ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-29
RECRUITMENT CELL

1946830

F. No. 5-04/2025-Estt (RCT)   Dated the :-

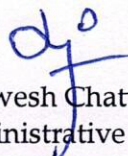**OFFICE MEMORANDUM**   **1 7 APR 2025**

Subject:-Requests of Senior Nursing Officers & Nursing Officers are being invited for transfer/posting to NCI, Jhajjar from present place of posting - reg.

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It is to inform that new posts of Nursing Officer and Senior Nursing Officer have been sanctioned for NCI, Jhajjar. Accordingly it has been decided to seek willingness from the concerned Nursing Staff for posting in NCI, Jhajjar in the prescribed format.

2. The requests should be forwarded through proper channel i.e. Chief of the centre, Medical Superintendent & Controlling Officer within 20 Days from the date of issue this office memorandum beyond which no request would be considered.

3. The requests to transfer at NCI, Jhajjar submitted earlier, from the date of issue of this office memorandum will not be considered.

4. Furthermore, Chief of all Centres, Medical Superintendent & CNO is requested to bring this in the notice concerned Nursing Staff.

(Vishwesh Chaturvedi)
Administrative Officer

Copy to:-

1. Chief of all Centres
2. Medical Superintendent
3. Chief Nursing Officer-Hospital & NCI, Jhajjar
4. Professor-in –charge Computer Facility – Kindly upload this office order at the institute's website.

APPLICATION FORM FOR TRANSFER

<table>
<tr><td>Photo of employee it shall be attested by immediate supervisory</td></tr>
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Sl. No.	Particulars	
1.	Name of the Employee in capital letters	
2.	Employee ID card No.	
3.	Date of birth	
4.	Date of joining	
5.	Existing place of posting	
6.	Seek place of posting	
7.	Designation/ Name of existing post	
8.	Compelling reason for seeking transfer	

Signature

FOR OFFICE USE ONLY
FOR OFFICE OF THE IMMEDIATE SUPERVISOR

	For employee
Remarks of the immediate Supervisor	
Declaration	I have hereby identified the employee's photo affixed at above and attest the same
Signature	
Date	
Designation with seal	

Centre Chief/Medical Superintendent/Controlling Officer