

നംബർ. ICT Cell/1771/DGE-HSE/2025

06/08/2025

സർക്കുലർ

വിഷയം: ഹയർസെക്കന്ററി വിദ്യാഭ്യാസം - രണ്ടാം വർഷം സ്കൂൾ ട്രാൻസ്ഫർ / റീ-അഡ്മിഷൻ / ലാറ്ററൽ എൻട്രി : പ്രിൻസിപ്പൽമാർക്കുള്ള നിർദ്ദേശങ്ങൾ

സൂചന: നം. ഹസെവി/7098/2025-എ.സി.ഡി .എസ്.പി.എൽ3 തീയതി 15/05/2025

സർക്കുലർ

സൂചന സർക്കുലറിലൂടെ രണ്ടാം വർഷം സ്കൂൾ മാറ്റം പുനഃപ്രവേശനം ,ലാറ്ററൽ എൻട്രി പ്രവേശനം സംബന്ധിച്ച് വിശദ നിർദ്ദേശങ്ങൾ വിവിധ സർക്കാർ ഉത്തരവുകളിലെ നിബന്ധനകൾ പ്രകാരം നൽകിയിട്ടുള്ളതാണ്. ഇത്തരത്തിൽ രണ്ടാം വർഷം സ്കൂൾ മാറ്റം ,പുനഃപ്രവേശനം ,ലാറ്ററൽ എൻട്രി പ്രവേശനം എന്നിവ നടത്തിയിട്ടുള്ള സ്കൂൾ പ്രിൻസിപ്പൽമാർ ആയത് ഓൺലൈനായി രേഖപ്പെടുത്തേണ്ടതാണ്. ഓൺലൈനായി രേഖപ്പെടുത്തുന്നതിനുള്ള ലിങ്കുകൾ അഡ്മിഷൻ വെബ്സൈറ്റിൽ(<https://www.hscap.kerala.gov.in/>) അഡ്മിൻ ലോഗിനിലാണ് ലഭ്യമാക്കിയിട്ടുള്ളത്.

1) സർക്കാർ/എയ്ഡഡ്/അൺ-എയ്ഡഡ് സ്കൂളുകളിലെ റെഗുലർ വിദ്യാർത്ഥികളുടെ സ്കൂൾ മാറ്റം ഫോർവേഡ് ചെയ്യൽ:

സർക്കാർ/എയ്ഡഡ്/അൺ-എയ്ഡഡ് സ്കൂളുകളിലെ റെഗുലർ വിദ്യാർത്ഥികളുടെ സ്കൂൾ മാറ്റം രേഖപ്പെടുത്തേണ്ടത് ഒന്നാം വർഷം വിദ്യാർത്ഥി പഠനം നടത്തിയിരുന്ന സ്കൂൾ പ്രിൻസിപ്പലാണ്. അഡ്മിഷൻ വെബ്സൈറ്റിലെ അഡ്മിൻ ലോഗിനിലെ “**Second**

Year(Forwarding Transfer Regular Students) “എന്ന ലിങ്കിലൂടെ

അനുബന്ധം 1 ലെ നിർദ്ദേശങ്ങൾക്ക് അനുസരിച്ച് എൻട്രി പൂർത്തിയാക്കണം.

2) സർക്കാർ/എയ്ഡഡ്/അൺ-എയ്ഡഡ് സ്കൂളുകളിലെ റെഗുലർ വിദ്യാർത്ഥികളുടെ സ്കൂൾ മാറ്റം സ്വീകരിക്കൽ:

സർക്കാർ/എയ്ഡഡ്/അൺ-എയ്ഡഡ് സ്കൂളുകളിലെ റെഗുലർ വിദ്യാർത്ഥികളുടെ സ്കൂൾ മാറ്റം രേഖപ്പെടുത്തേണ്ടത് ഒന്നാം വർഷം വിദ്യാർത്ഥി പഠനം നടത്തിയിരുന്ന സ്കൂൾ പ്രിൻസിപ്പാളാണ്. അഡ്മിഷൻ വെബ്സൈറ്റിലെ അഡ്മിൻ ലോഗിനിലെ “**Second**

Year(Receiving Transfer Regular Students) “എന്ന ലിങ്കിലൂടെ

അനുബന്ധം 1 ലെ നിർദ്ദേശങ്ങൾക്ക് അനുസരിച്ച് എൻട്രി പൂർത്തിയാക്കണം.

3) സ്കോൾ -കേരളയിൽ നിന്നുള്ള രണ്ടാം വർഷമാറ്റം , പുന:പ്രവേശനം ,ലാറ്ററൽ എൻട്രി പ്രവേശനം എന്നിവയുടെ രേഖപ്പെടുത്തൽ :

സ്കോൾ -കേരളയിൽ നിന്നുള്ള രണ്ടാം വർഷമാറ്റം , പുന:പ്രവേശനം ,ലാറ്ററൽ എൻട്രി പ്രവേശനം എന്നിവയുടെ രേഖപ്പെടുത്തൽ നിർവഹിക്കേണ്ടത് പ്രവേശനം നേടുന്ന സ്കൂളിലെ പ്രിൻസിപ്പൽമാരാണ്.

അഡ്മിൻ ലോഗിനിലെ “**Second Year Transfer (From Scole Kerala/Lateral Entry/Readmission) “**എന്ന ലിങ്കിലൂടെ അനുബന്ധം 2 ലെ നിർദ്ദേശങ്ങൾക്ക് അനുസരിച്ച് എൻട്രി പൂർത്തിയാക്കണം.



പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ

MANUAL FOR SECOND YEAR TRANSFER ENTRY OF REGULAR CANDIDATES

To Forward Transfer Details

Click on the **Second Year (Forwarding Transfer Regular Students)** link in the ADMIN Login

Then you will see the **Second Year Nominal List** Page as shown in the image below. In it , click on the **Transfer** Button against the student you want to transfer.

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SECOND YEAR NOMINAL LIST									
Application No	Exam Reg No	Name	Course Code	Admission No	Admission Date	Second Language	Accountancy Spec	Status	Transfer
2401100580	25000348	AALIYA M S	1	15850	07-06-2024	Malayalam	NA		Transfer
2401110145	25000349	AARABHI A R	1	15759	07-06-2024	Malayalam	NA		Transfer
2401101429	25000350	AARATHI KRISHNA S	1	15579	07-06-2024	Malayalam	NA		Transfer
2401113236	25000351	ABHINAYA P S	1	15771	07-06-2024	Malayalam	NA		Transfer
2401700276	25000352	AFSA A KHAN	1	15855	07-06-2024	Malayalam	NA		Transfer
2401110538	25000353	AISWARYA A M	1	15989	19-06-2024	Malayalam	NA		Transfer
2401118423	25000354	AKSHAYA M ANILKUMAR	1	15882	07-06-2024	Malayalam	NA		Transfer
2401117662	25000355	AKSHITHA SANTHOSH	1	15883	07-06-2024	Malayalam	NA		Transfer

Then you will see the Page as shown in the image below. Select the Admission Type **School Transfer Regular Candidates**. Select the type of transfer (**Principal to Principal, RDD Order, Director Order, Govt Order**) you intend to do

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To Update Transfer Details

Admission Type
School Transfer-Regular Candidates

Select Transfer Type
Select

Submit

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if the transfer type you selected is **Principal to Principal**, you will see a page like the image below. Which district school do you want to transfer to, select district and school and click the **Submit** button.

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Second Year Admission Details Entry

Candidate Details

Application No	2401109434
Name	
Scheme	SSLC (2024-2025)
Registration No	
Year of Pass	2024
Date of Birth	

Admission Details

Admission No	
Alloted Course	(1) Physics, Chemistry, Biology,Mathematics
Second Language	German
Acc Spec	NA
Admission Type	School Transfer-Regular Candidates
Transfer Type	Principal To Principal

Transferred District :

SFI FCT District

Transferred School :

[SELECT]

Submit

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if the transfer type you selected is **RDD Order** or **Director Order** , you will see a page like the image below, Which district school do you want to transfer to, select district and school , Enter the Order Number and Order date, and click the **Submit** button.

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Second Year Admission Details Entry

Candidate Details

Application No	2401123528
Name	
Scheme	SSLC (2024-2025)
Registration No	
Year of Pass	2024
Date of Birth	

Admission Details

Admission No	
Alloted Course	(1) Physics, Chemistry, Biology,Mathematics
Second Language	Hindi
Acc Spec	NA
Admission Type	School Transfer-Regular Candidates
Transfer Type	RDD Order

Transferred District :

SFI FCT District

Transferred School :

[SELECT]

Order No :

Order Date :

Submit

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if the transfer type you selected is **Govt Order** , you will see a page like the image below, Which district school do you want to transfer to, select district and school , Enter the Order Number and Order Date , Select **Yes** if the Transfer order is with additional seat Otherwise **No** and click the **Submit** button.

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Second Year Admission Details Entry

Candidate Details

Application No	2401123528
Name	
Scheme	SSLC (2024-2025)
Registration No	
Year of Pass	2024
Date of Birth	

Admission Details

Admission No	
Alloted Course	(1) Physics, Chemistry, Biology,Mathematics
Second Language	Hindi
Acc Spec	NA
Admission Type	School Transfer-Regular Candidates
Transfer Type	Govt Order

Transferred District :
[SELECT District]

Transferred School :
[SELECT]

Order No :

Order Date :

Whether Transfer in Additional Seat ☐ Yes ☐ No

Submit

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if the transfer type you selected is **Principal to Principal**. Once you submit the **Second Year Admission Details Entry page** you will see a page like the image below. Then Enter 1) TC & Conduct Certificate Number issued ,Date of issue of TC , Issuing Authority and upload scanned copy of TC & Conduct certificate issued , Similarly upload First Year HallTicket & Hall Ticket details as required. Then click **Submit** button

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Certificate Details Entry & Upload

Application Number :-
Scheme Studied :- 1 - SSLC (2023-2024)
Qualifying Exam Register Number / Roll No :-

Certificate Details	Certificate No/Description	Date	Issuing Authority	Uplolad Certificate	Submit	Certificate View
TC & Conduct Certificate	TC & Conduct Certificate Number	TC & Conduct Certificate Issue Da	TC & Conduct Certificate Issue Au	Browse... No file selected.		Not Uploaded
First Year Hall Ticket	First Year Hall Ticket Number	First Year Hall Ticket Issue Date	First Year Hall Ticket Issue Authori	Browse... No file selected.		Not Uploaded

Submit All

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if the transfer type you selected is RDD Order, Director Order, Govt Order. Once you submit the **Second Year Admission Details Entry page** you will see a page like the image

below. In the page upload details requested and upload scanned image of the documents
Thenclick on **Submit** button

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HomeEdit ProfileChange PasswordLogout

Candidate Details insertion status!

Transfer Successfully

Certificate Details Entry & Upload

Application Number :-
Scheme Studied :- 1 - SSLC (2023-2024)
Qualifying Exam Register Number / Roll No :-

Certificate Details	Certificate No/Description	Date	Issuing Authority	Uplolad Certificate	Submit	Certificate View
Qualification Certificate	Qualification Certificate Number	Qualification Certificate Issue Dal	Qualification Certificate Issue Aul	Browse... No file selected.		Not Uploaded
First Year Hall Ticket	First Year Hall Ticket Number	First Year Hall Ticket Issue Date	First Year Hall Ticket Issue Authori	Browse... No file selected.		Not Uploaded
Order	Order Number	Order Issue Date	Order Issue Authority	Browse... No file selected.		Not Uploaded
TC & Conduct Certificate	TC & Conduct Certificate Number	TC & Conduct Certificate Issue Da	TC & Conduct Certificate Issue Au	Browse... No file selected.		Not Uploaded

Submit All

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To Receive Transfer Details

[Click on the Second Year \(Receiving Transfer Regular Students\) link in the ADMIN Login](#)

Then you will see the SECOND YEAR TRANSFER ADMISSION DETAILS Page as shown in the image below. Then Enter the Admission Number , Admission Date .and click on the **Submit** button.

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1023 - GOVT. MODEL BOYS HSS, THYCAUD, TRIVANDRUM

SECOND YEAR TRANSFER ADMISSION DETAILS

Sl No	Application No	Exam Reg No	Name	Course Code	Admission No	Admission Date	Second Language	Accountancy Spec	Status	Transfer
1	2401116716	25030071	ABHIJITH S	39		Admission Date	Malayalam	CA		Submit

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MANUAL FOR SECOND YEAR TRANSFER ENTRY OF SCOLE KERALA, LATERAL ENTRY,RE ADMISSION

Click on the **Second Year Transfer (From Scole Kerala/Lateral Entry/Readmission)** link in the ADMIN Login

Then you will see the **To Update Transfer Details** Page as shown in the image below. Select the Admission Type **SCOLE KERALA (OPEN SCHOOL) / LATERAL ENTRY / RE ADMISSION**. Select the type of transfer (**RDD Order, Director Order, Govt Order**) you intend to do, and Enter the Admission Number and click on the **Submit** button.

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To Update Transfer Details

Admission Type

Enter Admission No

Submit

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To Update Transfer Details

Admission Type

School Transfer-SCOLE Kerala(Open : ▾

Select Transfer Type

Select ▾

Enter Admission No

Submit

if the transfer type you selected is **LATERAL ENTRY** or **RE ADMISSION**, you will see a page like the image below. click the **Submit** button after entering all the details.

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Single Window System for Higher Secondary Admission, DGE, Govt of Kerala

Home

Edit Profile

Change Password

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School Details

Admission Number

2123

Admission Date

Admission Date

Select Course

SELECT COURSE

Select Second Language

SELECT SECOND LANGUAGE

Order Details

Order Number

Order Number

Order Date

Order Date

Qualifying Examination Details

Scheme

SELECT SCHEME

Register No.

REGISTER NO.

Month pass

Month Pass

Year pass

Year Pass

Passed in Board exam

Yes

Chance No.

Residence Details

Resident State

Kerala

Resident District

SELECT DISTRICT

Resident Taluk

SELECT TALUK

Resident Localbody

SELECT LOCAL BODY

Contact Details

Permanent Address

PERMANENT ADDRESS

PERMANENT ADDRESS

PERMANENT ADDRESS

PIN Code

Pincode

☐ Same as permanent

Communication Address

COMMUNICATION ADDRESS

COMMUNICATION ADDRESS

COMMUNICATION ADDRESS

PIN Code

Pincode

Mobile Number

Landline number with STD

Email ID

Email ID

School Details

Application Number

-

Data entry school

1001 - GOVT MODEL BOYS HSS ATTINGAL

Select school in which candidate passed Qualifying examination

SELECT SCHOOL

Personal Details

Name

CANDIDATE NAME

Gender

Male

Caste

CASTE

Community

SELECT COMMUNITY

☐ belongs to OEC

Religion

SELECT RELIGION

Date of Birth

Date of Birth

Father's Name

FATHER'S NAME

Mother's Name

MOTHER'S NAME

Guardian's Name

GUARDIAN'S NAME

Aadhaar No / Enrolment No

SELECT

Other Details

Whether Belongs to Ling.Minority

☐

Minority Language

Whether the Appl. is Diff. Abled?

☐

If Physically Challenged

☐ O.H ☐ Blind ☐ Deaf ☐ Mental

Percentage of disability

Percentage of disability

Actions

Submit

Reset

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if the transfer type you selected is **GOVT ORDER**, you will see a page like the image below. Select **Yes** if the order is with additional seat ,otherwise **No** click the **Submit** button after entering all the details.

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Home

Edit Profile

Change Password

Logout

School Details

Admission Number

7878

Admission Date

Admission Date *

Whether Transfer in Additional Seat

☐ Yes ☐ No

Select Course

SELECT COURSE *

Select Second Language

SELECT SECOND LANGUAGE *

Order Details

Order Number

Order Number *

Order Date

Order Date *

Qualifying Examination Details

Scheme

SELECT SCHEME *

Register No.

REGISTER NO. *

Month pass

Month Pass *

Year pass

Year Pass *

Passed in Board exam

Yes *

Chance No.

*

Residence Details

Resident State

Kerala *

Resident District

SELECT DISTRICT *

Resident Taluk

SELECT TALUK *

Resident Localbody

SELECT LOCAL BODY *

School Details

Application Number

-

Data entry school

1002 - GOVT. GIRLS HSS, COTTONHILL ,TRIVANDRUM

Select school in which candidate passed Qualifying examination

SELECT SCHOOL *

Personal Details

Name

CANDIDATE NAME *

Gender

Male *

Caste

CASTE *

Community

SELECT COMMUNITY * ☐ belongs to OEC

Religion

SELECT RELIGION *

Date of Birth

Date of Birth *

Father's Name

FATHER'S NAME *

Mother's Name

MOTHER'S NAME *

Guardian's Name

GUARDIAN'S NAME *

Aadhaar No / Enrolment No

SELECT *

Other Details

Whether Belongs to Ling.Minority

☐

Minority Language

*

Whether the Appl. is Diff. Abled?

☐

If Physically Challenged

☐ O.H ☐ Blind ☐ Deaf ☐ Mental

Percentage of disability

Percentage of disability

Contact Details

Permanent Address

PERMANENT ADDRESS *

PERMANENT ADDRESS

PERMANENT ADDRESS

PIN Code

Pincode

☐ Same as permanent

Communication Address

COMMUNICATION ADDRESS *

COMMUNICATION ADDRESS

COMMUNICATION ADDRESS

PIN Code

Pincode

Mobile Number

Landline number with STD *

Email ID

Email ID

Actions

Submit

Reset

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Once you submit the **Second Year Admission Details Entry page** you will see a page like the image below. Enter the requested details and Upload the documents Then click on **Submit** Button

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HomeEdit ProfileChange PasswordLogout

Candidate Details insertion status!

✔ Candidate details saved successfully!

Certificate Details Entry & Upload

Application Number :- 2401135803
Scheme Studied :- 2 - SSLC (2007-2023)
Qualifying Exam Register Number / Roll No :- ██████████

Certificate Details	Certificate No/Description	Date	Issuing Authority	Uplolad Certificate	Submit	Certificate View
Qualification Certificate	Qualification Certificate Number *	Qualification Certificate Issue Dal *	Qualification Certificate Issue Aul *	<div>Browse...</div> No file selected.	<div></div>	Not Uploaded
First Year Hall Ticket	First Year Hall Ticket Number *	First Year Hall Ticket Issue Date *	First Year Hall Ticket Issue Authoi *	<div>Browse...</div> No file selected.	<div></div>	Not Uploaded
Order	Order Number *	Order Issue Date *	Order Issue Authority *	<div>Browse...</div> No file selected.	<div></div>	Not Uploaded
TC & Conduct Certificate	TC & Conduct Certificate Number *	TC & Conduct Certificate Issue Da *	TC & Conduct Certificate Issue Au *	<div>Browse...</div> No file selected.	<div></div>	Not Uploaded

Submit All

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