



कर्मचारी भविष्य निधि संगठन,
EMPLOYEES' PROVIDENT FUND ORGANISATION,
श्रम एवं रोजगार मंत्रालय, भारत सरकार,
MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA
मुख्यकार्यालय / Head Office
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस नई दिल्ली-110066
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Website: www.epfindia.gov.in, www.epfindia.nic.in



File No. HRM-IV/3(1)2020/AppointmentStenographer/44

Date: 16.05.2024

To,
All the candidates as per merit list,
(Ref. National Testing Agency Public Notice dated 26.02. 2024)

Subject: Appointment to the post of Stenographer (Direct Recruitment) in Level-4 (Rs.25, 500-81,100) in the Pay Matrix with grade pay Rs.2400/-) in Employees' Provident Fund Organisation – calling for options/ preference of cities from the selected candidates regarding.

Sir/Madam,

The National Testing Agency has declared the final result (merit list) for 62 posts of Stenographers (Direct Recruitment) in Employees' Provident Fund Organisation vide Public Notice dated 26.02.2024. Options for cities are hereby called for, from the selected candidates. All the candidates in the merit list are requested to carefully go through the instructions given below while submitting their preferences of cities to be posted as Stenographers.

- a) Candidates in the merit list will record their choice of city in order of preference where they desire to be posted in online mode only, using the link, <https://epfo.pmgatishakti.gov.in/EPFOStenographer/login/>. Candidate will login through his/her Application No. and Mobile No. given at the time of filling his form. Candidate will be required to complete the choice for preference of posting in the increasing order i.e. most preferred choice will be option 1 and second most preferred choice will be option 2 and so on. Candidates should provide their choices in the order of preference for all available cities. List of cities where vacancies are available is enclosed as **Annexure-A**. If any candidate does not provide choices for all cities, the final submit button will not work.
- b) It may be understood that the choice of postings given by the candidates does not confer any right to the candidate for being considered for posting in the choices preferred by him/her. The posting to respective cities will be purely based on administrative requirements and the choices given by the candidates will be considered, to the extent possible. The decision of EPFO will be final in the allotment of city/ state to the selected candidates.
- c) Preferences once submitted, cannot be changed and will be considered final.
- d) If any candidate fails to submit his/her choices by the last date, it will be presumed that the candidate has no particular option and hence city of his/her posting will be decided by EPFO as per availability of vacancies after allotment of cities to the candidates who had filed their options.
- e) The last date for online submission of filling and submission of choices is 25.05.2024.
- f) In case of any difficulty in filing options the candidates are advised to seek assistance at the nearest Regional Office of EPFO.
- g) For any further queries or assistance candidates are requested to send e-mail to rpsc.exam@epfindia.gov.in or may contact Shri Soumya Ranjan Sahu, ASO, Recruitment (Mobile No. 9178195886).
- h) User Manual for filling the options is enclosed as **Annexure- B**.

All the candidates are advised to take note of the above instructions and see to it that they file their preferences of cities for posting through the above-stated online link, well before the last date.

Yours faithfully,

(PPS Maingi)

Regional PF Commissioner-I, Recruitment/Exam

Copy to:

1. All RPFC-I/ Office-Incharge of Regional Offices
2. RPFC-I, ASD

State	Vacancies
Ahmedabad	3
Bandra(Mumbai)	3
Bengaluru	3
Bhopal	1
Bhubaneswar	1
Chandigarh	1
Chennai	3
Coimbatore	3
Delhi	18
Faridabad	2
Gurugram	1
Guwahati	3
Hubli	1
Hyderabad	3
Jaipur	2
Kanpur	2
Kolkata	3
Patna	2
Pune	2
Thane	2
Thiruvananthapuram	1
Ujjain	1
Vijayawada	1
Total	62

Annexure-B

EPFO Stenographer Recruitment Portal

The Employees' Provident Fund Organisation (EPFO) is a statutory body under the Ministry of Labour and Employment, Government of India. It manages the Provident Fund, Pension, and Insurance schemes for employees in the organized sector in India.

Please follow the below mentioned steps to file your option for city.

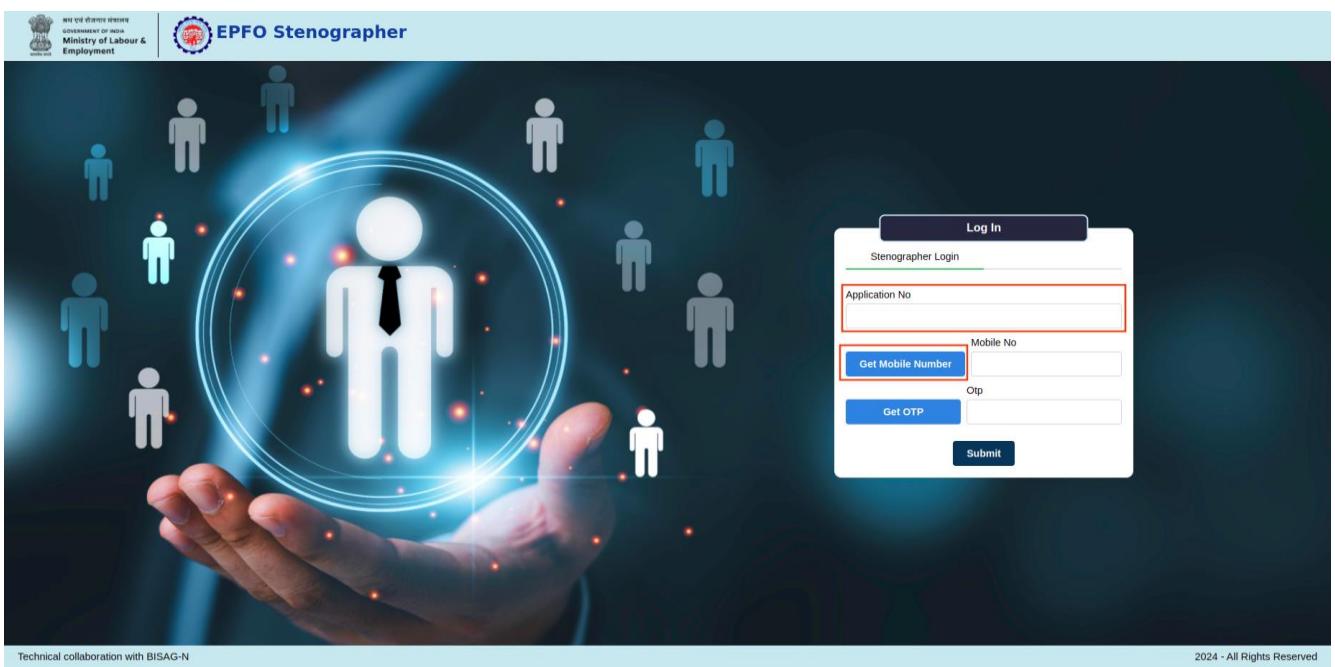
✓ URL

1. User Login : <https://epfo.pmgatishakti.gov.in/EPFOSTenographer/login/>

➤ USER LOGIN :

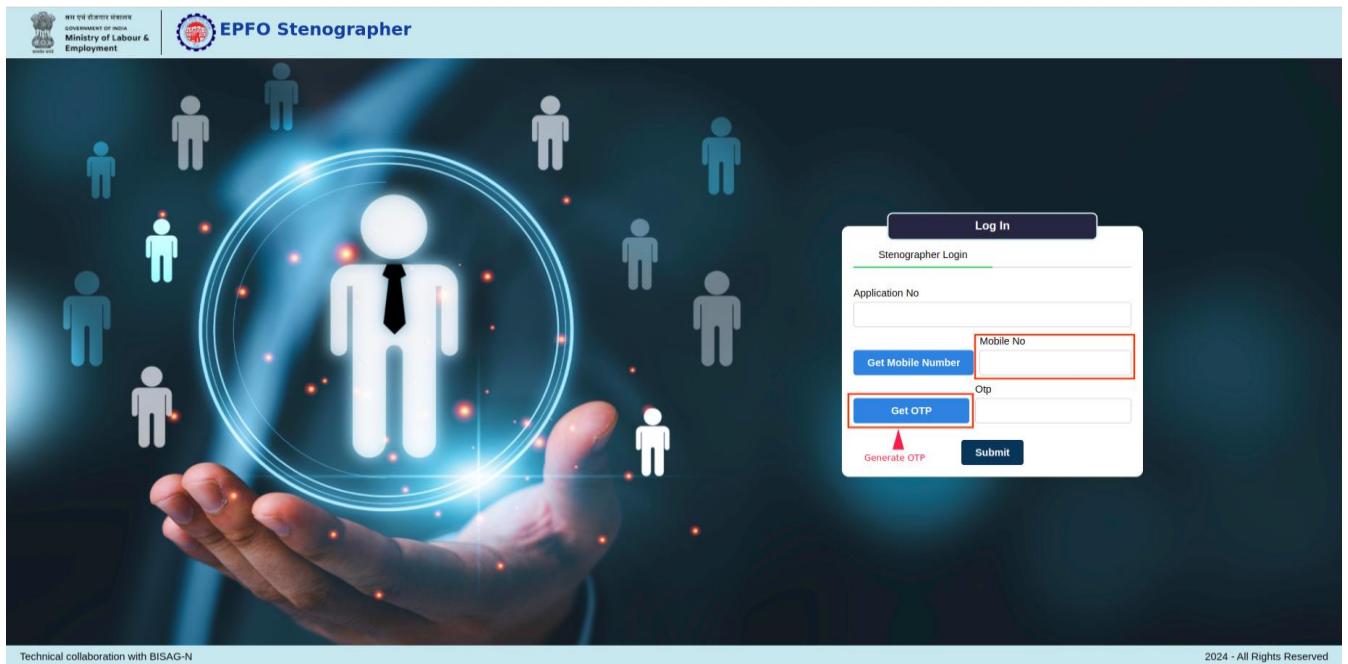
STEP 1:

- User should login via application number, mobile number and OTP.
- User has to enter individual application number.
- By clicking on **Get Mobile Number**, the mobile number gets auto-populated.
- By clicking on **Get OTP** button, candidate will get OTP on registered mobile number.
- Enter OTP and click on **Submit** button.



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➤ USER DASHBOARD :

1. After login user can redirect to dashboard.
2. User can view his/her details.
3. In **User Report** tab, user has to fill or select the cities of his/her choice as per individual preferences by clicking (+) button.

The screenshot shows the EPFO Stenographer User Report dashboard. On the left, there's a sidebar with links for User Report, View Profile, View Preferences, and Summary. The main area displays a table titled "User Details" with columns for Application No., Candidate Name, Email Id, Mobile No., Allotted City, and Select Preferences. A red arrow points to the "+>" button in the Select Preferences column. Below the table, it says "1 records". At the bottom right of the main area, there are buttons for "Rows per page: 10" and navigation arrows. The footer contains the text "Technical collaboration with BISAG-N" and "2024 - All Rights Reserved".

4. User has to select city from **list of preferences** and add to **list of selected preferences** by clicking on right arrow (--) and submit the list.

The screenshot shows the same EPFO Stenographer User Report dashboard with the "Select Preferences" modal open. The modal has two sections: "List of Preference" on the left and "List of Selected Preference" on the right. The "List of Preference" section contains a list of cities: Ahmedabad, Bandra, Bhopal, Ujjain, Pune, Hubli, Vijaywada, Gurugram, Guwahati, Hyderabad, Faridabad, and Thane. The "List of Selected Preference" section contains three cities: Bengaluru, Patna, and Thane. A red arrow points to the "+>" button between the two lists. The footer of the modal says "Please select all preferences". At the bottom right of the modal is a "Submit" button. The rest of the dashboard is dimmed.

- If user wants to change order of preferred city then he/she has to select city from **list of selected preferences** and add to **list of preferences** by clicking on left arrow (**<--**) and submit the list.

The screenshot shows the EPFO Stenographer application interface. On the left, there's a sidebar with options like User Report, View Profile, View Preferences, and Summary. The main area is titled 'EPFO Stenographer' and shows 'User Details' for an application with Application No. 235210068720. Below this is a table with columns: Application No., Candidate Name, Email Id, Mobile No., Allotted City, and Select Preferences. A modal window titled 'Select Preferences' is open, containing two panels: 'List of Preference' (with a '+' button) and 'List of Selected Preference' (containing 1. Bengaluru, 2. Patna, 3. Thane). A red box highlights the '+' button, and another red box highlights the 'Submit' button at the bottom of the modal.

- After clicking submit button user can also edit his/her preferences by clicking on **Pen** button.

The screenshot shows the EPFO Stenographer application interface. On the left, there's a sidebar with options like User Report, View Profile, View Preferences, and Summary. The main area is titled 'EPFO Stenographer' and shows 'User Details' for an application with Application No. 235210068720. Below this is a table with columns: Application No., Candidate Name, Email Id, Mobile No., Allotted City, and Select Preferences. The 'Select Preferences' column contains a red box around a pen icon, with a red arrow pointing to it labeled 'Edit your preferences'.

- Edit the selected city list as user wants to, by selecting city and clicking on **Up-Down Arrow**.

User Report

View Profile

View Preferences

Summary

Employee Provident Fund Organisation

EPFO Stenographer

UPASANA KUMARI

User Details

Application No.	Candidate Name	Email Id	Mobile No.	Allotted City	Select Preferences
235210068720	UPASANA KUMARI	upasanasharda200@gmail.com	984440518		

1 records

Edit Preferences

List of Selected Preference

1. Pune
2. Thane
3. Hubli
4. Faridabad
5. Gurugram
6. Jaipur
7. Kanpur
8. Delhi

Submit

Rows per page: 10 ~ | < | 1 | > | >> |

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8. In **View Profile** tab, user can view his/her personal details given at the time of registration.

User Report

[View your profile](#)

View Profile

View Preferences

Summary

Employee Provident Fund Organisation

EPFO Stenographer

UPASANA KUMARI

Personal Details

Application No. :	235210068720	Candidate Name :	UPASANA KUMARI
Father Name :	MITHLESH PRASAD	Category :	OBC- NCL
Email ID :	upasanasharda200@gmail.com	Ex Service :	no
Government :	no	Mobile No. :	984440518
PWD :	no	Roll No. :	BR07003981
Selected Category:	UR		

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9. In **View Preferences** tab user can view his/her application number, selected preferred cities as per his/her selection.

 Employees Provident Fund Organisation

EPFO Stenographer

UPASANA KUMARI

User Report
View Profile
View Preferences

Summary
View your selected preferences

Selected Preferences for application no : 235210068720

Preference no.	City	Preference no.	City
1	Pune	13	Guwahati
2	Thane	14	Chandigarh
3	Hubli	15	Bhopal
4	Gurugram	16	Bandra
5	Faridabad	17	Ahmedabad
6	Jaipur	18	Bengaluru
7	Kanpur	19	Patna
8	Delhi	20	Ujjain
9	Thiruvananthapuram	21	Vijaywada
10	Hyderabad	22	Coimbatore
11	Chennai	23	Kolkata
12	Bhubaneswar		

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10. In **Summary** tab user can view summary details and also print summary details for documentation, by clicking on **Print** button.

 Employees Provident Fund Organisation

EPFO Stenographer

UPASANA KUMARI

User Report
View Profile
View Preferences
Summary

User summary details

Print To print user summary details

Summary

Application No :- 235210068720 Candidate Name:- UPASANA KUMARI
 Roll No:- BR07003981 Email Id:- upasanasharda200@gmail.com
 Mobile No:- 7984440518 Father Name:- MITHLESH PRASAD
 Category:- OBC- NCL Ex Service:- no

Selected Preferences for application no : 235210068720

Preference no.	City	Preference no.	City
1	Pune	13	Guwahati
2	Thane	14	Chandigarh
3	Hubli	15	Bhopal
4	Gurugram	16	Bandra
5	Faridabad	17	Ahmedabad
6	Jaipur	18	Bengaluru
7	Kanpur	19	Patna
8	Delhi	20	Ujjain
9	Thiruvananthapuram	21	Vijaywada
10	Hyderabad	22	Coimbatore

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