 days, along with supporting documents. No objection received after the stipulated period shall ordinarily be entertained.

(iii) The Department reserves the right, in the larger academic and administrative interest, to post, transfer or adjust an employee at a place other than the preference exercised by the employee.

(iv) Mere inclusion in a provisional or final merit/eligibility list, or mere submission of an application, shall not confer any vested right upon an employee to claim transfer to a particular station, institution, Zone or post.

(v) Transfer orders issued pursuant to the Annual Transfer Drive shall be binding and shall be complied with, within the prescribed period. Failure to comply with a transfer order without valid justification may invite action under the applicable service rules.

H. Miscellaneous:

(i) The decision of the Competent Authority in matters relating to eligibility, merit determination and interpretation of policy provisions shall be final.

(ii) The Department reserves the right to issue clarifications, supplementary instructions, corrections or amendments during the course of the transfer exercise wherever required for effective implementation of the Transfer Policy.


21. VIII. 2026



(iii) Any matter not specifically covered by this Notification shall be governed by the provisions of the Transfer Policy, 2026 and such instructions as may be issued by the Government from time to time.

(iv) Participation in the Online Transfer Drive shall be subject to the terms and conditions contained in the Transfer Policy, 2026, this Notification and subsequent instructions issued in connection with the transfer process.

(v) For technical assistance or clarification regarding the online application process, employees may contact their respective Directorates.

Sd/-

(Ram Niwas Sharma)IAS

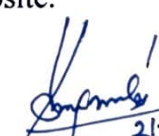
Commissioner/Secretary to the Government

No: Edu-ADM/35/2026-01-(7784243)

Dated: 21.08.2026

Copy for information to:

1. Project Director, Samagra Shiksha, J&K.
2. Director, SCERT, J&K.
3. Director, School Education, Jammu.
4. Secretary, J&K Board of School Education.
5. Director, Information, J&K with the request to publish the notification in two leading dailies of Jammu and Kashmir Division.
6. Director, School Education, Kashmir.
7. OSD to the Hon'ble Minister, School Education Department.
8. All Chief Education Officers/Principal DIETs.
9. In-charge, Website for uploading the same on the departmental Website.
10. Government Order file (W.3.S.C).


21. VIII. 2026
(Dr. Deep Novel Kour)JKAS

Deputy Secretary to the Government,
School Education Department

