



COOPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

No: E1-777/2018/CAPE 3/0

Dated: 14.03.2018

CIRCULAR

Sub: CAPE – Estt- General Transfer 2018 – Regular employees under CAPE - applications called for – reg

**Ref: 1. This office proceedings No. E1-362. 2014/CAPE/3640 dated 07.11.2014
2. G.O.(P) No.3/2017/P&AR dt:25-02-2017**

Online Applications are invited from regular employees of all institutions under CAPE for General Transfer during the year 2018. Following instructions are given for the attention of all the concerned in this regard;

Employee

- 1) Those who have three years or more continuous service in the present station can submit their application for transfer to desired stations.
- 2) Employees are required to submit their applications through the website www.capekerala.org on or before 31-03-2018.
- 3) Details entered in online system shall be accurate and correct. The employee concerned will be responsible for furnishing incorrect/wrong service details.
- 4) If choice of stations includes home station, care should be taken by the applicant not to mention station other than the one already declared by them as home station.
- 5) Change of stations were not allowed once the last date for submission of applications is elapsed.
- 6) If the employee is eligible for preferential treatment in general transfer, self attested copy of documents in proof of eligibility for the same shall be submitted to the head of institution. which should accompany the hard-copy that will be forwarded to the undersigned.
- 7) He/She can cancel the application submitted for general transfer by giving it in writing which should be endorsed by the Head Of Institution concerned and should reach the undersigned before 30-04-2018.

Head Of Institution

- 1) The Head of Institutions shall take necessary steps to complete updation of the online incumbent registry (Employee Database) with reference to Service Book of the employee working in a particular station before the same is being enabled in the official website for access by the employee for submitting his/her online application to be processed under 'General Transfer'.

Display
in staff rdb
& college
website
by
21/3/18

- 2) The Head of Institutions concerned should verify the details entered by the employee with reference to details in their Service Book, other relevant records available with the institution and will have to forward the duly counter-signed hard-copy of the online application along with documents in proof if any obtained from the applicant, which should reach the undersigned on or before 20-04-2018.

Any regular employee can submit application in writing seeking transfer to stations where Open Vacancies exist after admitting requests under application for 'General Transfers 2018' irrespective of the minimum service requirement prescribed in this regard. However the undersigned reserves the right whether to consider such requests or not during this year.

The applications received for General Transfer during 2018 vide this circular shall be processed after revision, finalization and approval of norms by the executive committee in view of G.O. 2nd cited above.

Online Applications with due recommendation and certification by the Principals on **proper verification with Service Book** received on or before the due date alone shall be considered.


DIRECTOR

To

1. The Principal, College of Engineering Perumon.
2. The Principal, College of Engineering, Kidangoor.
3. The Principal, College of Engineering, Thalassery.
4. The Principal, College of Engineering, Vadakara.
5. The Principal, College of Engineering Pathanapuram.
6. The Principal, College of Engineering and Management Punnapra.
7. The Principal, College of Engineering, Thrikaripur.
8. The Principal, College of Engineering, Aranmula.
9. The Principal, College of Engineering, Muttathara.
10. System Analyst, CAPE – [For uploading in www.capekerala.org and to make provisions in the website to receive transfer applications online)
11. S.F.