

Tele: 04712721278

NCC Directorate (K&L)
State Wing
Thiruvananthapuram-10

No.296A3-Est/2025/NCC

27 Mar 2025

From

The Additional Director General NCC

To

All NCC Group Headquarters/Units (through web site)

CIRCULAR

Sub: NCC Dept- Est – Online General Transfer of Employees - Submission of Application for General Transfer by employees through SPARK - Regarding.

- Ref: 1. G. O (P) No 3/2017/P&ARD dated 25.02.2017.
2. G.O (MS) No 10/2018/P&ARD dt 05.04.2018.
3. This Dte letter No 296/A3-Est/2025/NCC 20 Jan 2025.

1. Please refer to the reference cited above. Applications are invited for **Online General Transfer – 2025** through SPARK from the employees of this department including Manager/SS (Other than Last Grade employees).

2. Employees who have completed three years of service as on **28 Feb 2025** at a particular station are eligible for transfer. However, employees who have completed 3 years of service in their current station at the time of submission of application are also eligible. Employees desirous of applying transfer should submit application through SPARK with choices (no limits) of offices in the preferred station in the order of preference. The **User Manual for submitting the online applications through SPARK is attached as an Appendix to this circular**. If any difficulty is faced by any employee at the time of submission of application through SPARK, the same may be communicated to this Dte immediately by the office concerned through E-Mail for necessary guidance. It should be ensured by all employees that **No editing is permissible after submission of application.**

3. The **Start Date and Time** for submitting application is **28 Mar 2025 (1000 hrs)** and **End Date and Time** for receiving applications are **11 Apr 2025 (1300 hrs)** and thereafter no applications can be submitted by employees through SPARK.

4. **Action by HOO.** After submission of online application by employees, HOO has to verify the application as per the instructions before forwarding the application to the State Level Officer. The application of the employees those who were transferred out due to unavailability of vacancy /on Adm grounds in the previous General Transfer and have completed minimum 01year service in the current station

2/--

as on 28 feb 2025 may have their applications forwarded by the HOO. Application from employees who have not completed 03 years of service as of the application date may be summerly rejected.

5. The last date for onward submission of duly verified and certified applications to the State Level Officer (NCC Dte) by HOO through SPARK is **19 Apr 2025 (1700h)** and no applications will be entertained after the deadline.

6. Employees falling the under special provision category as per the SPARK Online General Transfer Module have to apply through SPARK only, and those applicants other than ESM special provision category should forward hard copy for transfer application along with supporting documents establishing priorities to this Dte by **19 Apr 2025**.

7. Hard copies of transfer applications (except for ESM special provisions case)should not be forward to this Dte. The HOO must retain a complete set of hard copies after obtaining the signature of the HOO in a separate file.

Yours faithfully,



(Vineesh KS)
Administrative Officer
For Additional Director General NCC

Internal

A4 - Est - for info and necessary action.

Government of Kerala
Department : National Cadet Corps
Likely Vacancy List for General Transfer - 2025

Note:- Likely vacancy is prepared by including employees who have completed prescribed residency period (default 3 years).
The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

| Sl.No | District | Office Name | Vacancy Type | No.of Vacancies |
|---|--------------------|--|--------------|-----------------|
| Cadre/Post Name :Junior Superintendent | | | | |
| 1 | KANNUR | 1 KERALA ARTY BTY NCC, THALASSERRY | Replacement | 1 |
| 2 | KOLLAM | 7 (K) BN NCC, KOLLAM | Replacement | 1 |
| 3 | KOTTAYAM | 5 KERALA GIRLS BATTALION NCC, CHANGANACHERRY | Replacement | 1 |
| 4 | THIRUVANANTHAPURAM | NCC DIRECTORATE, TRIVANDRUM | Replacement | 1 |
| 5 | THRISSUR | 23 KERALA BN NCC, THRISSUR | Replacement | 1 |
| *** End Of Report *** | | | | |

Government of Kerala
Department : National Cadet Corps
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Note:- Likely vacancy is prepared by including employees who have completed prescribed residency period (default 3 years).
The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

| Sl.No | District | Office Name | Vacancy Type | No.of Vacancies |
|-------------------------------|--------------------|---|--------------|-----------------|
| Cadre/Post Name :Clerk | | | | |
| 1 | ALAPPUZHA | 1 K GIRLS I COY NCC,CHERTHALA | Replacement | 1 |
| 2 | ALAPPUZHA | 11 KERALA BATTALLION NCC, ALAPPUZHA | Replacement | 2 |
| 3 | ERNAKULAM | 18 KERALA BN NCC, MUVATTUPUZHA | Replacement | 3 |
| 4 | ERNAKULAM | 21-KERALA BN NCC, ERNAKULAM. | Replacement | 1 |
| 5 | ERNAKULAM | 22 (K) BN NCC, ALUVA | Replacement | 1 |
| 6 | ERNAKULAM | 7-KERALA NAVAL UNIT NCC, ERNAKULAM. | Replacement | 3 |
| 7 | ERNAKULAM | NCC GROUP HEADQUARTERS, ERNAKULAM. | Replacement | 3 |
| 8 | IDUKKI | 33 KERALA BATTALION NCC, NEDUMKANDAM | Replacement | 3 |
| 9 | KANNUR | 31 KERALA BN NCC, KANNUR | Replacement | 1 |
| 10 | KANNUR | 32 KERALA BN NCC, PAYYANNUR | Replacement | 2 |
| 11 | KOLLAM | 3 Kerala Girls BN NCC, KOLLAM | Replacement | 2 |
| 12 | KOLLAM | 3 KERALA NAVAL UNIT NCC, KOLLAM | Replacement | 1 |
| 13 | KOLLAM | 7 (K) BN NCC, KOLLAM | Replacement | 3 |
| 14 | KOLLAM | NCC GROUP HEAD QUARTERS, KOLLAM | Replacement | 4 |
| 15 | KOTTAYAM | 16 (K) BN NCC, KOTTAYAM | Replacement | 3 |
| 16 | KOTTAYAM | 17 KERALA BN NCC, PALA. | Replacement | 2 |
| 17 | KOTTAYAM | 5 KERALA GIRLS BATTALION NCC, CHANGANACHERRY | Replacement | 2 |
| 18 | KOTTAYAM | 5TH KERALA NAVAL UNIT, CHANGANACHERRY | Replacement | 2 |
| 19 | KOTTAYAM | NCC GROUP HEAD QUARTERS, KOTTAYAM | Replacement | 7 |
| 20 | KOZHIKODE | 9 KERALA GIRLS BN, NCC, KOZHIKODE | Replacement | 3 |
| 21 | KOZHIKODE | 9 KERALA NAVAL UNIT, KOZHIKODE | Replacement | 3 |
| 22 | KOZHIKODE | NCC GROUP HQ, KOZHIKODE | Replacement | 7 |
| 23 | MALAPPURAM | 29 KL BN NCC,MALAPPURAM | Replacement | 2 |
| 24 | PALAKKAD | 27 KERALA BN NCC, PALAKKAD | Replacement | 2 |
| 25 | PALAKKAD | 28 KERALA BN NCC, OTTAPALAM | Replacement | 2 |
| 26 | PATHANAMTHITTA | 14 (K) BN NCC PATHANAMTHITTA | Replacement | 1 |
| 27 | PATHANAMTHITTA | 15 (K) BN NCC THIRUVALLA | Replacement | 2 |
| 28 | THIRUVANANTHAPURAM | 1 KERALA AIR SQN NCC, PETTAH, TRIVANDRUM | Replacement | 2 |
| 29 | THIRUVANANTHAPURAM | 1 (K) BN NCC, VARKALA | Replacement | 2 |
| 30 | THIRUVANANTHAPURAM | 1 KERALA GIRLS BATTALION NCC, SASTHAMANGALAM TRIVANDRUM | Replacement | 2 |
| 31 | THIRUVANANTHAPURAM | 1 Kerala Naval Unit NCC, Akkulam, Karimanal PO | Replacement | 3 |
| 32 | THIRUVANANTHAPURAM | 2 KERALA BATTALLION NCC, TRIVANDRUM | Replacement | 2 |
| 33 | THIRUVANANTHAPURAM | 3 KERALA BATTALLION NCC , TRIVANDRUM | Replacement | 2 |
| 34 | THIRUVANANTHAPURAM | NCC DIRECTORATE, TRIVANDRUM | Replacement | 6 |
| 35 | THIRUVANANTHAPURAM | NCC GROUP HEAD QUARTERS, TRIVANDRUM | Replacement | 4 |
| 36 | THRISSUR | 1 (K) R & V SQN NCC, MANNUTHY | Replacement | 1 |
| 37 | THRISSUR | 23 KERALA BN NCC, THRISSUR | Replacement | 5 |
| 38 | THRISSUR | 24 KERALA BATTALION NCC, THRISSUR | Replacement | 2 |
| 39 | THRISSUR | 7 KERALA GIRLS BN NCC, THRISSUR | Replacement | 5 |

*** End Of Report ***

Government of Kerala
Department : National Cadet Corps
Likely Vacancy List for General Transfer - 2025

Note:- Likely vacancy is prepared by including employees who have completed prescribed residency period (default 3 years).

The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

| Sl.No | District | Office Name | Vacancy Type | No.of Vacancies |
|--------------------------------|--------------------|---|--------------|-----------------|
| Cadre/Post Name :Typist | | | | |
| 1 | ALAPPUZHA | 10 KERALA BN NATIONAL CADET CORPS,CHENGANNUR | Replacement | 2 |
| 2 | ALAPPUZHA | 11 KERALA BATTALLION NCC, ALAPPUZHA | Replacement | 1 |
| 3 | ERNAKULAM | 7-KERALA NAVAL UNIT NCC, ERNAKULAM. | Replacement | 1 |
| 4 | KOLLAM | 9 Kerala BN NCC, KOTTARAKKARA | Replacement | 1 |
| 5 | KOTTAYAM | 16 (K) BN NCC, KOTTAYAM | Replacement | 2 |
| 6 | KOTTAYAM | 17 KERALA BN NCC, PALA. | Replacement | 1 |
| 7 | KOTTAYAM | 5 KERALA GIRLS BATTALION NCC, CHANGANACHERRY | Replacement | 1 |
| 8 | KOTTAYAM | 5TH KERALA NAVAL UNIT, CHANGANACHERRY | Replacement | 1 |
| 9 | KOZHIKODE | 9 KERALA GIRLS BN, NCC, KOZHIKODE | Replacement | 2 |
| 10 | KOZHIKODE | 9 KERALA NAVAL UNIT, KOZHIKODE | Replacement | 2 |
| 11 | KOZHIKODE | NCC GROUP HQ, KOZHIKODE | Replacement | 1 |
| 12 | MALAPPURAM | 29 KL BN NCC,MALAPPURAM | Replacement | 2 |
| 13 | PATHANAMTHITTA | 14 (K) BN NCC PATHANAMTHITTA | Replacement | 2 |
| 14 | THIRUVANANTHAPURAM | 1 KERALA AIR SQN NCC, PETTAH, TRIVANDRUM | Replacement | 2 |
| 15 | THIRUVANANTHAPURAM | 1 KERALA GIRLS BATTALION NCC, SASTHAMANGALAM TRIVANDRUM | Replacement | 1 |
| 16 | THIRUVANANTHAPURAM | 2 KERALA BATTALLION NCC, TRIVANDRUM | Replacement | 2 |
| 17 | THIRUVANANTHAPURAM | 3 KERALA BATTALLION NCC , TRIVANDRUM | Replacement | 1 |
| 18 | THIRUVANANTHAPURAM | NCC DIRECTORATE, TRIVANDRUM | Replacement | 1 |
| 19 | THIRUVANANTHAPURAM | Sainik School Coy NCC Kazhakuttam | Replacement | 1 |
| 20 | THRISSUR | 24 KERALA BATTALION NCC, THRISSUR | Replacement | 1 |
| 21 | THRISSUR | 7 KERALA GIRLS BN NCC, THRISSUR | Replacement | 1 |
| *** End Of Report *** | | | | |

Government of Kerala
Department : National Cadet Corps
Likely Vacancy List for General Transfer - 2025

Note:- Likely vacancy is prepared by including employees who have completed prescribed residency period (default 3 years).
The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

| Sl.No | District | Office Name | Vacancy Type | No.of Vacancies |
|---|-----------|---------------------------------------|--------------|-----------------|
| Cadre/Post Name :Ship Modelling Mechanic | | | | |
| 1 | ERNAKULAM | 7-KERALA NAVAL UNIT NCC, ERNAKULAM. | Replacement | 1 |
| 2 | KOTTAYAM | 5TH KERALA NAVAL UNIT, CHANGANACHERRY | Replacement | 1 |
| *** End Of Report *** | | | | |

Government of Kerala
Department : National Cadet Corps
Likely Vacancy List for General Transfer - 2025

Note:- Likely vacancy is prepared by including employees who have completed prescribed residency period (default 3 years).
The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

| Sl.No | District | Office Name | Vacancy Type | No.of Vacancies |
|---|-----------|-------------------------------------|--------------|-----------------|
| Cadre/Post Name :Ship Modelling Store Keeper | | | | |
| 1 | ERNAKULAM | 7-KERALA NAVAL UNIT NCC, ERNAKULAM. | Replacement | 1 |
| 2 | KOLLAM | 3 KERALA NAVAL UNIT NCC, KOLLAM | Replacement | 1 |
| 3 | KOZHIKODE | 9 KERALA NAVAL UNIT, KOZHIKODE | Replacement | 1 |
| *** End Of Report *** | | | | |

Government of Kerala
Department : National Cadet Corps
Likely Vacancy List for General Transfer - 2025

Note:- Likely vacancy is prepared by including employees who have completed prescribed residency period (default 3 years).

The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

| Sl.No | District | Office Name | Vacancy Type | No.of Vacancies |
|--------------------------------|--------------------|---|--------------|-----------------|
| Cadre/Post Name :Driver | | | | |
| 1 | ERNAKULAM | 21-KERALA BN NCC, ERNAKULAM. | Replacement | 1 |
| 2 | ERNAKULAM | 7-KERALA NAVAL UNIT NCC, ERNAKULAM. | Replacement | 1 |
| 3 | ERNAKULAM | NCC GROUP HEADQUARTERS, ERNAKULAM. | Replacement | 1 |
| 4 | KANNUR | 31 KERALA BN NCC, KANNUR | Replacement | 2 |
| 5 | KANNUR | 32 KERALA BN NCC, PAYYANNUR | Replacement | 3 |
| 6 | KOLLAM | 3 Kerala Girls BN NCC, KOLLAM | Replacement | 1 |
| 7 | KOLLAM | 3 KERALA NAVAL UNIT NCC, KOLLAM | Replacement | 1 |
| 8 | KOLLAM | 7 (K) BN NCC, KOLLAM | Replacement | 1 |
| 9 | KOLLAM | NCC GROUP HEAD QUARTERS, KOLLAM | Replacement | 1 |
| 10 | KOTTAYAM | 16 (K) BN NCC, KOTTAYAM | Replacement | 2 |
| 11 | KOTTAYAM | 5 KERALA GIRLS BATTALION NCC, CHANGANACHERRY | Replacement | 2 |
| 12 | KOZHIKODE | 30 KL BN NCC, KOZHIKODE | Replacement | 1 |
| 13 | KOZHIKODE | 9 KERALA GIRLS BN, NCC, KOZHIKODE | Replacement | 1 |
| 14 | KOZHIKODE | NCC GROUP HQ, KOZHIKODE | Replacement | 1 |
| 15 | MALAPPURAM | 29 KL BN NCC,MALAPPURAM | Replacement | 1 |
| 16 | PALAKKAD | 27 KERALA BN NCC, PALAKKAD | Replacement | 1 |
| 17 | PALAKKAD | 28 KERALA BN NCC, OTTAPALAM | Replacement | 1 |
| 18 | PATHANAMTHITTA | 15 (K) BN NCC THIRUVALLA | Replacement | 2 |
| 19 | THIRUVANANTHAPURAM | 1 KERALA AIR SQN NCC, PETTAH, TRIVANDRUM | Replacement | 2 |
| 20 | THIRUVANANTHAPURAM | 1 (K) BN NCC, VARKALA | Replacement | 1 |
| 21 | THIRUVANANTHAPURAM | 1 KERALA GIRLS BATTALION NCC, SASTHAMANGALAM TRIVANDRUM | Replacement | 1 |
| 22 | THIRUVANANTHAPURAM | 1 Kerala Naval Unit NCC, Akkulam, Karimanal PO | Replacement | 1 |
| 23 | THIRUVANANTHAPURAM | 2 KERALA BATTALLION NCC, TRIVANDRUM | Replacement | 2 |
| 24 | THIRUVANANTHAPURAM | 3 KERALA BATTALLION NCC , TRIVANDRUM | Replacement | 1 |
| 25 | THIRUVANANTHAPURAM | 4 KERALA BATTALION, NEYYATTINKARA | Replacement | 2 |
| 26 | THIRUVANANTHAPURAM | NCC GROUP HEAD QUARTERS, TRIVANDRUM | Replacement | 1 |
| 27 | THRISSUR | 1 (K) R & V SQN NCC, MANNUTHY | Replacement | 1 |
| 28 | THRISSUR | 23 KERALA BN NCC, THRISSUR | Replacement | 1 |
| 29 | THRISSUR | 24 KERALA BATTALION NCC, THRISSUR | Replacement | 1 |
| 30 | THRISSUR | 7 KERALA GIRLS BN NCC, THRISSUR | Replacement | 1 |

*** End Of Report ***

Government of Kerala
Department : National Cadet Corps
Likely Vacancy List for General Transfer - 2025

Note:- Likely vacancy is prepared by including employees who have completed prescribed residency period (default 3 years).
The above list is prepared without considering protected employees who are eligible to continue upto 5 years.

| Sl.No | District | Office Name | Vacancy Type | No.of Vacancies |
|-------------------------------------|-----------|---------------------------------------|--------------|-----------------|
| Cadre/Post Name :Boat Keeper | | | | |
| 1 | ERNAKULAM | 7-KERALA NAVAL UNIT NCC, ERNAKULAM. | Replacement | 1 |
| 2 | KOTTAYAM | 5TH KERALA NAVAL UNIT, CHANGANACHERRY | Replacement | 1 |
| 3 | KOZHIKODE | 9 KERALA NAVAL UNIT, KOZHIKODE | Replacement | 3 |
| *** End Of Report *** | | | | |



**Service and Payroll Administrative Repository for
Kerala (SPARK)**
Finance Department
Government of Kerala

Online General Transfer (2021)

Part: B

User manual for APPLICANTS

INTRODUCTION

In accordance with the orders issued vide G.O (P) No.3/2017/P&ARD dated 25/02/2017, G.O(MS)No.18/2017/2017/P&ARD dated 29/08/2017 and G.O (MS) No.10/2018/P&ARD dated 05/04/2018, Finance Department, through National Informatics Centre (Kerala), has developed and added online general transfer processing modules to SPARK. This user manual is prepared as a reference document to the transfer applicants and transfer application processing officials. This manual contains following two parts.

PART A: FOR PROCESSING OFFICIALS

PART B: FOR APPLICANTS

The **Online General Transfer Application Processing** module in SPARK would be enabled for departments that have completed the initial on-boarding process in consultation with SPARK PMU and NIC, Kerala. Following are the step by step instructions for the officers involved in general transfer processing in departments to complete the on-boarding process and further processing successfully.

ON-BOARDING PROCESS

1. A nodal officer may be nominated from the department to interact with NIC / SPARK PMU and provide authenticated details as and when required. PEN of the nodal officer to be updated in SPARK through PMU.
2. A state level officer (in the gazetted category) to be identified by Head of Department who will be responsible for processing of transfer and generating reports. The PEN of the officer to be marked in SPARK by the nodal officer.
3. The data in SPARK w.r.to the employees profile and their service particulars to be updated, verified and locked before it can be put to use for general transfer. The applications cannot be forwarded from the office, if the data is not verified and locked.
4. All leaves including LWAs, deputations, disciplinary actions, employees on Postgraduate study (service quota) etc to be updated, verified and locked.
5. The inter-transferable designation of the department may be grouped as a cadre/post (Eg: There may be designations 'driver grade -I' and 'driver grade -II', but they are inter-transferable and hence the cadre/post name is 'Driver'). The cadre list to be updated in SPARK through SPARK PMU.
6. The cadre name to be mapped for each designation through SPARK PMU.
7. Designations under each cadre that belong to district level recruitment (DRB) if any to be updated by the nodal officer.
8. The sanctioned strength of all posts to be updated in SPARK by each establishment.
9. The hard areas/difficult areas to be updated in SPARK by the nodal officer.
10. Offices that fall within 15 KMs to be updated by the nodal officer for each office which will form a station.
11. State level office and district/zone level offices for the purpose of handling transfer applications to be updated in SPARK through PMU.
12. The 'as on date' for transfer eligibility, start date and end date for submitting online applications, same for forwarding from the office, same for forwarding from district level office and same for accepting at state level office need to be updated in SPARK by nodal officer using the 'transfer control' menu option.
13. The nodal officer can also update the cadre-wise minimum residency period for transfer eligibility [default is 3 years (5 years for protected categories), however in some enforcement departments different residency periods are followed for different cadres] using the 'transfer control' menu option.
14. Nodal officer can also specify, if compulsory transfers are to be done after the prescribed residency period.
15. Some departments have 'addition to cadre posts' in other departments. Such details need to be updated by the nodal officer using appropriate menu option available. However, the sanctioned strength in such cases will be included in the respective establishments only.

PART B: FOR APPLICANTS

SUBMISSION OF ONLINE APPLICATION FOR GENERAL TRANSFER

Steps for submitting online applications for general transfer are described below

1. ACCESS SPARK WEBSITE: SPARK website can be accessed through the URL, <http://spark.gov.in/webspark/>

Open your web browser such as Google chrome, Mozilla Firefox, Internet Explorer etc.

In the Address bar type the address www.spark.gov.in/webspark as given below.



FIG 1

2. ACCESS ONLINE APPLICATION:

Click the menu 'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer'.

The online application will be displayed as below.

[Download Mobile App](#) [User Manual](#) [Annual Confidential Report](#)

[Profile/Admin](#) [Loans/Advances](#) [Service Matters](#) [Income Tax](#) [Provident Fund](#) [Accounts](#) [Sign Out](#)

Transfer Request

| Receiving Application | Forwarding to DLO | Forwarding to SLO | Accepting by SLO |
|--|--|--|--|
| Start Date : 10/11/2021 10:00:00 End Date : 01/12/2021 23:59:59 | Start Date : 01/12/2021 10:00:00 End Date : 03/12/2021 23:59:59 | Start Date : 04/12/2021 10:00:00 End Date : 09/12/2021 23:59:59 | Start Date : 10/12/2021 10:00:00 End Date : 16/12/2021 23:59:59 |

1. Permanent Employee Number (PEN) : 889655
2. Name : SARANYA PURUSHOTHAMAN
3. Department : Health Services
4. Designation : Assistant Surgeon
5. Contact Telephone number :
 - Mobile : 9446452244
6. E mail : sara.amak108@gmail.com
7. Name of Present Institution/Office : 24X7 PHC KAYYUR
8. Date of Entry in Service : 27/03/2020
9. Date of Retirement : 30/06/2049
10. Posting/Promotion Order no. & Date in the present post : /
11. Date Of Joining in the Present Post : 27/03/2020
12. Date of Joining in the Present District : 27/03/2020
13. Date of Joining in the Present Station/Office : 13/10/2021
14. a). Whether recruited in the present post through DRB(District Recruitment Board)? :
- b). If Yes, District in which recruited :
15. Home station /District declared at the time of joining service :
16. Change of home station if any : New Home Station Date of change

(Change of permanent address/home station if any done through the offices will be shown above.)

17. Details of Service History

| From | To | Office Name | Designation |
|------------|------------|------------------|-------------------|
| 27/03/2020 | 28/02/2021 | PHC MOORALPUTHUR | Assistant Surgeon |
| 01/03/2021 | 12/10/2021 | PHC MOORALPUTHUR | Assistant Surgeon |
| 13/10/2021 | 31/08/2021 | 24X7 PHC KAYYUR | Assistant Surgeon |

FIG 2

3. VERIFICATION OF DETAILS:

Most of the details will be auto filled from the database. You may verify the details such as Name, Department, PEN, Designation etc and if the details are found correct, proceed to apply. If the details seen there are not correct, first get it corrected through respective establishment/ DDO before proceeding further.

(If there is any error message shown such as error in Service history or data is not locked, then you have to contact your DDO for making necessary corrections before proceeding further).

4. CONFIRM YOU NEED TRANSFER:

It is made mandatory to answer the query in Serial No. 19 '**whether transfer is required**'. If your selection is '**Yes**', then proceed to query No. 20, this option allows you to select the '**Station to which Transfer is Requested**' in the order of your Preference.

Yes View Vacancy List

19. Whether Transfer is required:

20. Station to which Transfer is Requested for as per order of Preference(Name of Institution/District)

| Likely Vacancy Positions for the Cadre: Head Nurse | | | |
|--|--------------------------------|--------------|----------------|
| Department Name | Office Name | Vacancy Type | No. of Vacancy |
| Medical Education | DENTAL COLLEGE, TRIVANDRUM | Open Vacancy | 1 |
| Medical Education | GOVT DENTAL COLLEGE, KOZHIKODE | Replacement | 1 |

If sanctioned strength is not updated for an office/post that office will not be listed here. Offices in the current station not be listed. In the case of inter-district transfers, all districts shall be listed only if the applicant has completed one year present district.

| Sl no | District | Office | |
|------------|------------|------------|--------|
| --Select-- | --Select-- | --Select-- | Insert |

21. Whether Transfer is Requested on the basis of any protection given below? Tick as applicable. Supporting documents to be attached along with signed hard copy

I Two years to retirement

II *(Items i,iii,xiv,xvii will be filled in automatically based on the data available in SPARK). Attach supporting documents along with the hard copy of the application.*

i. SC/ST

iii. Physically handicapped Percentage of Disability

v. Employee with Locomotor disability Including cerebral palsy, cured leprosy, dwarfism, Acid attack victims, Muscular dystrophy

vii. Parents of Mentally Retarded Children/Employees who look after the Mentally Retarded Siblings solely

ix. Parents of differently abled children with more than 50% of disability

xi. Dependent of persons who died in war (Wife/Husband/Father/Mother/Son/Daughter).

xiii. ...

ii. Blind Employee Percentage of Disability

iv. Deaf And Dumb Employee Percentage of Disability

vi. Mentally Disabled

viii. Parents of autistic/Cerebral palsy affected children

x. Parents of Deaf and dumb children

xii. Son/Daughter who looks after the Freedom Fighter

xiv. ...

FIG 3

If you belong to any priority category, then tick the relevant box available in the list. In this case, you have to attach the supporting documents with the signed hard copy of application while you submit it to the authorities.

Even if transfer is not required now, the employees can mark their preferred stations, as per the order of preference; so whenever employees transfer occurs on administrative ground, system will consider their choice of station by priority, if open vacancies exist in such places. All the employees are advised to mark their preference.

Employee who have completed the Military Service

Relative of Jawan (Wife/Husband/Father/Mother/Son/Daughter).

Wife / Husband / Father / Mother / Son / Daughter of the Jawan of Para-Military wing, Employees of National Investigation Agency

Husband/wife of non-resident Keralites

22. If Transfer is not required and transfer is done on administrative ground, station preferred to be posted in order of preference

If sanctioned strength is not updated for an office/post that office will not be listed here. In the case of DRB recruitme be listed only if the applicant has completed five years of service in the present station. In the case of inter-district tr shall be listed only if the applicant has completed one year of service in the present district.

| Sl no | District | Office | |
|-------|--------------------|--|--------|
| 1 | Thiruvananthapuram | DENTAL COLLEGE, TRIVANDRUM | Edit |
| 2 | Thiruvananthapuram | Medical College Hospital, Thiruvananthapuram | Edit |
| | --Select-- | --Select-- | Insert |

23. Details of LWA availed if any

NIL

24. Details of Deputation availed

| District | Department | Name of Organization | From date | To date |
|--------------------|------------|----------------------|-----------|---------|
| Thiruvananthapuram | --Select-- | --Select-- | | |

25. Details of Working arrangement availed on request by the employee

| District | Department | Office | From date | To date |
|------------|------------|------------|-----------|---------|
| --Select-- | --Select-- | --Select-- | | |

26. Declaration

I declare that all the above details are correct. I also declare that I will submit the certificates required for Protection (item 21) along with the signed copy of this application.

FIG 4

5. SAVE DRAFT APPLICATION:

After filling the necessary columns, you may click on the check box of the declaration as a token of acceptance. This will enable the 'Save Draft' button. To save the application click on the 'Save Draft' button. Even after saving the application you can make corrections and save multiple times until the application is submitted.

6. SUBMITTING APPLICATION:

- If the entered details/selected options are correct, then click the '**Generate OTP for verification**' for further verification. Make sure the One Time password is received in your registered mobile number.
- Use the '**Submit application**' button for submitting the application after entering OTP.

22. If Transfer is not required and transfer is done on administrative ground, station preferred to be posted in order of preference

If sanctioned strength is not updated for an office/post that office will not be listed here. In the case of DRB recruitment be listed only if the applicant has completed five years of service in the present station. In the case of inter-district transfer shall be listed only if the applicant has completed one year of service in the present district.

| Sl no | District | Office |
|------------|------------|--------|
| --Select-- | --Select-- | Insert |

23. Details of LWA availed if any
NIL

24. Details of Deputation availed

| District | Department | Name of Organization | From date | To date |
|------------|------------|----------------------|-----------|---------|
| --Select-- | --Select-- | | | |

| District | Department | Office | From date | To date |
|------------|------------|------------|-----------|---------|
| --Select-- | --Select-- | --Select-- | | |

25. Details of Working arrangement availed on request by the employee

26. Declaration
 I declare that all the above details are correct. I also declare that I will submit the certificates required for Protection (item 21) along with the signed copy of this application.

Date : _____ Signature _____

After submitting the application online, print out of the application may be generated for submitting signed hard copy to the office along with supporting documents for pr

Enter OTP received in your mobile:

FIG 5

Once you submit the application, SPARK will provide you an application number. Applicant should ensure that, they have got the application number.

7. PRINT APPLICATION:

If all the above steps are completed successfully, you will be able to take hard copy printout of the submitted application through **Print Application**. The hard copy of application should be signed by the applicant and submitted to Office attaching documentary proof of priorities claimed if any.

Application No: 3849

| 1. Permanent Employee Number (PEN) | 186908 | | | |
|--|---|-------------------|------------|------------|
| 2. Name | Lissyamma P.J | | | |
| 3. Department | Medical Education | | | |
| 4. Designation | Head Nurse | | | |
| 5. Contact Number | 9948311344 | | | |
| 6. E-mail | safrvm@gmail.com | | | |
| 7. Name of present institution | MEDICAL COLLEGE HOSPITAL ALAPPUZHA | | | |
| 8. Date of Entry in Service | 31/05/1997 | | | |
| 9. Date of retirement | 30/11/2020 | | | |
| 10. Order no. & date of promotion in the present post | 56.01/07/2015 | | | |
| 11. Date of joining in the present post | 01/07/2015 | | | |
| 12. Date of joining in the present district | 06/06/2016 | | | |
| 13. Date of joining in the present station/Office | 06/06/2016 | | | |
| 14. (a) Whether recruited in the present post through DRB? | No | | | |
| (b) If yes, District in which recruited | NIL | | | |
| 15. Home station /District declared at the time of joining service | Kottayam | | | |
| 16. Change of home station if any | New Home Station : Date of change : | | | |
| 17. Details of Service History | | | | |
| Sl No. | Name of institution | Designation | From Date | To Date |
| 1 | SREE AVITAM THIRUNAL HOSPITAL, THIRUVANANTHAPURAM | Staff Nurse Gr II | 31/05/1997 | 13/06/1997 |
| 2 | SREE AVITAM THIRUNAL HOSPITAL, THIRUVANANTHAPURAM | Staff Nurse Gr II | 14/06/1997 | 13/06/2002 |
| 3 | MEDICAL COLLEGE HOSPITAL, TVPM | Staff Nurse Gr II | 14/06/2002 | 31/05/2003 |
| 4 | MEDICAL COLLEGE HOSPITAL, TVPM | Staff Nurse Gr II | 01/06/2003 | 31/05/2004 |
| 5 | MEDICAL COLLEGE HOSPITAL, TVPM | Staff Nurse Gr II | 01/06/2004 | 13/06/2004 |
| 6 | MEDICAL COLLEGE HOSPITAL, TVPM | Staff Nurse Gr II | 14/06/2004 | 30/06/2004 |
| 7 | MEDICAL COLLEGE HOSPITAL, TVPM | Staff Nurse Gr II | 01/07/2004 | 30/06/2005 |
| 8 | MEDICAL COLLEGE HOSPITAL, TVPM | Staff Nurse Gr II | 01/07/2005 | 30/06/2006 |

Fig 6

WARNING: No editing will be permissible after submitting the application!!!

8. Viewing Application /status /Printing

After submitting the online request, any time if we access the menu 'Service Matters' -> 'Online Transfer Processing' -> 'Application for general transfer', following page will be displayed. Two link buttons 'View application status', 'View Transfer request' and an action button 'Print Submitted Application' are visible for respective functionalities as in fig 7 below.



FIG 7

===== THE END =====