



**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)/ 1375

August 28, 2019

**NOTICE**

**ATD 2019 (inviting online applications from non-teaching employees)**

It is informed that login facility of transfer portal ([www.nvsemmployeeportal.org](http://www.nvsemmployeeportal.org)) will be enabled on **29.08.2019 (12.00 noon)** to invite online transfer applications from Non teaching employees for ATD 2019. In this context following is informed:

1. Vacancy Module of ATD 2019 has been made live for all concerned on 26.08.2019 (4.00 pm) and the updated vacancy of non-teaching cadres are displayed for information to all concerned.
2. In view of display of vacancy of teaching cadres, online application for transfer is invited only from all employees of non-teaching cadres of JNVs.
3. It is important to note that participation in transfer drive by opting choice station is not mandatory. But submission of online application with service details / photographs and signature is mandatory for all. Non-submission of particulars (personal / service details) by any employee will be viewed seriously.
4. It is advisable to go through transfer policy and guidelines issued from time to time to have clear understanding of the provisions prior to applying online.
5. **Principal of the all JNVs shall conduct a briefing session of all non teaching employees so as to keep them informed about all the provisions of transfer policy and guidelines related to online annual transfer system. It shall also be ensured by him that every employee of his vidyalaya must submit application.**
6. Employees / Principals / ROs must ensure the correctness of the relevant uploaded certificate (in all respect) regarding claim of employees under priority clause.
7. Timeline for different activities will be as under:

S.No	Online Activities	From	To
01	Filling/editing of online application by employee (non-teaching cadres) and submission of hard copy to the Principal	29.08.2019	02.09.2019
02	Approval of applications by the Principals	02.09.2019	03.09.2019
03	Approval of applications by ROs.	02.09.2019	05.09.2019

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.

  
**[Vikram Joshi]**  
**Deputy Commissioner [Pers.]**