



# **KVS Online Employee Platform User Manual**

## **“Administrator (KV/RO/ZIET/HQ)”**



**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.

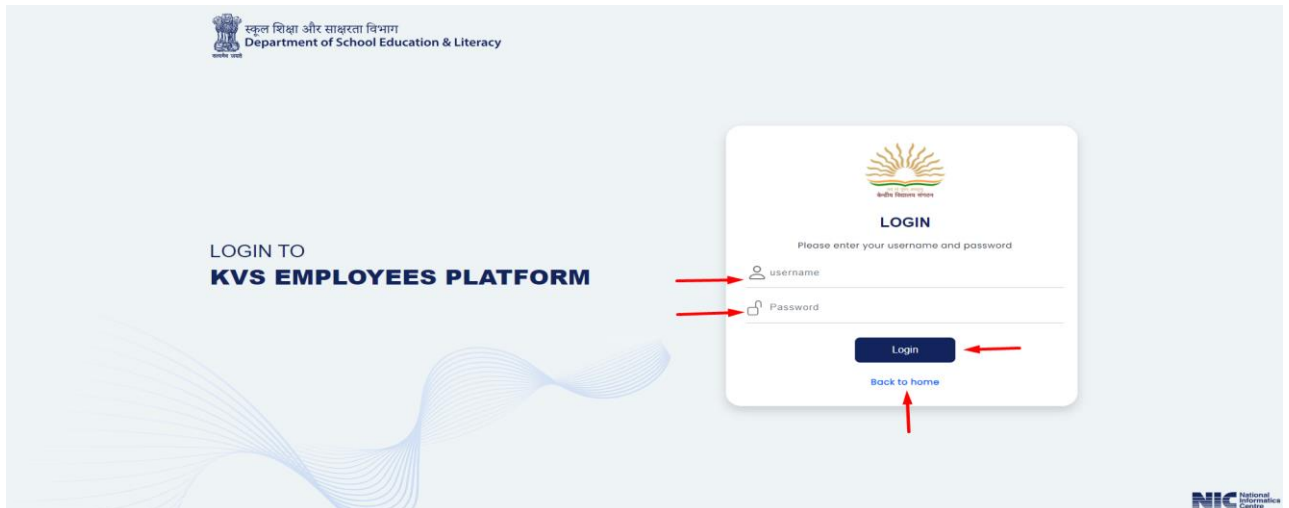
## 2. Login to KVS Online Employee Platform

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 **Administrator (KV/RO/ZIET/HQ) Login**, so, user should have click on the Administrator Login as below mentioned process.

1. Browse URL <https://kvsonlinetransfer.kvs.gov.in/#> & then School User will be welcomed by the below screen.
2. Select “Administrator Login” button from dropdown & click.

The screenshot shows the login page of the KVS Online Employee Platform. The browser address bar displays the URL [kvsonlinetransfer.kvs.gov.in/#](https://kvsonlinetransfer.kvs.gov.in/#). The page header includes the Government of India and Ministry of Education logos. The main content area features the 'Online Employee Platform' logo, a 'Login' dropdown menu with 'Administrator Login' and 'Employee Login' options, and an 'About Employee Platform' section. An 'Onboard' section displays statistics: Total KVs (1250), Regions (25), Stations (888), and ZIETs (5). A footer section contains the National Informatics Centre logo and contact information.

3. On the Login Screen, type in Username & Password & click “Login”.
4. There are four types of Administrators:
  - i) **School** – For school administrators, **Username** will be kv\_XXXX. Where XXXX stands for KV code. For example, if KV code is 1010 then the user’s name will be kv\_1010. **Password** will be ‘system123#’ (by default).
  - ii) **RO** – In case of RO administrator, user need to contact KV headquarters for credentials.
  - iii) **ZIET** - In case of ZIET administrator, user need to contact KV headquarters for credentials.
  - iv) **Headquarters** - In case of HQ administrator, user need to contact NIC for credentials.
5. If user want to go back at previous screen, click ‘Back to home’.



6. **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.

**Reset Password**

Old Password \*

New Password (8-12 Characters) \*

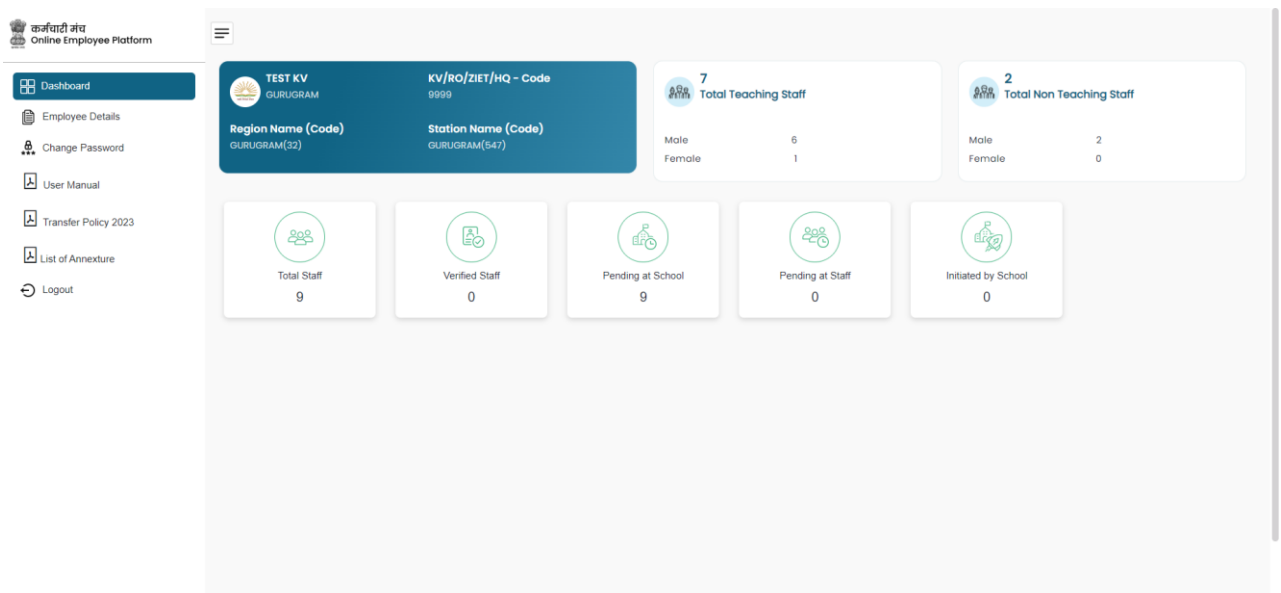
Confirm New Password \*

←

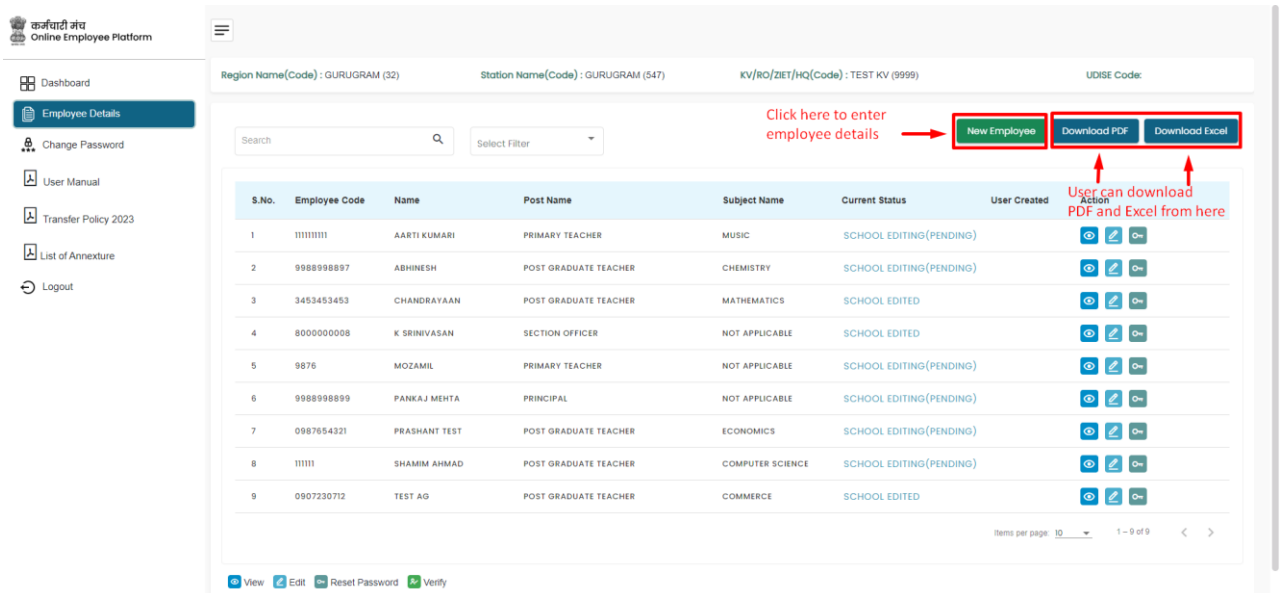
### 3. Dashboard

1. Once logged in, User will see the Dashboard of the application.
2. The Dashboard also show the data, such as:
  - a) Total Teaching Staff – This section will show the total no. of teaching staff, of which we filled the details.
  - b) Total Non Teaching Staff - This section will show the total no. of non teaching staff, of which we filled the details.
  - c) **Total Staff** - This section will show total staff including the details of below mentioned staff.
    - i. Verified staff – In this, verified staff no. will be shown.
    - ii. Pending at school – If school has not yet verified the employee, and then this will be reflected here.
    - iii. Pending at staff – If school has initiated but employee did not fill the information then it will be appeared here.
    - iv. Initiated by school – No. of Employees for who account has been created by school.

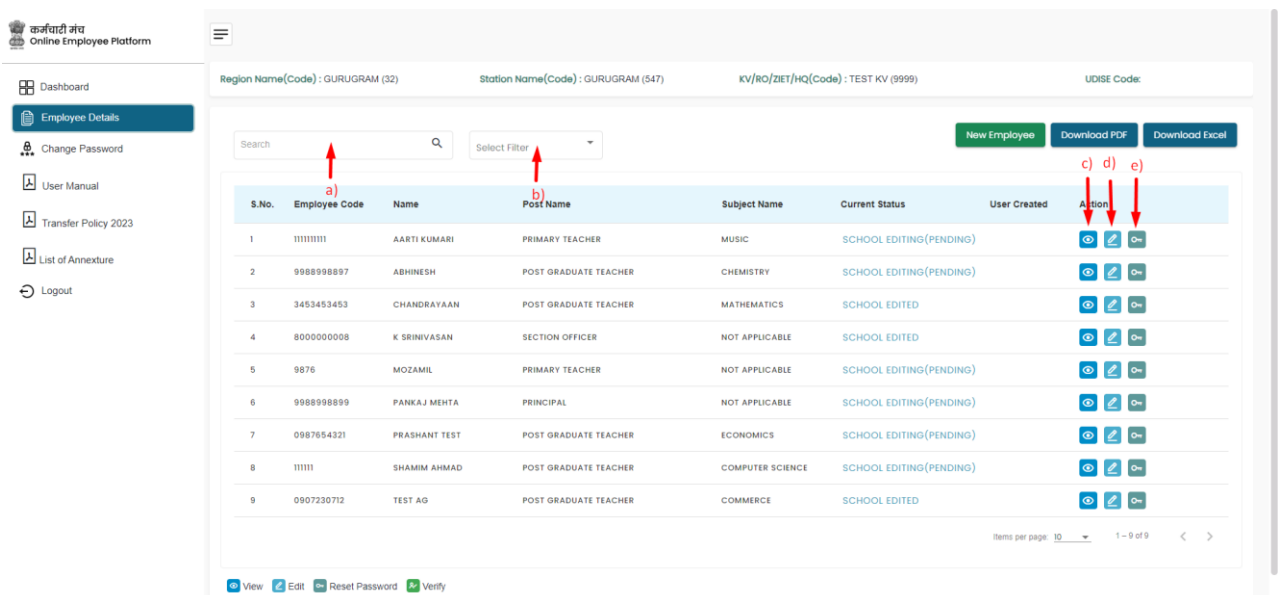


### 3. Functions of Employee Details

1. In this screen, three functionalities are their; such as, New Employee, Download PDF & Download Excel.
  - i. New Employee – In this function, controlling authority can create profile of employee. To create New Employee, click on the “Employee Details” Button.
  - ii. Download PDF – By this function, user is able to download employee’s details in PDF format.
  - iii. Download Excel - By this function, user is able to download employee’s details in Excel format.



2. In this section, user will find various functionalities about employee details.
  - a) Search Name - This Functionality is used to search a staff by employee code, name, date of birth and user name.
  - b) Select Filter - This functionality is used to sort teaching and non teaching staff.



c) View Icon - View is used to check employee profiles.

**कर्मचारी मंच**  
Online Employee Platform

- Dashboard
- Employee Details
- Change Password
- User Manual
- Transfer Policy 2023
- List of Annexure
- Logout

**Profile** Information Experience Miscellaneous Preview & Confirm

**Basic Profile:** AARTI KUMARI

<b>Employee Code *</b> 1111111111	<b>Full Name *</b> AARTI KUMARI	<b>Present KV/RO/ZIET/HQ Name(Code)</b> TEST KV(9999)	<b>DoJ in Present KV/RO/ZIET/HQ in Present Post *</b> 11-11-1990
<b>Gender *</b> <input type="radio"/> Male <input checked="" type="radio"/> Female	<b>Date of birth *</b> 11-11-1967	<b>Present Station Name(Code)</b> GURUGRAM(547)	<b>DoJ in Present Station Irrespective of Cadre *</b> 10-11-1990
<b>Mobile *</b> 7777777777	<b>Email *</b> 7777777777@yopmail.com	<b>Present Post Name(Code) *</b> PRIMARY TEACHER(PRT)	<b>DoJ in KVS *</b> 09-09-1969
<b>Have you been recruited under special recruitment for NER ?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No		<b>Subject Name(Code) *</b> MUSIC(MUSC)	<b>Staff Type *</b> <input checked="" type="radio"/> Teaching <input type="radio"/> Non-Teaching

Save & Next Next

d) Edit Icon - Edit is used to edit the employee profile.

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Save & Next Next

- e) Verified Icon - Verified is used to indicate that staff had finally submitted his/her profile.
- The User can click on Confirm & Verify button to confirm profile.
  - The User can click on Cancel button to cancel profile.

School Name	From	To	Nature of Appointment	Position Held	Appointed for Subject	Transfer Ground
TEST KV	2022-02-01		Regular	POST GRADUATE TEACHER	COMMERCE	null
ZIET BHUBANESHWAR	2020-11-02	2021-12-31	Regular	TRAINED GRADUATE TEACHER	MATHEMATICS	Promotion
R O BHOPAL	2019-02-01	2020-10-31	Regular	PRIMARY TEACHER	NOT APPLICABLE	Direct Recruitment

### 3. Employee Detail Form

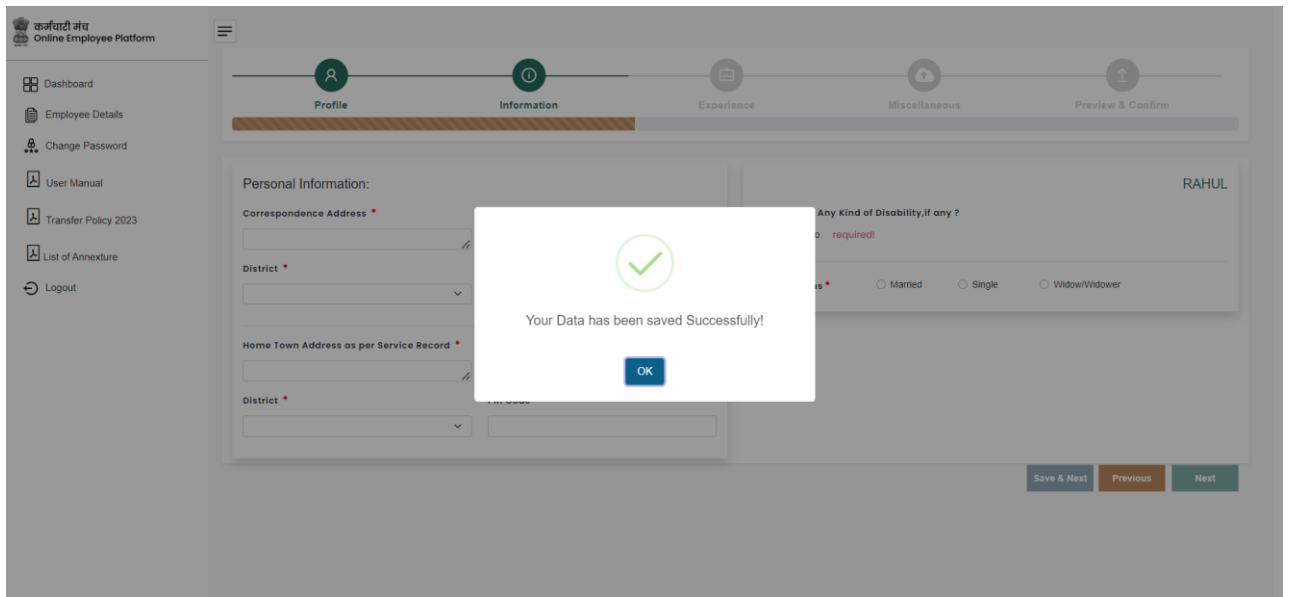
Any field with asterisk\* mark is compulsory and must be filled to move to next tab.

1. Profile – In this section, user has to fill desired details.

- Employee Code - Provide the employee code. This is required field.
- Full Name – Full name of the employee.
- Gender – Male / Female
- Date of Birth – Enter DOB in DD-MM-YYYY format.
- Mobile – Enter carefully mobile no. of the employee, as Username & Password will be shared on this no.
- Email – Enter valid email id.
- Have you been recruited under special recruitment for NER? – Yes / No
- Present KV/RO/ZIET/HQ Name (Code) – It will be generated by default.
- Present Station Name (Code) – It will be generated by default.
- Present Post Name (Code) – In this, select the post of the Employee by dropdown menu.
- Subject Name (Code) – In this, user has to select subject Name of the Employee.
- DoJ in Present KV/RO/ZIET/HQ in present post – Enter date of joining in present KV/RO/ZIET/HQ.
- DoJ in Present Station irrespective of Cadre – Enter date of joining in present station irrespective of Cadre.
- DoJ in KVS - Enter date of joining in KVS.
- Staff Type – It will be automatically selected as per the Employee Post.

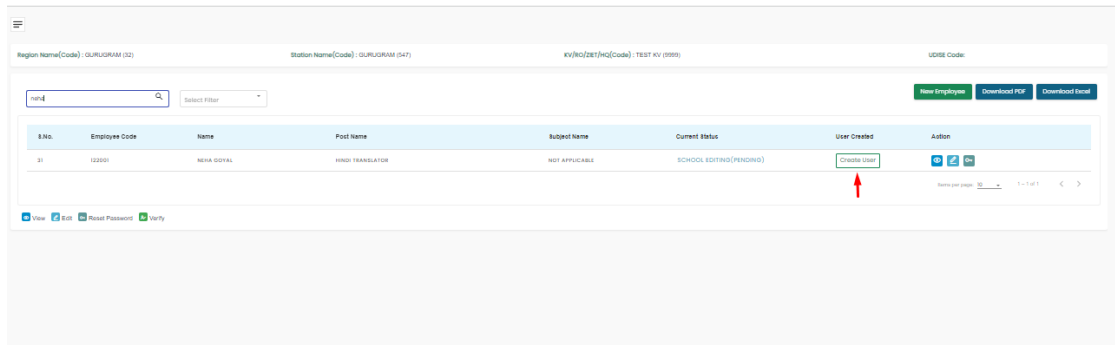


2. After click on the Save button, Ok dialog box will appear in which User have to click on Ok button to save successfully.



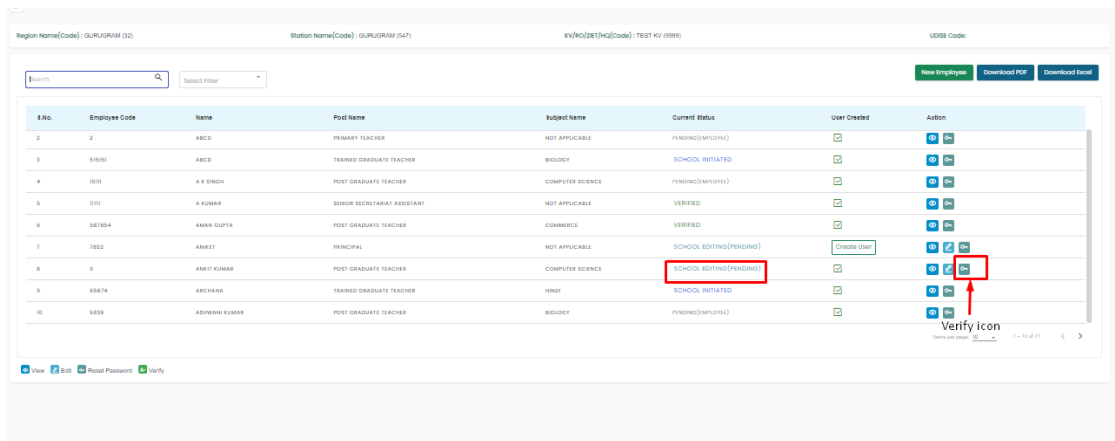
## 4. Create User

1. In this page, user can see the employee’s data to Create User.
2. To Create User, click on the Create User button.
3. After successful creation of User, Employee will receive a message on his/her registered Mobile No. and email id , which is included with his/her Username & Password.



## 5. Verify Employee

1. After filling all details by Employee, the Status will be changed as Pending (School), as shown below.
2. Now, User will verify the details, filled by the Employee, by click on the Verify Icon.



3. After click on Verify Icon, below screen will be appear, containing of all filled information.
4. In this Screen, User has to click on 'Confirm & Verify' button.

**Profile Details**

KV / Institution Code	9999	Present KV / Institution Name	TEST KV(9999)	Employee Code	786786
Employee Id	TISS	Name	Himanshu Mishra	Gender	Male
Date of Birth	1990-12-16	Email	hm161290@gmail.com	Mobile Number	931635649
Marital Status	Unmarried	Present Station Name	GLURUGRAM(547)	Present Station In Present Post Date	2013-11-05
Present KV in Present Post Date	2018-12-03	Present post name	POST GRADUATE TEACHER	Present post date	2013-11-05
Subject Name	COMPUTER SCIENCE	Staff Type	Teaching		

**Information**

Correspondence Address	fa	Correspondence State	Delhi	Correspondence District	New Delhi
Correspondence Pin Code	110085	Permanent Address	153A	Permanent State	Uttar Pradesh
Permanent District	KANPUR NAGAR	Permanent Pin Code	208001		

**Disability**

Any kind of Disability	No	Type of Disability	Not Applicable
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**Spouse Details**

KVS Employee	No	Central Government Employee	No	State Government Employee	No
None of these	No	Spouse Name		Spouse Station	

**Experience**

School Name	From	To	Nature of Appointment	Position Held	Appointed for Subject	Transfer Ground
TEST KV	2018-12-03		Regular	POST GRADUATE TEACHER	COMPUTER SCIENCE	null

**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 (MDC 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 (DPP 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 (RDCM) / KVS Headquarters (NDCM).	None
Whether disciplinary proceedings are in progress.	No
Period of continuous absence(except maternity leave).	0

5. After confirming, below screen will appear, in which Current Status will change to 'Verified' from 'Pending (School)'.

Region Name[Code]: GLURUGRAM (32)      Station Name[Code]: GLURUGRAM (547)      KV/RO/ZIET(HQ)[Code]: TEST KV (9999)      UDRE Code:

Search       Select Filter

S.No.	Employee Code	Name	Post Name	Subject Name	Current Status	User Created	Action
1	5555	A	POST GRADUATE TEACHER	COMPUTER SCIENCE	VERIFIED	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
2	2	ABCD	PRIMARY TEACHER	NOT APPLICABLE	PENDING(EMPLOYEE)	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
3	91691	ABCD	TRAINED GRADUATE TEACHER	BIOLOGY	SCHOOL INITIATED	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
4	10101	A K SINGH	POST GRADUATE TEACHER	COMPUTER SCIENCE	PENDING(EMPLOYEE)	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
5	1111	A KUMAR	SENIOR SECRETARY/ ASSISTANT	NOT APPLICABLE	VERIFIED	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
6	99784	AMAN DUTTA	POST GRADUATE TEACHER	COMMERCE	VERIFIED	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>
7	7852	AMKET	PRINCIPAL	NOT APPLICABLE	SCHOOL EDITING(PENDING)	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete User"/>
8	9	AMIT KUMAR	POST GRADUATE TEACHER	COMPUTER SCIENCE	SCHOOL EDITING(PENDING)	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
9	99874	ARCHANA	TRAINED GRADUATE TEACHER	HINDI	SCHOOL INITIATED	<input type="checkbox"/>	<input type="button" value="View"/> <input type="button" value="Edit"/>

Items per page:       1 - 10 of 11

## 6. 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 Characters) \*

Confirm New Password \*

Submit

## 7. 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.

कर्जावरी मंच  
Online Employee Platform

Dashboard

Employee Details

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User Manual

Transfer Policy 2023

List of Annexure

Logout

TEST KV  
GURUGRAM

KV/RO/ZIET/HQ - Code  
9999

Region Name (Code)  
GURUGRAM(32)

Station Name (Code)  
GURUGRAM(547)

6  
Total Teaching Staff

Male 5  
Female 1

3  
Total Non Teaching Staff

Male 3  
Female 0

Total Staff 9

Verified Staff 0

Pending at School 9

Pending at Staff 0

Initiated by School 0