

MAHATMA GANDHI UNIVERSITY

No.Ad.AI-4- 210- 2016.

Dated, Priyadarsini Hills, 29.04.2016

CIRCULAR

Sub:- Transfer and Postings of Assistants/ Assistant Section Officers to the various Schools/ Departments/Centres - willingness – Calling for- reg:-

Those Assistants/Assistant Section Officers who are willing to work in the following Schools/ Departments/ Centres may forward their willingness duly recommended by the Branch Officers concerned to Ad.AI section on or before...20.05.2016... **Number of centres for which an Officer can apply for is limited to three.**

1	School of Behavioural Science
2	School of International Relations & Politics
3	School of Bio Sciences
4	School of Medical Education, Cheruvandoor
5	University College of Teacher Education, Thodupuzha
6	University College of Teacher Education, Kumily
7	University College of Teacher Education, Nedumkandom
8	University College of Teacher Education, Thottakad
9	University College of Teacher Education, Trippunithura
10	University College of Teacher Education, Erattupetta
11	University College of Teacher Education, Muvattupuzha
12	University College of Teacher Education, Paippad
13	Information Centre, Ernakulam
14	Information Centre, Thodupuzha
15	Information Centre, Thiruvalla
16	Friends, Idukki
17	Department of Student Services
18	University Library

Assistants, who are included in the list of any of the above departments, shall be liable to obey the transfer orders as and when issued, and chance declined after the finalization of the list will be treated as chance availed. The figuring of name in any list would not confer any right to any employee to seek transfer to the centre/department concerned, transfer would be effected only after assessing the need/requirement of each schools/centre/department.

Sd/-
REGISTRAR

To

1. All Sections Schools/Departments/Centres
2. PS to VC/PVC
3. PA to Regr./FO/CE
4. DCDC/Notice Board
5. SF/DF/Content Management Section

APPROVED FOR ISSUE


SECTION OFFICER

SUBMITTED

Sub: Assistants – Transfer and posting to Departments/Schools/Centres –
willingness submitting of – reg.

Ref: Circular No.Ad.AI-4- 210- 2016 dated 29.04.2016.

1. Name :
2. Designation :
3. Section :
4. Phone number (Mobile) :
5. Date of entry in the post of Assistant :
6. Previous service in Departments/Schools/Centres

Sl.No.	Name of Departments/Schools/Centres	Term of service	
		From	To
1			
2			
3			

7. Name of Departments/Schools/Centres to which transfer and posting is desired
(Maximum Three Centres)

Sl. No.	Name of Departments/Schools/Centres
1	
2	
3	

Certified that the above mentioned facts are true to the best of my knowledge.

I am willing to be transferred and posted to the above Departments/ Schools/Centres shown at Sl.No.7 above as per the existing norms. I will not decline my willingness to be transferred and posted to the above Departments/ Schools/Centres, if I am transferred and posted as per this willingness.

Place:

Signature:

Date:

AR

DR

JR

HOD/BRANCH OFFICER