

How to Apply (ATD 2018)

(For Newly recruited employee as well as those who did not apply in ATD 2017)

- 01.** Ensure that you have a personal Email ID. If you don't have, create an Email ID before proceeding further.
- 02.** Open the portal by using link <http://www.nvsemployeeportal.org>
- 03.** Click "**Employee Registration**" available on the top right corner of the portal.
- 04.** Enter "**Email ID**" and "**Password of your choice**" followed by confirmation of password. System will automatically send a "**verification link**" to your registered Email account.
- 05.** Open your email account (inbox) and click the link as token of verification. You will be redirected to the portal.
- 06.** Login on the portal with same ID and password (used on registration page).
- 07.** Click "**Profile**" tab in the left pane. Fill appropriate fields displayed on various pages such as "**Basic Information**", "**Present Place**" and "**Service Records**". In service record section, please provide all your posting details including transfers starting from initial joining in Samiti.
- 08.** In "**Upload Photo & Sign**" section, upload your scanned colour photo and signature of desired format and size.
- 09.** In "**Transfer Info**" Section, fill details of Disability, Serious Ailment and/or Working Spouse, if applicable to your case. Please upload relevant certificate (in prescribed format, wherever required). Please ensure, you fulfill the criteria for above priority and have relevant certificate failing which your claim of priority and transfer may be rejected.
- 10.** Then click the "**Transfer Request**" tab given on the left pane. In the opened page, mark "**Yes**", if you are eligible for transfer as per provisions of transfer policy and available guidelines and wish to participate in **Transfer Drive 2018**. Select **Yes / no** in willingness for transfer to Hard / very hard stations. In the field "**On which category do you wish to opt request transfer?**" carefully select the category from the available dropdown list.
- 11.** On the next page for selecting choice stations, two panes are visible viz., "**Available Preferences**" and "**Select Preferences**". Select desired "**Region**" on "Available Preference" side and click search, the vacancies of your cadre of the selected region will be displayed. Carefully select the vacancies of your choice. The selected stations will be populated in the right pane under "Select Preferences" You can opt for any number of stations as preference.
- 12.** **Please note:** While opting the choice stations, employee should opt only those place(s) where he/she intends to move on transfer since no **modification/change/cancellation** of transfer is possible once transfer order is generated by the software in favour of employee based on their choice station.
- 13.** Go to "**Confirm**" tab to preview your application and click "**Confirm**" at the bottom of preview page, if you find all the details filled by you are correct. Only confirmed application will be considered for evaluation. Do not click confirm button in haste. Please do it after complete verification.

14. Click "**Dashboard**" tab given on the left side of the pane. Click "**Print**" to print your application form and submit the same with your principal.
15. It is mandatory to submit the hard copy along with relevant certificates to the Principal and request him to approve your application form.
16. **Please note down your application number & Employee ID for future reference.**
17. **Please note that you are fully responsible for the information provided by you on the website. Incomplete / false information given by you may affect transfer process adversely and hence may attract administrative proceedings.**

How to Apply (ATD 2018)

(For Old employees who applied online in ATD 2017)

- 01.** It is assumed that you already have your registered **"Email ID"** and **"Password"** that you used while applying online in ATD 2017.
- 02.** If you don't have your Email ID which you used in ATD 2017, you can find that from the hard copy of the application form of ATD 2017 which is either with you or with the Principal of your Vidyalaya as your email ID is captured on the hard copy. Provision has also been made to make your Mail ID available on **Principal's Login of ATD 2018**. Thus, you can contact your Principal/office also to know your registered Email ID.
- 03.** Open the portal by using link <http://www.nvsemployeeportal.org>
- 04.** Enter your registered email ID and password on homepage to login.
- 05.** If you don't recall **"Password"**, you can click the link **"Forgot Your Password"** which will prompt you to enter your mail ID. Enter the mail ID and click **"Email Link"**. A link will be sent to your registered mail ID. Go to inbox of your Email and click the link to get directed on password reset page of the transfer portal. Reset the password.
- 06.** Using registered Email ID and Password on login page, enter into the employee's application module.
- 07.** Click **"Profile"** and then **"Edit"** on left pane. Your prefilled application (of ATD 2017) will be opened in editable mode. Check all the fields i.e., **"Basic Information"**, **"Present Place"**, **"Service Records"**, **"Upload Photo & Sign"** and **"Transfer Info"**. If all the prefilled information are correct, save the each section/page else edit the field wherever required and then **"Save"**. Upload the latest certificates in prescribed format if priority is claimed.
- 08.** Then click the **"Transfer Request"** tab given on the left pane. In the opened page, mark **"Yes"**, if you are eligible for transfer as per provisions of transfer policy and available guidelines and wish to participate in **Transfer Drive 2018**. Select **Yes / no** in willingness for transfer to Hard / very hard stations. In the field **"On which category do you wish to opt request transfer?"** carefully select the category from the available dropdown list.
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