



**NAVODAYA VIDYALAYA SAMITI**

Employee Transfer Drive - 2018  
**User Guide**

Note:

1. All the employees are required to register themselves before the last date. Existing users can login with their email-id and password used in ATD-2017. If you forgot your password, you can use Forgot password utility. If you forgot your email-id, by which you have registered, you can contact your principal.
2. Application form will contain all the basic information of employee, service records and transfer request.
3. It is mandatory to confirm your transfer request after filling up the information, if you want to participate in transfer drive. Other employee, who do not want to participate in transfer drive, are required to update their employee information.
4. Once confirmed, employee required to submit the print of application along with supporting documents to competent authority.
5. Fill application form in English language only.
6. Keep user-name and password safe and do not share with anyone.
- 7. For employee who want intend to participate in transfer drive, it is also required to select preference for category in which you claim your transfer.**
8. There will be two round of transfer:
  - a. In Round-1, all the employees have to edit / register for the on the portal.
  - b. Based on the available vacancies, employee can provide number of preferences for transfer. If employee allotted based on preference, order will not get cancelled in any circumstances. Hence kindly provide the preferences in which you are really intend to go.
  - c. In Round-2, Left over ACTUAL VACANCIES and RESULTANT VACANCIES arising out of Round-1 will be utilized to consider the request transfer. Against this, employees who did not get transfer to choice place may apply. In addition, employees who are displaced in 1st Round being on deemed vacancy but did not get transfer to choice place may also apply.

## Login Page:

Date - 16 May 2018

[Login](#) [Principal Login](#)



### Employee Transfer Portal

Navodaya Vidyalaya Samiti-(An Autonomous Body Under MHRD) Government Of India

[Home](#)

Sign in

Sign In to your account

Username

Password

Remember me?

[Log in](#) [Forgot your password?](#)

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1. For new users, ensure that you have a personal Email Id. If you don't have, create an Email Id before proceeding further.
  - a. An automated email along with verification link will be sent by system for verification of your email-id. By clicking on that link, you will be redirected to portal. All the communications will be done on your registered email-id.
2. Existing users can login with their existing credentials.

### 3. Dashboard:

Dashboard

The screenshot shows a dashboard with a left-hand menu and a main content area. The menu includes 'DASHBOARD', 'APPLICATIONS', 'PROFILE', and 'TRANSFER REQUEST'. The main content area has a card for 'TRANSFER DRIVE YEAR - 2018 - Phase-I - STATUS' with the text 'You are not applied in current transfer drive.' and a 'View More...' link. A 'Notice' section is also visible. Four callout boxes with arrows point to the 'APPLICATIONS', 'PROFILE', 'TRANSFER REQUEST', and 'View More...' elements.

MENU

- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

TRANSFER DRIVE YEAR - 2018 - Phase-I - STATUS

You are not applied in current transfer drive.

View More...

Notice

All applications list apper in this menu.

Status of Current Transfer Drive.

You can change your details (e.g. Basic Details, Service Record, Present Place, Transfer Info) by clicking "Profile".

Click this menu to participate current transfer drive.

### 4. List of your applications applied till date since ATD-2017

Dashboard

The screenshot shows a dashboard with a left-hand menu and a main content area. The menu includes 'DASHBOARD', 'APPLICATIONS', 'PROFILE', and 'TRANSFER REQUEST'. The main content area has a table titled 'APPLICATION LIST' with columns for YEAR, ROUND, APP NO., NAME, APPLIED for transfer?, and PRINT. The table contains four rows of application data. A pagination bar is located below the table.

MENU

- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

APPLICATION LIST

YEAR	ROUND	APP NO.	NAME	APPLIED for transfer?	PRINT
2018	Phase-I		Kisan Ashokbhai Patel		
2017	Phase-III	531578	Kisan Ashokbhai Patel	YES	Print
2017	Phase-II	531578	Kisan Ashokbhai Patel	YES	Print
2017	Phase-I	531578	Kisan Ashokbhai Patel	YES	Print

First Prev Next Last

5. "PROFILE": Edit / provide your basic details. On submit, the page will automatically redirect you to fill your "PRESENT PLACE".

Dashboard



- MENU
- DASHBOARD
- APPLICATIONS
- PROFILE **EDIT**
- TRANSFER REQUEST

Basic Information    Present Place    Service Records    Upload Photo & Sign    Transfer Info

Working in JNV/RO/NLI/HQ?

Titles:  First Name:  Middle Name:  Last Name:

Designation:

Mobile:  Date of Birth:  Aadhar Card No.:  Gender:

NPS No.:  CPF No.:  Date of Joining in NVS:  Date of retirement:

Category:  Are you Single Parent?:  Religion:

**Present and Permanent Address**

Present Address		Permanent Address	
<input type="text" value="Nava Harsidhapura"/>	<input type="text"/>	<input type="text" value="Nava Harsidhapura"/>	<input type="text"/>
City/Village: <input type="text" value="Ladol"/>	Pincode: <input type="text" value="382840"/>	City/Village: <input type="text" value="Ladol"/>	Pincode: <input type="text" value="382840"/>
State: <input type="text" value="Gujarat (GJ)"/>	District: <input type="text" value="Mehsana"/>	State: <input type="text" value="Sikkim (SK)"/>	District: <input type="text" value="South Sikkim"/>

Present and Permanent Address Same?

**Home District and State as Declared in Service Record**

Country:  State:  District:

Whether Joined against Spl. Rectt. Drive [for NER/Hard/Very Hard & difficult areas]:  Year:

[Save & Next](#)

## 6. Please provide / edit details of your present place.

Basic Information saved successfully. ✕

MENU

- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

Basic Information   Present Place   Service Records   Upload Photo & Sign   Transfer Info

Designation: PGT-English

Region: Shillong

State: Arunachal Pradesh

District: Tawang

Place of Posting: Tawang

From: 26-05-2000

Reason for Transfer: Transfer on request

[Save & Next](#)

## 7. Provide / update your Service Records:

Dashboard 👤

MENU

- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

Basic Information   Present Place   Service Records   Upload Photo & Sign   Transfer Info

[Add New Service Records](#)

Sr. No.	School Name	Region	Designation	From	To	Edit	Delete
1	Agra	Lucknow	PGT-English	26-05-1990	25-05-2000		
2	Tawang	Shillong	PGT-English	26-05-2000	--PRESENT--		

[Save & Next](#)

## 8. Provide / update your Photograph and signature:

Dashboard



- MENU
- DASHBOARD
  - APPLICATIONS
  - PROFILE
  - TRANSFER REQUEST

Basic Information

Present Place

Service Records

Upload Photo & Sign

Transfer Info

### Instructions for Uploading Photo and Signature.

- Photograph and Signature must be of JPEG format.
- The size of the scanned colour Photo and Signature image should not be more than 20kb size
- The Size of the colour photograph is 45mm X 35mm taken on a white background without borders. The face on the photograph must be of 35mm height and 25mm width.

Photo

Choose File No file chosen



Sign

Choose File No file chosen

Sanjay ch

Save & Next

## 9. Transfer Related other information:

Dashboard 

MENU

- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

Basic Information Present Place Service Records Upload Photo & Sign Transfer Info

Widow Category (if applicable)	Not Applicable	
Disabled Category (if applicable)	Not Applicable	<a href="#">Edit</a>
Serious ailment, if any (as mentioned in Transfer policy)	Not Applicable	<a href="#">Edit</a>
If having working Spouse?	Not Applicable	<a href="#">Edit</a>

[Save](#)

10. Apply in transfer drive: If you wish to participate in Transfer Drive, kindly click 'Yes' and also provide your claim category for transfer.

Dashboard 

MENU

- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

APPLY

EDIT

CONFIRM

Request Transfer Form

**Note :** Employee who wish to participate in transfer drive and does not pertain to any specific category (Widow, Disabled, Serious ailment, Spouse) will be covered under General transfer or Rotational Transfer.

Do you want to Participate in Request Transfer Drive?  Yes  No

Willingness to Transfer at Very Hard or Hard Station  Yes  No

On which category do you wish to opt request transfer?

[Save & Next](#)

11. Provide your preferences for transfer. Once transfer order is issued, no change will be considered in any circumstances. Employees whose normal tenure is completed are liable to be transferred to vacant places. Hence, all such employees are requested to provide their preferences.

Dashboard



- MENU
- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

Choose your preferences.

Note: Employee may choose more than one preference. Allotment will be done based on your preferences and after allotment it can not be canceled in any circumstances.

Available Preferences

--ALL RO--

Search

Selected Preferences

Id	Place Name	Designation	Type	
14631	Bagalkot	PGT-English	Deemed	<input type="checkbox"/>
14799	Dewas	PGT-English	Deemed	<input type="checkbox"/>
14958	Goalpara	PGT-English	Deemed	<input type="checkbox"/>
15044	Thiruvananthapuram	PGT-English	Deemed	<input type="checkbox"/>
15065	Rayagada	PGT-English	Actual	<input type="checkbox"/>
15102	Jaintia Hills	PGT-English	Deemed	<input type="checkbox"/>

Order	Place Name	Designation	Type				
1	Barabanki	PGT-English	Deemed	<input type="checkbox"/>	↓	🗑️	
2	Gadag	PGT-English	Deemed	<input type="checkbox"/>	↑	↓	🗑️
3	Sukma-l(New)	PGT-English	Actual	<input type="checkbox"/>	↑	🗑️	

Submit

## 12. "CONFIRM":

View your application and confirm if you find all the details correct. Only request for transfer will be considered for evaluation.

Kindly note: After confirmation, you will not be able to change any information.

### Confirm Application

Full Name	Mr. Patel [REDACTED]			
Date of Birth	26-05-1990			
Gender	MALE			
Designation	PGT-English			
Date of Joining in NVS	[REDACTED]	Date of retirement	31-05-2050	
NPS No.	123	Category	General	
CPF No.	--			
Mobile	[REDACTED]	Aadhar Card No.	123456987123	
Whether Joined against Spl. Rectt. Drive [for NER/Hard/Very Hard & difficult areas]		Yes (2006)		
Home District and State as Declared in Service Record				
State	Gujarat (GJ)	District	Mehsana	
Present and Permanent Address				
Present Address	Nava Harsidhapura, Ladol - 382840, Mehsana, Gujarat (GJ)		Permanent Address	Nava Harsidhapura, Ladol - 382840, South Sikkim, Sikkim (SK)
Service Records				
School Name	Region	Designation	From	To
Agra	Lucknow	PGT-English	26-05-1990	25-05-2000
Tawang	Shillong	PGT-English	26-05-2000	--
Transfer Request Details				
Widow Category (if applicable)	Not Applicable			
Disabled Category (if applicable)	Not Applicable			
Suffering from diseases, if any (as mentioned in Transfer policy)	Not Applicable			
If having working Spouse?	Not Applicable			
Choice of Schools				
Sr No.	School	State	Region	
( 1 )	Barabanki	Uttar Pradesh	Lucknow	
( 2 )	Gadag	Karnataka	Hyderabad	
( 3 )	Sukma-I(New)	Chhattisgarh	Bhopal	

I here by declare that above mentioned information is true to the best of my knowledge and I understand that any misleading information may lead to rejection of application and panalty.

**Note :** Kindly check your application thoroughly. If you wish to change the any information, you can change it now. Once confirmed, you would not be able to edit the application.

Confirm

13. Print your application and submit it to competent authority with supporting documents. Note your application no. and employee id for further reference.

Dashboard



- MENU
- DASHBOARD
- APPLICATIONS
- PROFILE
- TRANSFER REQUEST

Application Confirm Successfully

Your application has been confirmed successfully. Kindly print application and submit it to competent authority with all supporting document. Failing to which your application will be rejected.

[Print Application](#)

\*\*\*\*\*

**Thank You.**