

Transfer Posting Module – FAQ

1. What is Online Transfer posting module?

User/Employee can apply for transfer request online through RajKaj.

2. Before Applying transfer request online what things to be ensure?

Your profile must be mapped on RajKaj, Your Posting details should be updated on RajKaj.

3. My profile data is not updated or not correct?

To update your profile e-mail your details to your department Computer Cell.

4. How to apply for Transfer?

- Login to SSO portal using the credentials (SSO Username & Password).
- In case user is not created you will get fetch details and enter your SSO id, fill the form correctly (Correct appointment department and other details).
- Once successful login, Click on the 'Raj-Kaj' icon click.
- Click on Application.
- -Search Transfer **request - self** click/open this option fill the details and submit.

5. I did not find option of Transfer request- self in RajKaj.

Send e-mail with your Employee id and SSO Id to your department Computer Cell. (iteel.labour@rajasthan.gov.in)

6. How to apply for more than 1 district/office for transfer.

User/Employee can add more preferences from Add Preference option to choose more than one preference. In case your desire block / office not available in list mention your details in remark option and / or attachment.

7. How can I submit Desire/supporting documents through this portal?

There is option of supporting Document you can attach your documents. (File size limit: 50MB)

8. Required block/office name not available in form, for which I want to apply for transfer.

Mention your details in remarks option and/or attachment.