



आंचलिक प्रशिक्षण संस्थान (दक्षिण अंचल)
ZONAL TRAINING INSTITUTE (SOUTH ZONE)
(A Unit of NATRSS, New Delhi)
कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार / *Ministry of Labour & Employment, Government of India*
No.2, 15th Main Road, Ranganathan Gardens, Anna Nagar, Chennai-600 040 TAMIL NADU

No.ZTI(SZ)/4(22)/2010-11/

Date : 21.02.2014

To

The Regional P.F. Commissioner-In-Charge,
Regional Office, EPFO,
Guntur, Hyderabad, Bangalore, Mangalore,
Kerala, Chennai, Madurai, Coimbatore, Tambaram,
Peenya, Gulbarga, Nizamabad, Goa.

Sub: - Filling up of Group 'B' posts on deputation basis in Zonal Training Institute
(South Zone) – regarding.

Sir,

1. The following posts in Group 'B' cadre are proposed to be filled up on deputation basis in the Zonal Training Institute (SZ) at Chennai. The eligibility conditions and number of posts vacant are given below:

Sl No.	Name of the post and Pay Scale	No. of Posts for which applications are called for	Eligibility Conditions
1	Private Secretary (Rs.9300-34800) (Grade Pay : Rs.4800/-)	1	Officials of EPFO holding analogous post on regular basis or Personal Assistants in the pay scale of Rs.9300-34800 with 8 years of regular service in the grade
2	Enforcement Officer (Rs.9300-34800) (Grade Pay : Rs.4600/-)	1	Officials of EPFO holding analogous post on regular basis or Section Supervisors in the pay scale of Rs.9300-34800 with 5 years of regular service in the grade.

2. The vacancies are tentative and may vary / RPFC may withdraw any /all vacancies without any notice.

3. The Regional Provident Fund Commissioner-I reserves the right to relax any qualifications/ eligibility criteria prescribed in deserving cases.

4. The applicants are not allowed to withdraw the application once received at ZTI, SZ.

5. The conditions of deputation will be governed by the instructions issued by the E.P.F.O. Headquarters and Department of the Personnel & Training, Govt. of India from time to time. The tenure of deputation will be initially for a period of 3 years subject to further extension as per rules.

6. It is requested that the above mentioned vacancies may be circulated among the staff of your Region under intimation to this office. A copy of this circular may also be placed on the notice board of your office. The willing officials may forward their applications (in the enclosed proforma) through proper channel by name to “**The Regional Provident Fund Commissioner-I, Zonal Training Institute (South Zone)**” latest by 24th March 2014. It may please be noted that no application will be entertained after the last date. The applications received from willing & eligible staff members alongwith the copies of five years ACRs/ APARs and Vigilance Clearance may be forwarded to this Office.

7. The Regional Provident Fund Commissioner In-Charge of the Region should forward the application of eligible employees only and those who may be relieved of their duties immediately on selection. Pending forwarding of the applications through proper channel, the applicants are encouraged to forward advance copy of the application directly to avoid delay. However appointment will be subject to receipt of the Applications through proper channel before date of DPC.

Please acknowledge the receipt.

Yours faithfully,


(V. SHYAM SUNDER)
Regional P.F. Commissioner-I

Encl.: As above.

Copy to:

1. The Director, NATRSS
2. The Additional CPFC, HRM, EPFO, HO, New Delhi
3. RPFC(NDC) with the request to post the above circular on the website.

CURRICULUM VITAE

1. Name and Address
(in Block Letters)

2. Date of Birth
in Christian era)

DD	MM	YYYY

3. Date of retirement under Central/ State
Government Rules

DD	MM	YYYY

4. Educational Qualifications

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

	Qualifications / Experience required	Qualifications / Experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desirable	(1)	
	(2)	

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post Qualifications/ Experience possessed by the officer

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/ contract basis, please state-

- a) The date of initial appointment
- b) Period of appointment on deputation/ contract
- c) Name of the parent office/ organization to which you belong.

10. Additional details about present employment (Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to

- (i) additional academic qualifications
- (ii) professional training and
- (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/ Absorption Re-employment Basis. (Officers under Central/

State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract.)

- 16 Whether belongs to SC/ST
17. Remarks (The candidates may indicate information with regard to
- (i) Research publications and reports and special projects
 - (ii) Awards/ Scholarship/ Official Appreciation
 - iii) Affiliation with the professional bodies/ institutions/ societies and
 - (iv) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date
Station

Countersigned by
(Employer with Seal)