



केन्द्रीय विद्यालय संगठन (मुख्यालय)  
Kendriya Vidyalaya Sangathan  
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग  
18, Institutional Area Shaheed Jeet Singh Marg,  
नई दिल्ली/New Delhi-110016  
दूरभाष/Tele: 26858570  
वेब/Website: [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)

**MOST IMPORTANT/ TIME BOUND**

F.1-1/2018/KVS(HQ)/Estt-II

Dated: 21.08.2018

Dy. Commisisoner/ Director,  
Kendriya Vidyalaya Sangathan,  
All Regional Offices/ ZIETs

**Subject : Invitation of Online applications for request transfers against No Taker Vacancies and Mutual Transfers for 2018 – reg.**

Madam/Sir,

Online transfer applications are invited for request transfers against No Taker Vacancies and Mutual Transfers for 2018 from KVS employees i.e. Teaching employees upto PGTs and Non-Teaching employees upto Assistant Section Officers as per the following schedule:-

1. Online Submission of application by the employee : **22.08.2018 to 25.08.2018**
2. Verification by Controlling Officer and Submission of Applications to the KVS (HQ) : **27.08.2018 to 28.08.2018**

**How to apply :-**

Those employees who are desirous to apply for request transfer against No-Taker Vacancies or Mutual Transfer should apply online following the same process as was followed for the submission of transfer application for Annual Transfer 2018. Employee should login through login ID and password on the transfer portal already provided to them at the time of annual transfer process. **If anyone forgets his/her password, he/she may contact the Controlling officer to obtain his/her password. No need to contact RO/KVS (HQ) for this purpose.** Online applications will be submitted on KVS Transfer Portal i.e. [http:// 61.0.172.139/](http://61.0.172.139/). It can be accessed through the link given on the homepage of KVS HQ website i.e. [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in).

**ELIGIBILITY CRITERIA FOR APPLYING FOR TRANSFER AGAINST NO-TAKER VACANCIES OR MUTUAL TRANSFER:-** As per the para 11 (f) and (g) of KVS transfer Guidelines 2018, following eligibility criteria and conditions have been laid down for the consideration of mutual and transfer against No-Taker Vacancies. Employees are requested to go through it thoroughly before proceeding for submission of online transfer applications.

### **MUTUAL TRANSFER**

An employee shall be eligible for seeking a Mutual Transfer at his/ her desired place, if, she/he fulfills the following conditions:-

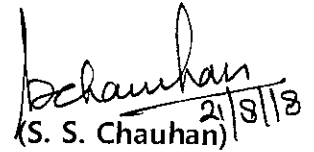
- (i) If, he/she has completed at least 01 year stay in the same post at the same station on initial posting.
- (ii) Benefit of the Mutual Transfer shall only be allowed twice in the entire Service Period with the condition that the same pair of employees cannot seek the second time Mutual Transfer with each other.
- (iii) The entry for availing the opportunity of a Mutual transfer shall be made in the service records of the employee. Mutual Transfer seeker employees shall apply separately through proper channel after the completion of the normal process of transfer every year.
- (iv) Mutual Transfers will be treated as Request Transfer as per Para (9).

### **TRANSFER AGAINST NO TAKER VACANCY**

- (i) KVS will consider the request of employees except those who have been posted on a tenure posting & have not completed the prescribed tenure i.e. Hard/Very Hard/NER stations, for the transfer against NO TAKER vacancy. No taker vacancy means a post which remains vacant after the completion of annual transfer calendar.
- (ii) An employee can apply either for a Mutual transfer or a transfer against a NO TAKER vacancy, not for the both.
- (iii) If a KVS employee wants to join his/ her spouse through the "No Taker Vacancy" provision, such an employee will be given top priority. In case Husband and Wife both get transferred in the same year, first one of them gets transferred under the other provisions of the transfer guidelines to a Hard/ Very Hard/ NER station and later on , the other one joins his/ her already transferred spouse through "No Taker Vacancy" provision, the period from 01<sup>st</sup> July till the date of issue of the transfer order +25 days (25 days includes period of availed joining time and other leaves, if any, taken together) will be counted for the completion of tenure of the spouse getting transferred under "No Taker Vacancy" at a later stage. This way the tenure of both the spouses at a Hard/ Very Hard/ NER stations would be synchronized.

- (iv) In case of more than one claimant employee for the same post in a Kendriya Vidyalaya (except employees covered under (iii) above, preference shall be given to the employee who will be the Senior Most in terms of service in KVS.
- (v) These transfers are not considered on the basis of transfer counts and other grounds mentioned for the annual request transfers. – Kindly Take A Note Of It.
- (vi) Transfers under No Taker Vacancy will be treated as Request Transfer as per Para 9 i.e. An employee who gets transfer at choice place under No-Taker Vacancy shall not be considered for further request transfer before elapsing 10 years at the choice place.
- (vii) Any vacancy which is being/may be claimed by any one of the employees for his/her transfer for genuine reasons and he/she could not be accommodated during annual transfer, KVS may consider request of such employee against such vacancy. Such vacancies shall not be treated as "No-Taker Vacancies".
- (viii) Any vacancy which may arise or result due to the transfer of any employee during the transfer against No-Taker Vacancies shall not be allotted to any employee during this process.
- (ix) Those employees who have been appointed on Direct Recruitment in 2017 on the Zonal Basis are NOT ELIGIBLE to apply for transfer neither against No-Taker Vacancies NOR for Mutual Transfer.

Yours faithfully,

  
(S. S. Chauhan) 2/8/18

Assistant Commissioner (Estt.)

Copy to:-

1. Principals, All Kendriya Vidyalayas for the necessary action.