



NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under Ministry of HRD)
Department of School Education and Literacy),
Government of India
B-15, Institutional Area, Sector-62,
Noida, District Gautam Budh Nagar,
Uttar Pradesh – 201 309

No.F.2-1/2019 (ATD)-NVS(Estt.II)/2932

February 05, 2020

NOTICE**Round 02 of transfer drive (Non-teaching employees – OS/S Nurse / CA / UDC / LDC) under ATD 2019 - inviting applications)**

It is for information that “log-in” facility is going to be made operational from **05.02.2020 (5.30 pm)** for capturing fresh options for 2nd round of transfer under Annual Transfer Drive 2019 in respect of Non-teaching employees (OS/S.Nurse/CA/UDC/LDC) as mentioned in the appended table. The time schedule is as under:

S. No.	Online Activity	Time Schedule
01	Editing choice in online application by Employees (OS/S. Nurse/CA/UDC/LDC)	05.02.2020 to 08.02.2020
02	Approval of the applications by the Principal	10.02.2020
03	Approval of applications by concerned Regional Office	10.02.2020 to 11.02.2020

Eligibility for participation in 2nd round of transfer:

- iii) The employees who have been transferred under “**DISPLACEMENT CATEGORY**” to a station not of their choice.
- iv) All such eligible employees who opted preferences in the 1st round of transfer drive but **did not get transfer** to any of the preferred stations.

Vacancy for 2nd round of transfer:

As per provisions, vacancy for 2nd round of transfer drive comprises, left over “**Actual Vacancy**” of round-01, together with “**Newly Created Actual Vacancy**” during round 01.

Thus, the allotment in round 02 will be made against “**Actual Vacancy**” only. No “Deemed Vacancy” will be reflected in round 02.

However it is to note that status of vacancy is always tentative and it may change due to administrative exigencies. Therefore, allotment in round 02 will depend on the actual status of the vacancy available as on the date of raising transfer list.

Steps to be followed to participate in 2nd round of transfer:

1. The eligible employees may log-in on the portal using their existing “mail ID” and “password” to edit their options for transfer in view of updated available vacancies as displayed in vacancy module on designated transfer portal (www.nvsemployeeportal.org). It is to note that forgotten password may be retrieved / reset by the employees by clicking the link “**Forgot Your Password?**” provided on log-in page.
2. Having logged in, they are required to click the relevant link provided on the page, which will navigate them to the “preference page” of their original application form.
3. The eligible employees are required to register preferences from available vacancies. They may opt for any number of stations as they wish in order to have better probability of getting transfer in 2nd round.

4. Once they click “**confirm**” button after opting their preferences, the page will not be reopened for editing further.
5. The employees are required to take print of the application form with new options and submit the same to the Principal.
6. The procedure for approval of application forms by the Principals and concerned Regional Offices for 2nd round of transfer will remain same as it was in 1st round of transfer. Approval of forms may be accomplished within prescribed time schedule.
7. It is to note that the place allotted to the participating employees in 2nd round of transfer will be final and no further representations will be entertained in this regard.
8. The place of allotment in 1st round will be treated as final for those employees (under displaced category) who will not participate in 2nd round and the same condition will apply to the employees (under displaced category) who opt for preferences in 2nd round but could not get any place during allotment.
9. It will be the sole responsibility of the Principals to keep their employees aware of applying for the 2nd round of transfer, if the employees are out of stations (on leave / vacation).

Login facility of the concerned module will be disabled on 11.59 pm on last date as mentioned above. Therefore, all concerned (**Employees / Principals / Regional Offices**) are, hereby, requested to complete the required formalities within the prescribed time schedule.

This issues with approval of the competent authority.


5/21/2020

[Vikram Joshi]
Deputy Commissioner [Pers.]