



NAVODAYA VIDYALAYA SAMITI
An Autonomous Organization under Ministry of Education
Department of School Education and Literacy,
Government of India
B-15, Institutional Area, Sector-62,
Noida, District Gautam Buddha Nagar,
Uttar Pradesh – 201 309

No.F.2-1/2026-NVS(Estt.II)/ATD/ 5781

April 08, 2026

NOTICE**ATD 2026 – LAUNCH OF ROUND 02 & INVITING FRESH OPTIONS FROM ELIGIBLE EMPLOYEES**

It is for information to all the employees that round 02 of ATD 2026 is going to be launched through the designated transfer portal. The “log-in” facility will be enabled on **09.04.2026 (10.00 am)** for capturing fresh options for 2nd round of transfer under Annual Transfer Drive 2026 in respect of eligible employees. The active window period for activity shall be as below:

S. No.	Online Activity	Time Schedule
01	Display of vacancy (all cadres) on designated portal	08.04.2026 (4.00 pm)
02	Registering choice Station by employees of JNV/RO/NLI/HQ	09.04.2026 to 10.04.2026
02	Approval of the applications / transfer (Principal/OS of JNV)	11.04.2026
03	Approval of the applications by Regional Offices/NLI/HQ	13.04.2026 to 15.04.2026

Note: Timeline may vary a little, in case of unavoidable administrative exigency.

1. Eligibility to employees for participation in 2nd round of ATD

Please note that Round 02 of transfer drive is a selective round. Following categories of employees are eligible to participate in round 02 of transfer drive:

- i) All employees who have been transferred (in round 01) under “**DISPLACEMENT CATEGORY**” to a station not of their choice.
- ii) All eligible employees who opted choice stations in the 1st round of transfer drive but did not get transfer.
- iii) Employees who submitted biodata in round 01 but did not take part in transfer process by opting any station (please refer to circular 2-1/2026-NVS(Estt.II)/ATD/5072 dated 24.02.2026).

2. Vacancy for Round 02:

Vacancy for round 02 shall comprise of actual vacancies only as stated below:

- i) All leftover (unused) actual vacancies of round 01.
- ii) The actual vacancies which were not available in round 01, but created due to transfer of employees in round 01.
- iii) Any other vacancy arising out due administrative exercise/exigencies duly reported by the concerned regional office.
- iv) Please refer to circular 2-1/2026-NVS(Estt.II)/ATD/5099 dated 01.04.2026 regarding raising vacancy for Round 02.

3. Steps to be followed to participate in 2nd round of transfer:

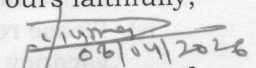
1. The eligible employee may log-in on the portal using his/her existing “Email ID” and “Password” on designated transfer portal (www.nvsemployeeportal.org).
2. Clicking “**Dashboard**” and then clicking “**Transfer Request**” tab (left-side menu bar) will navigate the employee to transfer-request page where he/she can opt “**YES**” or “**NO**” radio button to mark their participation in Round 02, willing to serve Hard station and options to seek transfer to stations other than unified posting. Selecting right radio buttons will navigate to preference/vacancy page.
3. The eligible employees may 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 2nd round.

4. Once they click "**Submit**" button after opting their preferences, the preview of application along with fresh choice stations, will be visible. Having checked the preview, the employees are directed to click "**Lock Application**" button to finally lock the application of Round-02. Without final locking of the application, their candidature will not be considered for round 02.
5. The employees are requested to opt the choice stations wisely and widely to maximize the probability of allotment to a place of their preference, in their favour.
6. The employee can edit their choice any number of times prior of expiry of the employee's login. However, every time one enters into edit mode by unlocking the application, pressing "**Lock Application**" will be mandatory for them.
7. The candidates are required to take print of the application form with new options and submit the same to the Principal / concerned authority.
8. It is categorically reminded that no other part of the application shall be in editable mode during round 02 except the transfer request page.
9. The procedure for approval of application forms by the Principal/designated authority and concerned Regional Offices for 2nd round of transfer will remain same as it was in 1st round of transfer. Approval of forms may be accomplished within prescribed time schedule.
10. It is to note that the place allotted to the participating employees in 2nd round of transfer will be final and no further representations will be entertained in this regard.
11. The place of allotment in 1st round will be treated as final for those employees (under displaced category) who will not participate in 2nd round and the same condition will apply to the employees (under displaced category) who opt for preferences in 2nd round but could not get any place during allotment.
12. It will be the responsibility of the Principals and the Office Superintendent (in JNV) or the designated officers of RO/NLI/NVS Hqrs to keep employees aware of applying for the 2nd round of transfer.
13. The DC, Regional offices / NLIs and the DC (Admin), NVS HQrs are requested to go through the displayed vacancy for round 02 and intimate the DC (Pers.), Establishment Wing, NVS Hqrs immediately with specific mention regarding addition / deletion with reason so as to bring needful correction before display of the vacancy in public domain.
14. Due to unseen administrative exigencies and rectification in vacancy thereof, status of vacancy may change on the portal. Therefore, the participating employees are requested to ascertain the vacancy on the transfer portal prior to expiry of employee's login and do the needful editing in their choice stations, if they find change in status of any vacancy. Allotment will be executed with the available vacancy on the day of allotment by the system of automation.
15. Any technical issues regarding employee's login during round 02 may be reported on "**nvsemployeeportal@gmail.com**" by clearly mentioning subject line besides providing employee details and contact number to attend and resolve the issue at the earliest, please.

All concerned (Employees/Principals/DC, Regional Offices/NLIs/DC (Admin), NVS HQ) are, hereby, requested to complete the required formalities within the prescribed time schedule.

This issues with approval of the competent authority.

Yours faithfully,


[Gireesh Kumar]
Deputy Commissioner [Pers.]

Copy to:

- **The Deputy Commissioner**, All Regional Offices / NLIs, for the needful action and intimation to all employees.
- **The Principal**, All JNVs – for information to all employees (without fail) regarding round 02 of transfer drive.
- **The Deputy Commissioner**, NVS Hqrs, Noida – for information and the needful, please.
- **The PA to Commissioner, NVS HQ, Noida** – for kind information to the Commissioner, NVS please.
- **The PA to Joint Commissioner (Pers.), NVS HQ, Noida** – for kind information to the Joint Commissioner (Pers.), NVS please.
- **The AC (IT), NVS HQrs / SO (Estt.II), NVS Hqrs, Noida** – to upload a copy on the NVS Website as well as Transfer Portal for information to all concerned.