

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: 2685857
वेबसाइट / Website: www.kvsangathan.nic.in

केन्द्रीय विद्यालय संगठन

(MOST URGENT/TIME BOUND)

E-MAIL ONLY

F.No 1-1/2017/KVS(HQ)/E-II

Date : 25 .08.2017

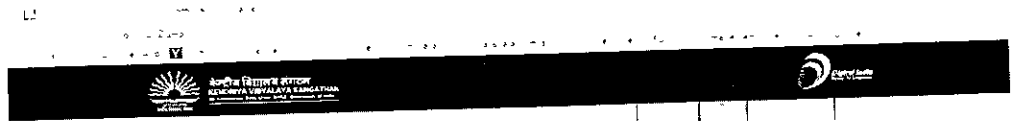
Dy. Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional Offices / ZIETs

Subject: Updating of Vacancies of teaching and non-teaching employees as on 31.07.2017 in Vacancy Master given on Transfer Portal of KVS Online Transfer.

Sir/Madam,

With regard to subject cited above, this is to inform that controlling officers i.e. Principal for Vidyalaya, Dy. Commissioner for Regional Office and Director for ZIET shall update vacancy position of employees covered under transfer guidelines with reference to 31.07.2017. Vacancies as on 31.07.2017 are to be updated on online portal in **Vacancy Master** given on the KVS Online Transfer portal. Following steps will be taken while filling online vacancies.-

1. Controlling Officers will login in the portal through the user ID i.e. employee code provided by the KVS and password set by them earlier.
2. Login then Click on Modules then Click on HRM then Click on Vacancy Master. A screen like this will appear:-



3. Fill up the clear vacancies as existing on 31.07 2017 cadre-wise After filling the vacancy of one post, click on **SAVE** to save that vacancy. For filling vacancy of each cadre every time one must do the same exercise. In case, you want to rectify any vacancy filled in vacancy master, one should click on **VIEW** and select the post which is to be rectified, the screen for editing the vacancy will appear, then rectify the vacancy and click **UPDATE**.
4. Controlling officer must complete process of online filling of vacancies by **26.08.2017 till 5.00 PM** compulsorily. No updating will be allowed thereafter. No vacancy should remain unreported
5. It must be noted by all that vacancies which are blocked/earmarked due to court cases, short leaves and other administrative reasons by the KVS, shall not be reflected in this vacancy position
6. Controlling officer must keep their User ID and password in the safe personal custody to avoid any chance of misuse.
7. **All Regional offices will send a report of confirmation to KVS HQ on 26.08.2017 that all KVs including Regional Offices have updated vacancies on Transfer Portal.**

Dy. Commissioners are requested to monitor this process through Regional Office especially in those KVs where regular Principals are not posted.

THIS MAY PLEASE BE GIVEN TOP PRIORITY.

Yours faithfully,


(S.S. Chauhan) 25/8/17

Asstt. Commissioner (Estt.)

Copy to

1. All Principals of KVs for necessary action