

**GOVERNMENT OF ASSAM
ELEMENTARY EDUCATION DEPARTMENT
DISPUR, GUWAHATI-6**

FOR IMPLEMENTATION OF TRANSFER & POSTING OF TEACHERS

No. PMA.237/2020/Pt/2

Dated Dispur, the 22nd November, 2021

With a view to improve the quality of Education and to maintain better Pupil Teacher Ratio (PTR) in the schools, Education Department, Government of Assam has started the process of Teacher transfer as per 'The Assam Elementary and Secondary School Teachers' (Regulation of Posting and Transfer) Act, 2020'. As a part of this process, all category of Teachers of Govt./Provincialized Schools from Lower Primary to Senior Secondary Schools are requested to register and submit the service profile details from 22.11.2021 to 10.12.2021 in the web portal <https://hrmsassam.in> for smooth implementation of transfer and other services. The link is also available at <https://ssa.assam.gov.in>

Online registration of all categories of Teachers appointed by Directorate of Secondary Education, Directorate of Elementary Education and Samagra Shiksha, Assam from Primary to Higher Secondary School is mandatory.

Steps for Registration:

1. Create Login by providing Name, Email ID, Date Of Birth, Mobile Number, Gender, Password
2. Login- Mobile Number as UserID and Password provided during login creation
3. Create profile INCLUDES 11 sections - School details (Elementary/ Secondary), Personal Details, Academic Qualification, Professional & Other Qualification, Service Details, Salary Accounts & Other Official Account Details, Service Records, Award Received, Promotion Details, Other Details, Supporting Documents to upload
4. Submit the filled-up form

Important Points:

1. Teachers have to mandatorily upload copy of the following documents- TET Marksheet cum Certificate, D. El Ed. or B. Ed Mark sheet, HSSLC Mark sheet, Graduation Mark sheet, proof of Date of Birth, Appointment Letter
2. For those teachers who had joined before 3rd September, 2001, uploading of TET Mark sheet cum Certificate and D. El. Ed. or B. Ed Mark sheet is not mandatory.
3. The maximum size of each of the supporting documents should not exceed 300KB.
4. Teachers have to upload one clear passport size photograph and copy of scanned signature. Maximum size of each should not exceed 50 KB.

All teachers are requested to submit the service profile and to upload the details as mentioned above within the given period for smooth implementation of transfer & posting as per the Act.

Sd/-

Special Commissioner to the Govt. of Assam
Elementary Education Deptt. Dispur, Guwahati-6