

## Frequently Asked Question on Online Mutual Transfer Application Process

### **1. Who can apply for online Mutual Transfer?**

**Ans.** Any permanent Secondary Asst. Teacher/HM except those in primary section and who have not yet availed any type of transfer in his/her service life, is eligible to apply.

**(Primary Section is to be added in the next phase)**

### **2. Where to receive OTP for log in?**

**Ans.** OTP will be sent only to email & registered mobile of an employee. If email address is not included in profile, update it from respective HOI log in.

### **3. Can a teacher update his/her Mobile No?**

**Ans.** To update Mobile his/her mobile no, a teacher can approach respective HOI. It is available under Master Directory Management>>Edit Employee Profile After Finalization Menu option in iosms (salary) portal.

### **4. Can a teacher of Normal Section apply in HS Section?**

**Ans.** No. Mutual Transfer can only be applied within same Academic Section i.e. Normal to Normal and HS to HS Section.

### **5. Can a female teacher apply in Boys' School?**

**Ans.** Yes. A female teacher can apply in Boys' school. She is entitled to apply for Girls', Boys' & Co-ed Schools but A male is entitled to apply for Boys' & Co-Ed School only.

### **6. How many districts can be chosen for initiating Mutual Transfer as preferred choice?**

**Ans.** An applicant can choose up to four districts for initiating Mutual Transfer as his/her preferred choice.

### **7. Does an applicant have to pay any fees for applying online Mutual Transfer?**

**Ans.** No. It requires no application fees to apply for online Mutual Transfer.

### **8. Can a teacher of one subject apply Mutual Transfer for another subject?**

**Ans.** No. A teacher can only apply for subject, he/ she is appointed for.

### **9. Can a teacher apply for Mutual transfer within same district?**

**Ans.** Yes. A teacher can apply for online Mutual transfer within same district and he/she can choose his/her preferred Sub Divisions.

### **10. Can a teacher process his/her online Mutual transfer application through mobile device?**

**Ans.** Yes. online Mutual transfer application can be easily accessed and processed through Mobile device.

In case of any technical issue while applying for online Mutual Transfer, please mail us at: [support.sed-wb@gov.in](mailto:support.sed-wb@gov.in)