

**DEPARTMENT OF TECHNICAL EDUCATION**  
**GUIDELINES FOR GENERAL TRANSFERS-2025 VIDEO COUNSELLING**

**I. GENERAL GUIDELINES:**

- The employees having maximum entitlement points will be allotted his/her option from the available vacancies and process will be continued in descending order of entitlement points. If no option is exercised, he/she will be posted to any of the available vacancies.
- The employee can select his/her option from the available vacancies, irrespective of options exercised by him/her.
- If vacancy is arisen due to the Request Transfers, such vacancies will be kept aside and after the first round is completed, the chance will be given initially to all the employees in Compulsory Category in the descending order of their entitlement points and later to the candidates of Requests Transfers.
- The process will be continued until the request transfers are exhausted.

**II. SEQUENCE OF COUNSELLING PROCESS**

**1. Filling up of vacancies in Govt. Polytechnics in ITDA areas**

- The posts in ITDA areas will be filled as per the instructions issued by the Government vide G.O.Ms.No.23, Finance (HR.I-PLG & POLICY) Dept., dated 15.05.2025.
  - i. The employees shall preferably be below 50 years of age.
  - ii. The employees who have not worked earlier in the ITDA areas so far shall be considered for transfers considering their entitlement points.
- The length of service in plain areas will be considered for posting into ITDA areas irrespective of entitlement points.
- The above conditions are applicable to Zonal/District posts only.

**2. Filling up of vacancies in Women's Polytechnics:**

- The counselling for vacancies notified in the Women's Polytechnics will be taken up with women employees (under compulsory transfer category). The vacancies will be displayed to the female employees first and then to the male employees having more than 45 years of age.
- Once a woman employee chooses a vacancy in Women's Polytechnic, her choices will be closed once for all.
- The above preference will be given to the women employees, who are under Compulsory Transfer category only.
- All the resultant vacancies in Women's Polytechnics will be displayed to all the employees in the respective categories along with Co-ed Polytechnics.
- The counselling procedure is same as above.

**3. Filling up of resulting vacancies with Compulsory Transfer employees (who have completed 5 years at a station):**

- The employee having highest entitlement points in Compulsory Transfer category will be allotted his/her option from the available vacancies.

- After completion of the first round of Compulsory Transfer category, all vacancies arisen in the first round of Request Transfers will be kept aside till the commencement of second round of Compulsory Transfer category.
- After completion of Request Transfers, the Compulsory Transfer category employees will be given an opportunity to choose better place of posting with the available resultant vacancies after completion of Request Transfer candidates.

**4. Filling up of vacancies for employees shifted to other Polytechnics under rationalization:**

- The employees who are shifted to other Polytechnics under rationalization will be placed above the request transfer category irrespective of their points. The order in this category will be maintained as per the entitlement points

**5. Filling up of resulting vacancies with Request Transfer employees (who have not completed 5 years at a station):**

- The employee having highest entitlement points in request transfer category will be allotted his/her option from the available vacancies.
- The resultant vacancies due to Request Transfer will not be shown to the subsequent employees under Request Transfer category.
- All the arisen vacancies due to Request Transfers will be shown to the employees under Compulsory Transfer and they will be given the priority in the descending order of their entitlement points.
- After completion of the first round of Request Transfers and second round of Compulsory Transfer category, the resultant vacancies will be displayed to the employees under Request Transfers once again.