

Email: rc.hrm@epfindia.gov.in

Telephone no.26174414



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
धर्म एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भीकैजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HQ/HRM-VII/1(13)Audit/2018/Vol.I

Dated:

125 OCT 2023

OFFICE MEMORANDUM

Subject:- Filling up of the posts on deputation basis in EPFO.

Applications are invited from the eligible candidates to fill up the following post in various offices of the Employees' Provident Fund Organisation on deputation basis.

| Sl. No. | Name of the post | Scale of pay | No. of Posts | Location of the Head Quarters of these posts |
|---------|-------------------------|--|--------------|--|
| 1. | Assistant Audit Officer | Level-7 of the Pay matrix (PB-2 Rs. 9300-34800, G.P. Rs. 4600/- (Pre-revised)) | 19 | Bangalore Chandigarh Chennai Delhi Goa Hyderabad Indore Jaipur Jalpaiguri Kanpur Kolkata Mumbai Ranchi Thrivananpuram |
| 2. | Auditor | Level-6 of the Pay matrix (PB-2 Rs. 9300-34800, G.P. Rs. 4200/- (Pre-revised)) | 37 | Ahmedabad Bangalore Chandigarh Chennai Delhi Goa Hyderabad Indore Jaipur Jalpaiguri |

Shan

| | | | |
|--|--|-------|--------------------|
| | | | Kanpur |
| | | | Kolkata |
| | | | Mumbai |
| | | | Ranchi |
| | | | Thiruvananthapuram |
| | | Total | 56 |

Note: *The number of vacancies and the place of posting are subject to change in exigencies.

(I) Eligibility conditions for the post of Assistant Audit Officer

- A Officers of the Employees' Provident Fund Organisation/Central Government/State Government:
- (i) Holding analogous posts on regular basis; or
 - (ii) With 05 years of regular service in posts in the Level-6 of the pay matrix [PB-2Rs. 9300-34800 with G.P. Rs. 4200/- (pre-revised)] [(Rs. 5500-9000(5th CPC)] or Equivalent
 - (iii) With 07 years of regular service in the Level-6 of the pay matrix [PB-2 Rs. 9300-34800 with G.P. Rs. 4200/- (pre-revised)] [(Rs. 5000-8000(5th CPC)] and
- (B) Possessing the experience in Accounts/Audit of Public Funds.

Note:-Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 4 years.

(II) Eligibility conditions for the post of Auditor

- (A) Officers of the Employees' Provident Fund Organisation/Central Government/State Government:
- (i) Holding analogous posts on regular basis; or
 - (ii) With 05 years of regular service in the Level-5 of the pay matrix [PB-1 Rs. 5200-20200 with G.P. Rs. 2800/- (pre-revised)] [(Rs. 4500-7000(5th CPC)] or Equivalent and
- (B) Possessing the experience in Accounts/Audit of Public Funds.
(Working Knowledge in Computer preferred)

Note:-Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 4 years.

3. General condition and terms of deputation in the Employees' Provident fund Organisation.

- (I) The Deputation will be governed as per the instructions issued by the Department of Personnel & Training from time to time as per the provisions of the Recruitment Rules of the respective cadre and the tenure of deputation will be initially a period of three (03) years and expendable upto 5 years. The matter of pay and allowances will be governed strictly by the orders of the Central Government for such comparable posts. Preference will be given

Shah

to the officers whose pay and allowances are governed by the Central Government rules including GPF Rules. The candidates should be holding the analogous post on substantive basis. The appointment in Employees' Provident fund Organisation will be further subject to acceptance of the terms and conditions of appointment issued by the Employees' Provident fund Organisation, if found necessary. The maximum age limit of the applicant should not be exceeding 56 years as on the closing date of receipt of applications.

(II) In case the selected official seeks repatriation before completion of two years on deputation, no transfer TA/DA will be paid on repatriation. Further, if my official seeks repatriation within one year or less, Transfer TA/DA already paid, if any is also liable to recovered.

(III) Willing and eligible officers may forward their applications neatly typed in the Performa in Annexure-I and the advance copy of the application should reach the designated officers in HRM Division within 30 days from the date of advertisement. A note shall also be added stating clearly how the candidates finds himself/herself suitable for the post. Preference may be given to the candidates possessing experience in preparation of estimates, planning and designing of civil/electrical engineering works.

(IV) The cadre controlling authority shall forward the application complete samples in the respect with requisite documents namely APARs, latest Vigilance clearance. Integrity Certificates, list of major/minor penalty imposed if any, during the last 10 years within 45 days from the date of publication of the advertisement.

(V) The duties and responsibilities of various Engineering posts is the Organisation requires Supervision of physical assets in the form of land & office building and their maintenance including monitoring of running projects will be essential duties on need basis. The duties also requires touring to the sites to monitor out-station projects.

(VI) The officer/officials shall be posted in the Zonal Offices/Regional Offices/Special States Office under the overall jurisdiction of Zonal Add Central P.F. Commissioner as per administrative exigency requirement.

(VII) The application though proper channel should reach the EPFO, Head Office within 45 days, from the date of publication of the advertisement by the name to **Shri Shahid Iqbal, Regional Provident Fund Commissioner-I (HRM-III), BhavishyaNidhiBhawan, 14, Bhikaji Cama Place, New Delhi-110066.**

(VIII) Applications which are not received through proper channel and received after stipulated period will not be considered and rejected. The application should be accompanied with copies of APARs duly attested for the preceding five years and latest Vigilance clearance, Integrity Certificate and list of major/minor penalty imposed, if any, during the last 10 years and Certificate to be issued by the cadre controlling authority in format given in **Annexure -II**. It is to be noted that mere possession of the qualification does not entitled a candidate for appointment to the aforesaid posts on deputation terms. The Employees' Provident Fund Organisation reserves the right to reject any application without specifying any reason.

(Shahid Iqbal)
Regional P.F. Commissioner-I(HRM-III)

To:

1. All Chief Secretaries of all State Government/Union Territories.
2. The Secretary, Ministry of Information & Broadcasting, Govt. of India, Shashtri Bhawan, New Delhi.
3. The Secretary, Department of Personnel & Training, Govt. of India, New Delhi.
4. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi-110001.
5. The Secretary, Ministry of Road Transport & Highways, Transport Bhawan, Parliament Street, New Delhi.
6. The Secretary, Ministry of Housing & Urban Affairs, Nirman Bhawan, Maulana Azad Road, New Delhi.
7. The Secretary, Central Board of Exercise & Customs, Department of Revenue, Ministry of Finance, Room No.131, North Block, New Delhi.
8. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No.154-A, North Block, New Delhi.
9. Directorate General, CPWD, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi.
10. Directorate General (Planning), CPWD, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi.
11. The Director General, National Informatics Centre, CGO Complex, A-Block, Lodhi Road, New Delhi.
12. The Chairman, Telecom Commission-Cum Secretary, Sanchar Bhawan, New Delhi.
13. The Director General, Defence Research & Development, South Block, New Delhi.
14. The Secretary, Department of Electronics, Electronic Niketan, 6 CGO Complex, New Delhi.
15. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi.
16. Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi.
17. The Registrar General, Census, Man Singh Road, New Delhi.
18. The Chairman, Railway Board, Rail Bhawan, New Delhi.
19. The Secretary, Department of Science & Technology, Technology Bhawan, New Delhi Mehrauli Road, New Delhi.
20. The Director General, Defence Scientific Information & Documentation Centre, Metcalf House, Timarpur, New Delhi.
21. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.

22. Director General, ESIC, Ministry of Labour & Employment,
Panchdweep Bhawan, Comrade Inderjeet Gupta Road, New Delhi-110002.

Copy to: (Through EPFO Website)

1. All Addl. CPFCs(HQ)/ACC in the Zones/Director (PDNASS).
2. All Regional P.F. Commissioners/Zonal Training Institutes.
3. Chief Engineer, Head Office
4. RPFC (ASD) in Head Quarters for necessary action.
5. Chief Vigilance Officer, Head Office for information.
6. RPFC (NDC), Dwarka, New Delhi for uploading the O.M. in the Official website.



Shahid Iqbal
Regional P.F Commissioner-I (HRM-III)

PROFORMA FOR APPLICATION

| Sl. No. | Details required: | Details furnished |
|---------|---|-------------------|
| 01. | Post Applied for: Separate Application required if applied for more than one post: | |
| 02. | Name, Designation and Complete Postal Address of the Office in which working along with the Telephone No. and Email I.D. | |
| 03. | Status of the Department: i.e. Whether it is Central Government /State Government and Name of the Ministry/Department: | |
| 04. | Date of Birth (in Christian Era) | |
| 05. | Educational Qualifications: | |
| 06. | Mobile and e-mail ID of the applicant | |

07. Details of employment in chronological order (Enclose a Separate Sheet, if required)

| Sl. No. | Office/Institute/ Department/ Organisation | Posts Held (Regular) | From | To | Pay Band and Grade Pay | Period of Experience* and nature of duties |
|---------|--|----------------------|------|----|------------------------|--|
| | | | | | | |

| | | |
|-----|--|--|
| 08. | Nature of present Regular employment: | |
| 09. | Nature & extent of other assignments (i.e. Short term, Deputation etc.): | |
| 10. | Total emoluments per month now drawn: | |
| 11. | Additional information, if any, in support of suitability: for the post. Enclose a separate sheet, if the space is insufficient. | |
| 12. | Whether belong to SC/ST/OBC: | |
| 13. | Particulars of documents enclosed: (indicate in a separate list) | |
| 14. | Also state whether application submitted through proper channel | |
| 15. | Also state whether certificate of Cadre Controlling Authority enclosed. | |

Place:
Date:

Signature of the Candidate
Telephone/Mobile No.:

Annexure-II

Certificate (To be given by the Cadre Controlling Authority)

1. Certified that the particulars of the officer as furnished above have been verified and found to be correct.
2. The officer is holding the post / analogous post on regular basis.
3. Certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the Officer is also certified.
4. A list of major/minor penalties imposed, if any are enclosed. Copies of APARs for the years _____ are enclosed.

Encl:-

Signature of the Cadre Controlling Authority/
Head of the Department with Seal

Office Telephone No.
E-Mail Id:
