



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय , भारत सरकार
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यालय / HEAD QUARTERS
भविष्य निधि भवन 14 भीकाजी कामा प्लेस नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in; www.epfindia.nic.in

No. HRM-VI/15(2)2010/Audit

Dated: 02 JUN 2012

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 posts in various offices of the Employees' Provident Fund Organization on deputation basis as per the details given below:

Sl. No.	Name of the Post	Scale of Pay	No. of Posts*	Location of the Headquarters for these posts.*
01	Dy. Director(Audit)	Rs. 15600-39100+GP Rs.6600/-	13	Head Office-(2), Kanpur, Bangalore, Chennai, Trivandrum, Jalpaiguri, Kolkata, Ahamdabad, Indore, Mumbai, Ranchi & Goa
02.	Assistant Director (Audit) - Group -A	Rs.15,600-39,100 + G P Rs.5400/-	18	New Delhi, Jaipur, Kanpur, Chandigarh(2), Bangalore, Chennai, Trivandrum, Jalpaiguri, Kolkata (2), Indore, Mumbai(2), Ranchi(2) & Goa(2).
03.	Assistant Audit Officer - Group B Ministerial	Rs.9300-34800 + G P Rs.4600/- (pre-revised) (Rs.6500-200-10500)	24	New Delhi-(2), Jaipur, Kanpur(2), Chandigarh(2), Hyderabad (2), Bangalore, Chennai(2), Trivandrum, Jalpaiguri-(2), Kolkata, Ahmedabad, Indore, Mumbai-I(2), Ranchi(2) & Goa (2)
04.	Auditor - Group C	Rs.9300-34800 + G P Rs.4200/- (pre-revised) Rs.5500-175-9000	21	New Delhi(2), Kanpur(2) Chandigarh(2), Hyderabad, Bangalore, Chennai, Jalpaiguri (2), Kolkata(2), Ahmedabad, (2), Mumbai-I(2), Ranchi(2) & Goa (2)

(* Subject to change)



Eligibility Conditions for Dy. Director (Audit)

- (A) Officers of the Employees' Provident Fund Organisation/Central Government/State Government
- (a) Having completed Graduation preferably B.Com.
 - (b) Having passed the SAS examination conducted by the IA & AD or other Central / State Government Organization , Accounts/ Audit Department.
 - (c) (i) Holding analogous posts on regular basis ; or
 - (ii) With 5 years of regular Service in posts in the scale of pay of Rs.8000-13500(Pre- revised); or
 - (iii) With 7 Years regular service in posts in the scale of pay of Rs. 7500-12000(Pre revised) or equivalent; or
 - (iv) With 8 years regular service in posts in the scale of pay of Rs. 6500-10500(Pre-revised).
- (d) Possessing experience of dealing with Audit and Accounts and Financial matters.

Eligibility Conditions for Assistant Director (Audit)

- (A) Officers of the Employees' Provident Fund Organisation/Central Government/State Government :
- (i) holding analogous posts on regular basis; or
 - (ii) with 03 years regular service in posts of Accounts Officer/Audit Officer in the Scale of Pay of Rs.7450-225-11500 (pre revised); or
 - (iii) with 05 years regular service in the posts of Assistant Accounts Officer/Assistant Audit Officer in the Scale of Pay of Rs.6500-200-10500 (pre revised) and Rs.9300-34800 GP Rs.4600-revised; or
 - (iv) With 07 years regular service in the Scale of Pay of Rs. 5500-175-9000 (pre revised) and Rs.9300-34800 GP Rs.4200/- revised ; and
- (B) Possessing the experience in Accounts /Audit of Public Funds.

Eligibility Conditions for 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 regular service in posts in the Scale of pay of Rs.5500-175-9000 (pre revised) or Rs. 9300-34800 GP Rs.4200/- revised or equivalent; or
- (B) Possessing the experience in Accounts /Audit of Public Funds.

Eligibility Conditions for 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 regular service in the Scale of pay of Rs.4500-125-7000 (pre revised) and Rs. 5200-20200 GP 2800/- revised or equivalent ;
and
- (B) Possessing the experience in Accounts /Audit of Public Funds.
(Working Knowledge in Computer preferred)

Candidates applying for the above posts should not have attained 56 years of age as on the last date for submission of Application.

Terms of Deputation in the Employees' Provident Funds Organisation:

- (01) The job of Dy. Director, Assistant Director (Audit)/Assistant Audit Officer and Auditor requires extensive and continuous tours away from the above Headquarters for the purpose of Audit of various Regional and Sub-Regional Offices.
- (02) 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.
- (03) The Deputation will be governed as per the instructions issued by the Department of Personnel & Training from time to time and also as per the provisions of the Recruitment Rules of the respective cadre and the tenure of deputation will be initially for a period of three (03) years.

- (04) 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 any official seeks repatriation within one year or less, Transfer TA/DA already paid, if any is also liable to be recovered.
- (05) The official applying for the above post/s must ensure that the application is forwarded through Proper Channel by not below the rank of Officer Competent to relieve him / her in case of Selection.

The applications of willing officers fulfilling the above conditions may please be arranged to be forwarded along with the bio-data in the enclosed proforma with photocopies of Annual Confidential Reports for the last five years duly attested and integrity certificate clearly stating that there is no vigilance case pending or contemplated as on date, by name to **Shri P.K.Agarwal, Regional Provident Fund Commissioner (HRM-I), Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110066** within thirty (30) days from the date of issue of this Office Memorandum. Applications not received through proper channel or received after stipulated period will not be considered.

It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned posts. The Employees' Provident Fund Organisation reserves the right of criteria and mode of selection.

Encl: **Application Proforma**


(P.K.Agarwal)

Regional PF Commissioner-I

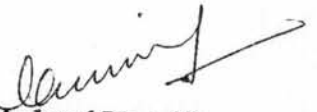
To

1. All Chief Secretaries of all State Government / Union Territories.
2. The Secretary, Ministry of Information & Broadcasting, Govt. of India, 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 - 110 001.
5. The Secretary, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi.
6. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No. 154-A, North Block, New Delhi.

7. The Director General, National Informatics Centre, CGO Complex, A Block, Lodhi Road, New Delhi.
8. The Chairman, Telecom Commission-cum-Secretary, Sanchar Bhawan, New Delhi.
9. The Director General, Defence Research & Development, South Block, New Delhi.
10. The Secretary, Department of Electronics, Electronic Niketan, 6, CGO Complex, New Delhi.
11. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi.
12. Director General, Central Statistical Organization, Sardar Patel Bhawan, Sansad Marg, New Delhi.
13. The Registrar General, Census, Man Singh Road, New Delhi.
14. The Chairman, Railway Board, Rail Bhawan, New Delhi.
15. The Secretary, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi.
16. The Director General, Defence Scientific Information & Documentation Centre, Metcalfe House, Timarpur, New Delhi.
17. The Secretary, Planning Commission, Yojana Bhawan, Parliament Street, New Delhi - 110 001.
18. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.
19. O/o the CGDA, Ulan Batar Road, Palam, Delhi Cantt -110 010.
20. Indian Audit and Accounts Department, Office of the Principal Director of Audit, Northern Railway, Baroda House, New Delhi- 110 001.
21. O/o the Director General of Audit Central Revenues, AGCR Building, I.P. Estate, New Delhi - 110 002.

Copy to: (Through EPFO web site)

1. FA& CAO in Head Office
2. All Regional PF Commissioners
3. Deputy Director (Audit) Head Office.
4. All Officers-in-Charge of Sub-Regional Offices.
5. RPFC (ASD) in Headquarters for necessary action.
6. Chief Vigilance Officer, Head Office for information.
7. Regional PF Commissioner(NDC): For uploading on the website.



(Md. Ashraf Kamil)

Regional PF Commissioner-II

CURRICULAUM PROFORMA

- 1 Post Applied for :
1A Name and Address
(in Block Letters)
2. Date of Birth
(in Christian era)
3. Date of retirement under
Central / State Government Rules
4. Education 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
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Essential

(1)

(2)

(3)

Desired

(1)

(2)

6. Please State clearly whether in the
light of entries made by you above,
you meet the requirement of the
post

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 of 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) EPFO
 - b) Central Govt.
 - c) State Govt.
 - d) 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 Whether belongs to SC/ST/OBC
- 16 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
- 17 Indicate the choice of station (any three in order of performance) where you desire to be posted in case of selection

(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
Telephone No.

Date _____ Address _____

CERTIFICATE

Certified that the particular of the officer has been verified and found to be correct.

2 It is certified that no disciplinary proceedings are pending/ contemplated against the officer. The Integrity of the officer is also certified. Copies of ACR _____ years are enclosed.

Signature of Cadre Controlling Authority/
Head of the Department with Stamp
Telephon No.