



## कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

### EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour & Employment, Govt. of India)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110 066.

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi – 110 066.



No. HRM-IV/5(1)2017 / 394

**CIRCULAR**

Date:-

08 SEP 2017

**Sub: Engagement of Retired officers/Staff on short-term contract basis for HRM related work at the EPFO Head Quarters, New Delhi-regarding.**

Applications are invited from the Retired Section Officers/Assistants of EPFO who have not completed the age of 62 years as on 01.09.2017 for engagement as Consultant under the Comprehensive Policy for engagement of retired officers/staff on short term contracts basis in EPFO circulated vide this Office letter No. HRD/1(3)/2014/Contractual Policy/25964 dated 21.09.2015, copy is enclosed herewith.

2. It is proposed to engage 4 retired officers/Staff (Group 'B' and Group 'C') for HR related work in the HRM Wing of EPFO Head Quarters. We are looking for retired persons having experience in dealing with service related matters, rules and regulations. Having knowledge of file handling and working of EPFO Head Quarters will be an added advantage. The work on short-term contract basis has to be carried out in EPFO, Head Quarters.

3. This remuneration to the retired officers/officials will be as under-

1.	For Group 'C' retired employees	Rs. 19, 000/- Per month
2.	For Group 'B' retired employees	Rs. 25, 000/- Per month

4. The above remuneration will be subject to the condition that the pension remuneration drawn by the retired officials + DA should not exceed the last Pay + Dearness pay drawn by the official. In addition conveyance charge may be reimbursed according to their entitlement prior to their retirement subject to maximum of Rs. 2, 000 per month.

5. The Consultant will be engaged for the minimum period required and in case of retired employees of EPFO being appointed as Consultants, the maximum period will not exceed six months. Furthermore, the engagement of consultant shall not be beyond the age of 62 years.

6. The interested candidates may apply in the proforma given in Annexure-I along with self attested copies of (i) Pension Payment Order (PPO) and (ii) Medical Fitness Certificate.

7. The applications shall be submitted by post so as to reach RPFC-I (HRM) EPFO Head Office, Bhavishya Nidhi Bhawan, 14 Bhikaiji Cama Place, New Delhi-110066 by 22<sup>nd</sup> September, 2017.

[This issues with the approval of the Central P.F. Commissioner]

Encls: As above.

*(Signature)*  
08/09/17

(Sanjay Bisht)

Regional P.F. Commissioner-I (HRM)



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#### APPLICATION FOR.....

1. Name of the Applicant : .....
2. Father/Husband's name: .....
3. Date of Birth: .....
4. Category (SC/ST/OBC/GEN).....
5. Gender (M/F): .....
6. Date of Retirement/Superannuation.....  
(attached copy of PPO)
7. Pension Payment Order No. & date, if applicable .....
8. PAN Number (attach copy of PAN Card).....
9. Aadhaar No. (attach Copy of Aadhar Card).....
10. Last pay drawn/emoluments at the time of retirement .....
- .....  
(Pay Band + Grade pay) (attach-Last Pay Certificate & Relieving order on Retirement)
11. Post held at the time of retirement.....
12. Present Address:

Pin Code:

Mobile No:

E-Mail. ID:

13. Details of experience last 5 years prior to retirement – starting with the post retired from (separate sheet may be Attached, if required)

Post Held	Name of Organisation	Period	Pay Band + Grade Pay (if pre-revised Pay Scale, applicable the same may be mentioned)	Length of service in years	Nature of duties performed
		From	To		
Total length of experience in years :					
Knowledge of Computer with Typing Speed:					
If selected, what notice period required for joining:					

14. Any other information:

**DECLARATION**

It is certified that the information provided as above is true & complete in all respect and to the best of my knowledge & belief. If anything is found wrong/incorrect, my application will be treated as cancelled and withdrawn.

**(Signature of the Applicant)**

**Date:** .....

**Name:** .....

**Place:** .....

**Address:** .....