



**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**

F.No. 2-9/2017(Non Teaching)-NVS(Estt.II)/127248

Dated: 12.02.2018

**NOTICE**

**2<sup>nd</sup> round of transfer drive for Staff Nurse & Catering Assistant under Annual Transfer Drive 2017**

It is for information that "log-in" facility is going to be made operational from 15.02.2018 (12.00 Noon) for capturing fresh options for 2<sup>nd</sup> round of transfer in respect of Staff Nurse and Catering Assistant under Annual Transfer Drive 2017. The time schedule is as under:

S. No.	Activity	Time Schedule
01	Editing of choice online by S/Nurse & C/Assistant	15.02.2018 to 20.02.2018
02	Approval of the applications by the Principal	15.02.2018 to 21.02.2018
03	Approval of applications by concerned Regional Office	15.02.2018 to 22.02.2018

**Eligibility for participation in 2<sup>nd</sup> round of transfer:**

- The employees (Staff Nurse & Catering Assistant) who have been transferred under "DISPLACEMENT CATEGORY" to a station not of their choice.
- All such eligible employees who opted preferences in the 1<sup>st</sup> round of transfer drive but did not get transfer to any of the preferred stations.

**Steps to be followed to participate in 2<sup>nd</sup> round of transfer drive:**

- The eligible employees (Staff Nurse & Catering Assistant) 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](http://www.nvsemployeeportal.org)).
- 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.
- 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 2<sup>nd</sup> round.
- Once they click "submit" button after opting their preferences, the page will not be reopened for editing further.
- The candidates are required to take print of the application form with new options and submit the same to the Principal.
- The procedure for approval of application forms by the Principals and concerned Regional Offices for 2<sup>nd</sup> round of transfer will remain same as it was in 1<sup>st</sup> round of transfer. Approval of forms may be accomplished within prescribed time schedule.
- It is to note that the place allotted to the participating employees in 2<sup>nd</sup> round of transfer will be final and no further representations will be entertained in this regard.
- The place of allotment in 1<sup>st</sup> round will be treated as final for those employees (under displaced category) who will not participate in 2<sup>nd</sup> round and the same condition will apply to the employees (under displaced category) who opt for preferences in 2<sup>nd</sup> round but could not get any place during allotment.
- It will be the sole responsibility of the Principals to keep their employees aware of applying for the 2<sup>nd</sup> round of transfer, if the employees are on leave or on vacation.

Therefore, all concerned (employees / Principals / Regional Offices) are, hereby, requested to complete the required formalities within the prescribed time schedule.

**(Dr. Rajiv Kumar Singh)**  
**Assistant Commissioner (Estt.-II)**