



# **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 <https://kvsonlinetransfer.kvs.gov.in/#> & then User will be welcomed by the below screen.
2. Select “Employee Login” button from dropdown & click on it.

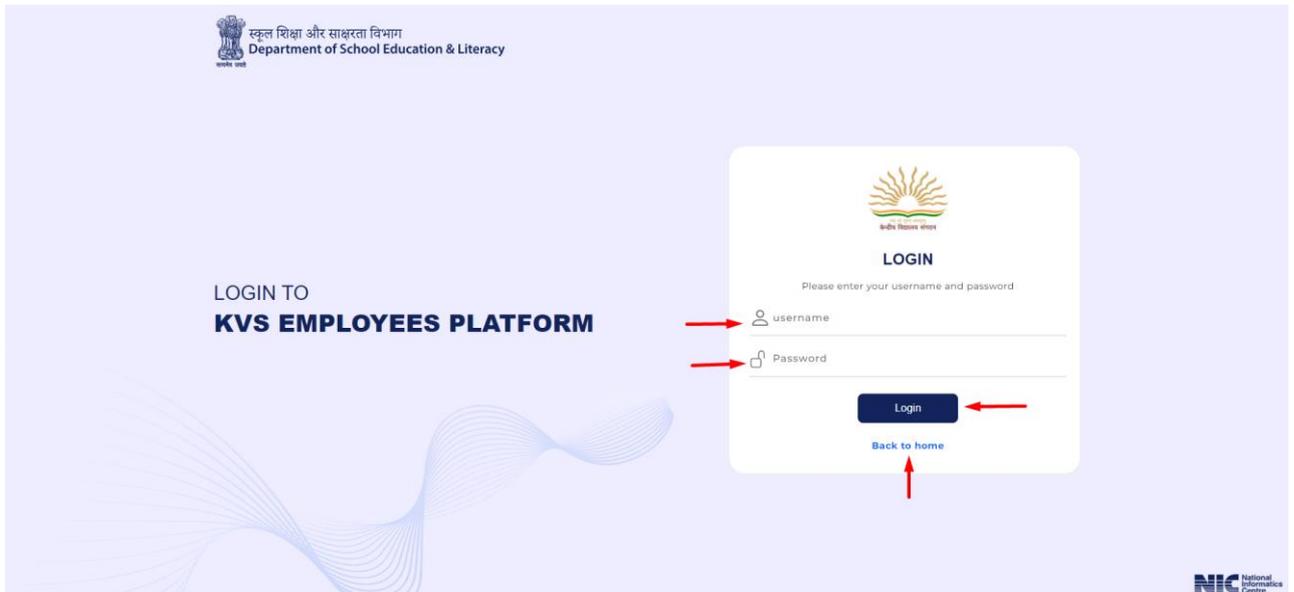
The screenshot shows the login page of the KVS Online Employee Platform. The browser address bar displays the URL <https://kvsonlinetransfer.kvs.gov.in/school/#/>. The page header includes the Government of India and Ministry of Education logos. The main content area features the 'Online Employee Platform' logo and a dropdown menu with 'Administrator Login' and 'Employee Login' options. A red arrow points to the 'Employee Login' option. Below the dropdown is an 'About Employee Platform' section with a description and an 'Onboard' section with a table of statistics. The footer contains the National Informatics Centre (NIC) logo and contact information.

Onboard	
Total KVs	1250
Regions	25
Stations	888
ZIETs	5

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.

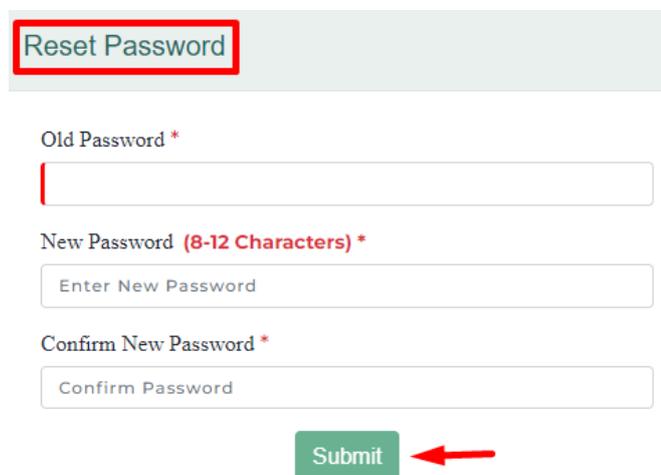
4. If user want to go back at previous screen, click ‘Back to home’.



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.



## 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.

- Click on "Next" button, to proceed further.

The screenshot shows the 'Basic Profile' form for PANKAJ MEHTA. The form is titled 'Basic Profile' and includes the following fields:

- Employee Code: 998998899
- Full Name: PANKAJ MEHTA
- Gender: Male (selected)
- Date of Birth: 12-06-1992
- Mobile: 9983562663
- Email: pankaj.mehta.kvs@yopmail.com
- Present KV/RO/ZIET/HQ Name(Code): TEST KV(9999)
- DoJ in Present KV/RO/ZIET/HQ in Present Post: 12-12-2011
- Present Station Name(Code): GURUGRAM(547)
- DoJ in Present Station irrespective of Cadre: 12-12-2011
- Present Post Name(Code): PRINCIPAL(PRIN)
- DoJ in KVS: 12-12-2011
- Subject Name(Code): NOT APPLICABLE(NA)
- Staff Type: Non-Teaching (selected)

A red arrow points to the 'Next' button at the bottom right of the form.

### 2. Personal Information

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

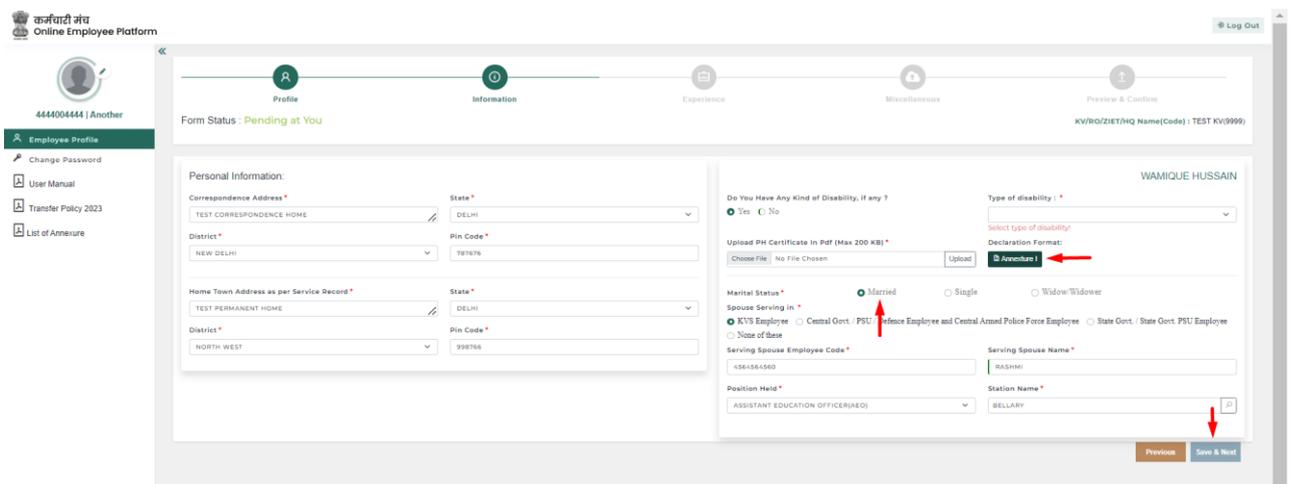
- Correspondence Address – User have to fill his/her correspondence address.
  - State – User have to select from State dropdown option.
  - District – User have to select respective district.
  - Pin Code – Need to fill pin code in this option.
- Home town address as per the service record – User has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

The screenshot shows the 'Personal Information' form for PANKAJ MEHTA. The form is titled 'Personal Information' and includes the following fields:

- Correspondence Address: C-120 RAJDHANI COMPLEX
- State: BIHAR
- District: AURANGABAD
- Pin Code: 431001
- Home Town Address as per Service Record: D120/7 JAMUNA NAGAR
- State: JHARKHAND
- District: PAKUR
- Pin Code: 816107

A red arrow points to the 'Next' button at the bottom right of the form.

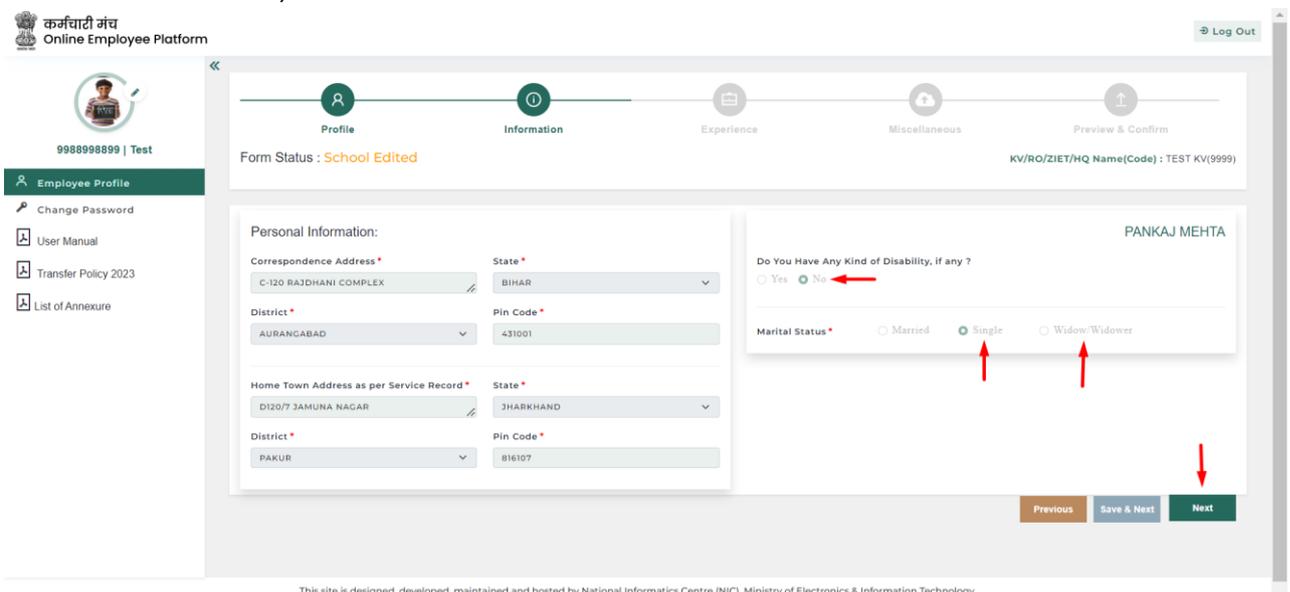
- c) Do you have any kind of disability? – **In case of Yes**, select ‘Yes’, and select your type of disability from dropdown.
  - Download Annexure-I of PwD certificate, fill & upload it.
  - Upload PwD certificate in PDF (max size 200 KB) - User need to upload his/her PwD certificate. The maximum size 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.



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.



### 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.

कर्मचारी मंच  
Online Employee Platform

9988998899 | Test

Employee Profile

- Change Password
- User Manual
- Transfer Policy 2023
- List of Annexure

Profile Information Experience Miscellaneous Preview & Confirm

Form Status : **School Edited** KV/RO/ZIETHQ Name(Code) : TEST KV(9999)

Work Experience: **PANKAJ MEHTA**

Details of Posting From initial joining in KVS

KV/RO/ZIETHQ	From	To	Position Held	Appointed for Subject	Transfer Ground	Add
9999 TEST KV	12-12-2011	dd-mm-yyyy	PRINCIPAL(PRIN)	NOT APPLICABLE(NA)		

Previous Save & Next Next

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## 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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Online Employee Platform

7992328762 | OOO

Employee Profile

Change Password

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Transfer Policy 2023

List of Annexure

Profile Information Experience Miscellaneous Preview & Confirm

Form Status : Pending at You KV/RO/ZIET/HQ Name(Code) : TEST KV(9999)

Miscellaneous: WXYZ

- Whether the employee is seeking benefit of spouse who is working at the same station where employee is posted/transfer is being sought for.  Yes  No
- Whether the employee is seeking benefit of medical ground (MDG Ground) (Mandatory Instruction)  Yes  No
- Whether the employee is seeking benefit of single parent (SP Ground)  Yes  No
- Whether the employee is seeking benefit of Death of Family Person (DFP Ground)  Yes  No
- Whether your are main care-giver to the person with disability in the family (i.e spouse or own son/own daughter).  Yes  NO
- Members of JCM at KVS Regional Office (RJCM) / KVS Headquarters (NJCM).  RJCM  NJCM  None
- Active stay (in years) Refer 2 (i) of Part- 1 of Transfer Policy 2023.
- Whether disciplinary proceedings are in progress.  Yes  No
- Whether, the employee has completed one tenure at hard/NER/Priority station(during entire service).  Yes  No

Undertaking

I hereby undertake that Information given by me, as below is absolutely correct and true as per my knowledge and belief.If later on, any thing is found misleading /wrong then my application is liable to be rejected by KVS and i shall be opened for any disciplinary action as deemed fit against me for giving misleading information.

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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Profile Information Experience Miscellaneous Preview & Confirm

Form Status : Pending at You

KV/RO/ZIET/HQ Name(Code) : TEST KV(9999)

Export to PDF

**Profile Details**

KV/RO/ZIET/HQ Name	TEST KV(9999)	Employee Code	7992328762	Staff Type	Teaching
Name	Wyz	Gender	Male	Date of Birth	19-07-1994
Email	prashantec18@gmail.com	Mobile Number	7992328762	Marital Status	Married
Present Station Name	GURUGRAM(547)	DoJ in Present Station Irrespective of Cadre	01-03-2019	DoJ in Present KV/RO/ZIET/HQ in Present Post	01-03-2022
DoJ in KVS	01-03-2017	Present post name	YOGA TEACHER	Subject Name	YOGA

**Information**

Correspondence Address	B-74, Road No-7, Shaheen Bagh, Jama Nagar, New Delhi	Correspondence State	DELHI	Correspondence District	NORTH EAST
Correspondence Pin Code	110025	Home Town Address as per Service Record	ewsdxfgh ersdtfg, kuyf, 65677687	State	DELHI
District	NORTH EAST	Pin Code			

**Disability**

Any kind of Disability	Yes	Type of Disability	Hearing Impairment
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**Spouse Details**

KVS Employee	No	Central Government Employee	Yes	State Government Employee	No
None of these	No	Spouse Employee Code		Spouse Name	PQRST
Spouse Position		Spouse Station	AHMEDABAD		

**Experience**

School Name	From	To	Position Held	Appointed for Subject	Transfer Ground
TEST KV	01-03-2022		YOGA TEACHER	YOGA	
KENDRIYA VIDYALAYA AGCR COLONY SHIFT I	17-06-2020	31-12-2021	PRIMARY TEACHER	NOT APPLICABLE	Request On Any Other Ground
KENDRIYA VIDYALAYA AGAR MALWA	02-01-2019	31-05-2020	PRIMARY TEACHER	MUSIC	Request On DFP

**Miscellaneous**

Whether the employee is seeking benefit of spouse who is working at the same station where employee is posted/transfer is being 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 (DFP Ground).  No

Whether you 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 has completed one tenure at hard/NER/Priority station(during entire service).  No

**Undertaking:**

I, the undersigned, certify that to the best of my knowledge and belief, this Profile Information correctly describes me, my qualifications and my experience etc.

I also declare that I have saved all the previous sections separately.

Previous Confirm

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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.

The screenshot shows the 'KV Teacher Transfer' form. At the top, there are three progress indicators: 'Station Choice', 'Calculation of Displacement Count', and 'Calculation of Transfer Count'. The 'Undertaking' section is highlighted with a red arrow. Below this, there is a section for 'Preferred Station For Transfer/Displacement' with five input fields labeled 'Preferred Station (I)' through 'Preferred Station (V)'. Each field contains a placeholder 'Station Name (Preference One)' through 'Station Name (Preference Five)'. A 'Note' states 'All are Mandatory'. At the bottom right, there are 'Save' and 'Next' buttons.

- User has to fill this Undertaking.

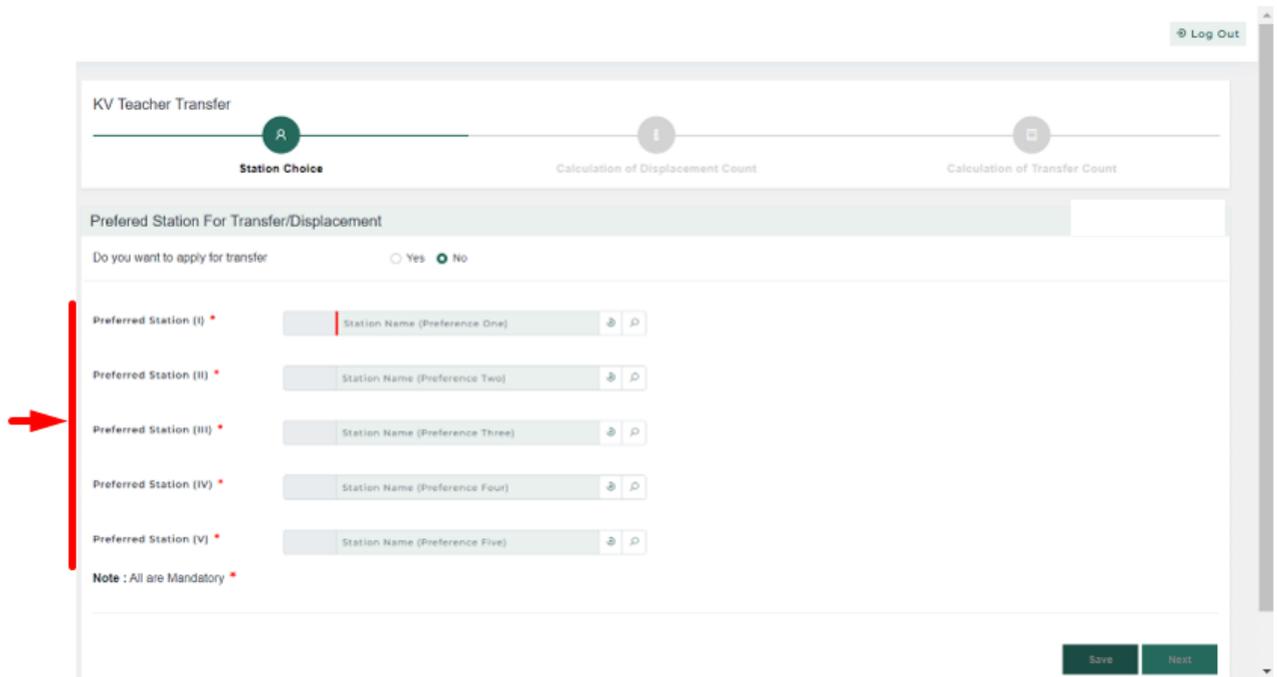
The screenshot shows the 'Undertaking' form. It contains several sections:
 

- A checked checkbox with the text: 'I have carefully through the transfer policy and read and understood the content thereof(Click here to read/download)'. Below it is a link '(Click here to read/download)'. A red arrow points to this link.
- A dropdown menu with the text: 'My name is in selected panel of LDCE.I am willing to be considered only for LDCE posting.' with 'Yes' selected. A red arrow points to this dropdown.
- A radio button with the text: '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.' A red arrow points to this radio button.
- A radio button with the text: 'I have filed/I am a party to a case related to transfer.' A red arrow points to this radio button.
- A text input field with the text: 'I filed and I a party to case number which is before(specify the name of the court/tribunal )'. A red arrow points to this field.
- A form with dropdown menus and text: 'I [ ] filed and I [ ] a party to case number [ ] which is [ ] before(specify the name of the [ ] court/tribunal ) [ ]'. A red arrow points to the first dropdown menu.

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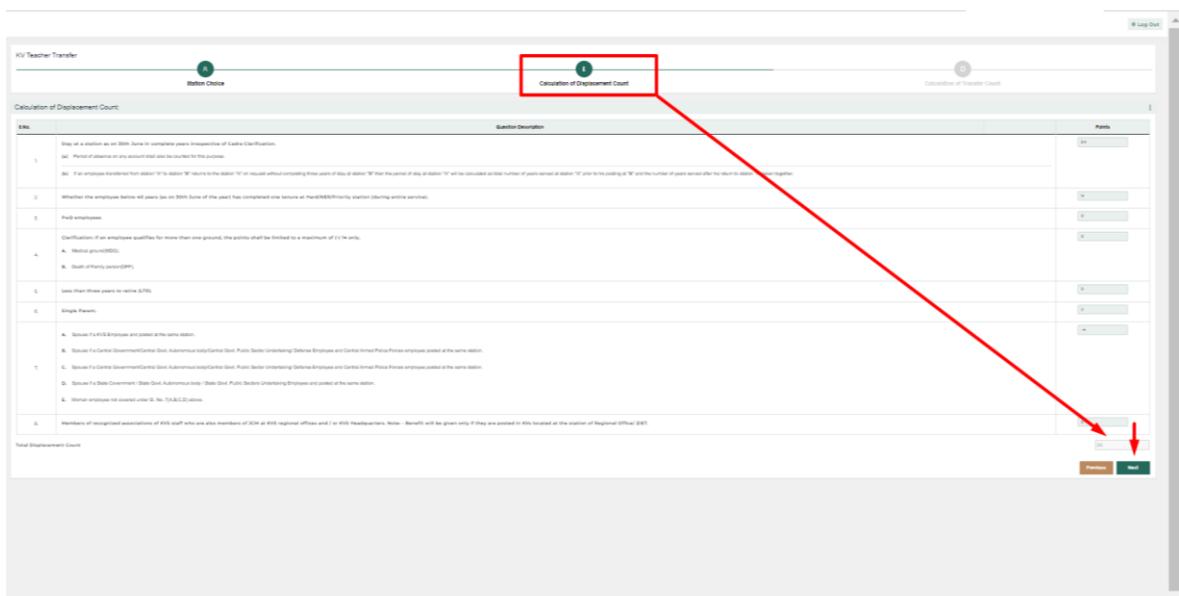
**2. Preferred Station for Transfer/Displacement** – This page will be open after profile verified by the school.

- 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.



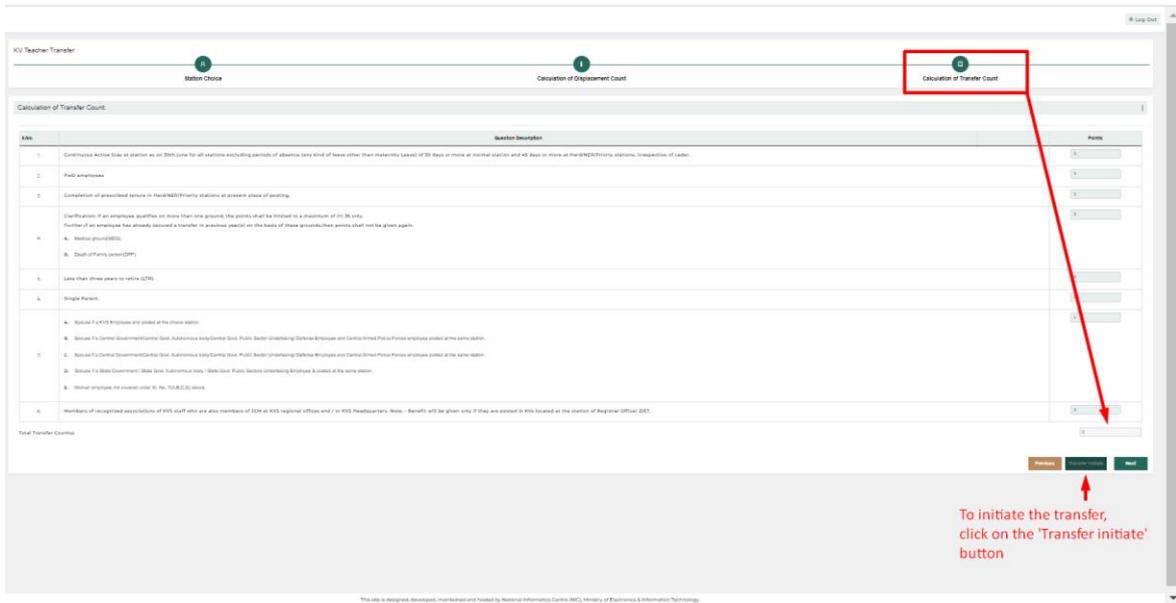
**3. Displacement Count**

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

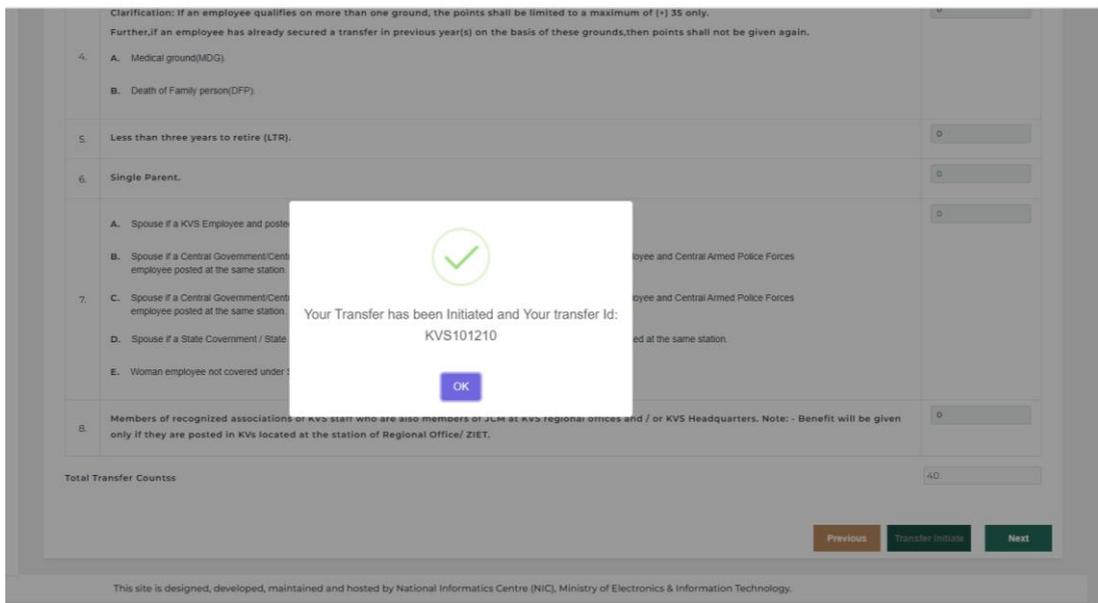


### 4. Transfer Count

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



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



## 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.

## 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.