

Instructions to fill the Transfer Application of National School Teachers

Follow the steps below to fill the application

General conditions to be followed in filling the application

- ❖ Below instructions should be read and thoroughly understood before filling the application.
- ❖ If the service at present school is more than 10 years, the application for transfer should compulsorily be made.
- ❖ The application should be filled by the teacher himself and no outside parties should be involved.
- ❖ Since the amendments are not allowed once the application is submitted, the application should be submitted after verifying the accuracy.

1. Please select the instruction sheet according to your language medium before filling the application. Read and understand it carefully. Afterwards, click on the blank box in “ I have read and understood the guidelines above” displaying on the screen.

2. Enter your National Identity Card number correctly and obtain the relevant application form. (Enter your current NIC number. If unable to proceed, enter your old NIC number and try again) Then, the Online Transfer Application will open for you.

3. Accordingly, please follow the below instructions when filling the online teacher transfer application

From No.1 to 7 of the application (Basic Information)

4. Please check whether your personal details are correct. If any revision is required, click on the orange color “Edit” button in front and enter or select the correct information.

5. Enter the name with the initials in Serial No. 3.2 according to your language medium (Eg: A.B.C. Perera)

6. Once the data in Serial No.05 is correctly entered, Serial No.5.1 will be completed automatically.

From No.8 to 12 of the application (Service information)

7. Check whether the particulars of your service are correct. If any revision is required, click on the orange color “Edit” button in front of the said information and proceed to enter or select the correct information of your service.

8. If you have currently obtained a temporary attachment and are serving in another school or institution, click on the box in front of Serial No. 9 and enter your information once the relevant information appears.

9. Once the data in Serial No.10.1 is correctly entered, Serial No.10.2 will be completed automatically.

10. Once the data in Serial No.11.1 is correctly entered, Serial No. 11.2 will be completed automatically

11. If you need to add a service station in No.12, please enter the relevant information and click on “Add row”

12. If any information that appears automatically in No. 12 needs to be changed, please note the expected correction in No. 20 at the end of the application.

From No.13 to 17 of the application (Subject Information)

13. Check whether the information in No.13 on the subject of your appointment is correct. If any revision is required, click on the orange color “**Edit**” button in front of the said information and select the correct information about your subject.

14. Select information related to the subject you are presently teaching at the school in No.14.

15. Enter or select answers for all parts in 15 and 16

16. If you have the ability to teach a subject other than the subject of appointment and the subject of teaching for No. 17, please select it.

17. Make sure to enter the relevant language medium related to the subjects you enter.

18. If a primary section teacher, select “**Primary**” in Serial No. 14.1 and then select the Grade you are teaching for in the year 2022 in 14.4.

From No.18 to 20 of the application (Transfer Request)

19. In No. 18, select 01 of the 03 types of transfers you wish to have. It is as follows.

19.1. If transfers are expected from a national school to another national school,

19.1.1. After clicking the relevant button, you will be given the opportunity to nominate 05 schools that are awaiting transfer. Entering the details of 03 schools is compulsory. (The school can be selected by searching for school name). When giving transfers, the requested transfers will be considered according to the preference order of request.

19.2. If transfers are expected from a national school to provincial school,

19.2.1. After clicking the relevant button, enter the province and the provincial school of that province to which the transfer is expected. 05 chances are given to nominate the province and the school applied. (School can be selected by searching the name of school). Adding 03 schools is mandatory. The school to which the transfer is given will be decided by the relevant Provincial Director of Education.

19.3. If a teacher, who expects the transfer from a national school to another national school or from a national school to a provincial school,

19.3.1. After clicking the relevant button, you will be given the opportunity to name 05 National Schools and 05 Provincial Schools to which the transfers are expected. (The school can be selected by searching the school’s name) It is mandatory to add 03 National Schools and 03 Provincial Schools. In giving transfers, the priority will be given for the National schools, and the order of schools requested will be considered. Provision of provincial schools is decided by the relevant Provincial Director of Education.

20. Select the reason of your transfer from Number 19.

21. If you have more than the information you provided in the application number 20, please indicate it very briefly. For this purpose, you can choose a convenient language medium. Also, the amendments in the service details; if any, which appear automatically in No. 12, such details should be mentioned here

22. You can submit the application after clicking on the relevant box stating that the information you have given is true and correct.

23. Then, once "Your Teacher Transfer Application Successfully Submitted" appears, click on "Download Application" indicated below and download your application.

24. Take a printed copy of that application; put the date and your signature in No.19 and handover to the Principal of your school by yourselves before the closing date of application. The documents that need to be forwarded herewith are as follows.

- i. Copy of the Appointment Letter certified by the Principal
- ii. Copy of the last transfer letter issued to you certified by the Principal
- iii. Copy of the Timetable certified by the Principal


Note - If the transfer is expected from a National School to another National School, 01 (one) set of application containing the above documents;

If the transfer is expected from a National School to Provincial School, 04 (four) sets of application containing the above documents; should be handed over to the Principal.

25. General Remarks-

- The application can be submitted only once.
- If any information appears to be incorrect in the printed copy obtained after submitting the application, correct it in the printed copy and hand it over to the Principal by putting an initial to validate such correction.

If any issue arises in filling the application in addition to the above particulars, please send your Name, National Identity Card Number, Name and Address of the School from which you receive the salary, Personal Telephone Number and the issue you encountered to director.tt@emis.moe.gov.lk (Please indicate the name of district in which the school paying your salary is situated for the SUBJECT of the email). Or else, call 011 - 2784434.


Prof. K.Kapila C.K.Perera
Secretary
Ministry of Education

Professor K. Kapila C.K. Perera
Ministry of Education
C/10, Independence Avenue
Colombo 03, Sri Lanka
Tel: 011-2784434