



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
मुख्य कार्यालय/Head Office  
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No. HRD/35/2023/IS.Div/RR /983

Date: 19 MAR 2024

To,

All Addl. CPFC (Zones) including ACC (HQ)/Director (PDNASS),  
All Regional PF Commissioners,  
In-charge of the Region,

**Subject: Draft Recruitment Rules of Technical Cadres of Information Services Division in EPFO - reg.**

Ma'am/Sir,

As per the guidelines issued vide DoP&T O.M. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015, the Draft Recruitment Rules for the post of the Director (IS), Joint Director (IS), Deputy Director (IS) and Assistant Director (IS) of Information Services Division in EPFO are hereby placed on the Official Website of EPFO for inviting comments from the stakeholders.

Any suggestions/ comments/ views on the various clauses of the same along with supporting DoP&T guidelines and rule position etc may be intimated within 15 days. The same may be sent only to the mail id [rc2.hrd@epfindia.gov.in](mailto:rc2.hrd@epfindia.gov.in). Comments forwarded on this issue to any other mail id shall not be taken into consideration.

(This has the approval of CPFC)

Yours faithfully,

Enclosures: As above

*[Signature]*  
19/3/24  
(Swagata Rai)  
RPFC-I (HRD-I)

Copy to:-

RPFC(NDC)with the request to upload on the website of EPFO.

*[Signature]*  
19/3/24  
(Swagata Rai)  
RPFC-I (HRD-I)

## Schedule

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Director (Information Services)	09* (2024) *Subject to variation dependent on workload	Group 'A', Non-Ministerial	Level – 13 in the Pay Matrix [Rs.1,23,100-2,15,900]	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Not Applicable	Not applicable.	Not applicable	(i) 80% by Promotion failing which by Deputation (ISTC), and (ii) 20% by Deputation (including short-term contract) or project basis.

In case of recruitment by promotion or deputation (ISTC) or absorption, grades from which promotion or deputation (ISTC) or absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>By Promotion:</b> Joint Director (Information Services) in level-12 in the Pay Matrix [Rs.78,800-2,09,200] with five years regular service in the grade and have successfully completed training of two weeks in the relevant areas which includes one or more out of Database management or Operating Systems or Network Systems.</p> <p><b>By Deputation (Including short-term contract):</b> Officers under the Central/State Governments/Universities/ Recognized Research Institutes/Public Sector Undertakings/ Semi Government Statutory or Autonomous organizations including EPFO personnel may be recruited on deputation (including short-term contract) basis subject to fulfilment of the following conditions, (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With five years regular service in the grade in posts in Level-12 in the Pay Matrix [Rs.78,800- 2,09,200] in the parent cadre or department; and (b) Possessing the educational qualifications and experience prescribed as under:-</p> <p><b>Essential Qualification:-</b> (A) (i) Master's Degree in Computer Applications or Master of Science (Computer Science or Information Technology) from a recognized University or Institute; or Bachelor of Engineering or Bachelor of Technology (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute. (ii) Ten years post qualification experience in relevant areas* of Programming or Information System in a Government Office including such experience in Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized institution. *relevant areas mean one or more out of Database Management or Operating Systems or Network Systems</p> <p style="text-align: center;"><b>OR</b></p>	<p><b>Departmental Promotion Committee</b> (for considering promotion) consisting of:- (i) Secretary to the Government of India, Ministry of Labour and Employment - <b>Chairman</b> (ii) Additional Secretary to the Government of India, Ministry of Labour and Employment - <b>Member</b> (iii) Central Provident Fund Commissioner - <b>Member</b></p>	<p>Consultation with the Union Public Service Commission is necessary while appointing an officer on Deputation (ISTC)</p>

<p>(B) (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University.</p> <p>(ii) Ten years' experience in Electronic Data Processing out of which at least 1 year experience should be in actual Programming.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Central Government, for the reasons to be recorded in writing, in case of candidates, otherwise well qualified.</p> <p><b>Note 2:</b> The qualification regarding experience is relaxable at the discretion of the Central Government, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if, at any stage of selection the Central Government is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p><b>Note 3:</b> The period of deputation (Including Short Term Contract) including period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 4:</b> The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note 5:</b> For the purpose of appointment on deputation (Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix or pay scale and where this benefit will extend only for the posts for which that level in the pay matrix or pay scale is the normal replacement grade without any upgradation.</p>		
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[No.....]

(Neelam Shami Rao)  
Central Provident Fund Commissioner

### Schedule

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Joint Director (Information Services)	30* (2024) *Subject to variation dependent on workload	Group 'A', Non-Ministerial	Level – 12 in the Pay Matrix [Rs.78,800 - 2,09,200]	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Not Applicable	Not applicable.	Not applicable	(i) 80% by Promotion failing which by Deputation (ISTC), and (ii) 20% by Deputation (including short-term contract) or project basis.

In case of recruitment by promotion or deputation (ISTC) or absorption, grades from which promotion or deputation (ISTC) or absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>By Promotion:</b> Deputy Director (Information Services) in level-11 in the Pay Matrix [Rs.67,700-2,08,700] with five years regular service in the grade and have successfully completed training of two weeks in the relevant areas which includes one or more out of Database management or Operating Systems or Network Systems.</p> <p><b>By Deputation (Including short-term contract):</b> Officers under the Central/State Governments/Universities/ Recognized Research Institutes/Public Sector Undertakings/ Semi Government Statutory or Autonomous organizations including EPFO personnel may be recruited on deputation (including short-term contract) basis subject to fulfilment of the following conditions, (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With five years regular service in the grade in posts level-11 in the Pay Matrix [Rs.67,700-2,08,700] in the parent cadre or department; and (b) Possessing the educational qualifications and experience prescribed as under:-</p> <p><b>Essential Qualification:-</b> (A) (i) Master's Degree in Computer Applications or Master of Science (Computer Science or Information Technology) from a recognized University or Institute; or Bachelor of Engineering or Bachelor of Technology (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute. (ii) Eight years post qualification experience in one or more out of Database Management or Operating Systems or Network Systems of Programming or Information System in a Government Office including such experience in Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized institution.</p> <p style="text-align: center;"><b>OR</b></p>	<p><b>Departmental Promotion Committee</b> (for considering promotion) consisting of:- (i) Secretary to the Govt. of India, Ministry of Labour and Employment - <b>Chairman</b> (ii) Central Provident Fund Commissioner - <b>Member</b> (iii) Senior Technical Director, National Informatics Centre or an official of equivalent rank having requisite qualification and experience in the field of information technology - <b>Member</b></p>	<p>Consultation with the Union Public Service Commission is necessary while appointing an officer on Deputation (ISTC)</p>

<p>(B) (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University.</p> <p>(ii) Eight years' experience in Electronic Data Processing out of which at least 1 year experience should be in actual Programming.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Central Government, for the reasons to be recorded in writing, in case of candidates, otherwise well qualified.</p> <p><b>Note 2:</b> The qualification regarding experience is relaxable at the discretion of the Central Government, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if, at any stage of selection the Central Government is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p><b>Note 3:</b> The period of deputation (Including Short Term Contract) including period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 4:</b> The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note 5:</b> For the purpose of appointment on deputation (Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix or pay scale and where this benefit will extend only for the posts for which that level in the pay matrix or pay scale is the normal replacement grade without any upgradation.</p>		
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(Neelam Shami Rao)  
Central Provident Fund Commissioner

### Schedule

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Deputy Director (Information Services)	60* (2024) *Subject to variation dependent on workload	Group 'A', Non-Ministerial	Level – 11 in the Pay Matrix [Rs.67,700-2,08,700]	Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Not Applicable	Not applicable.	Not applicable	(i) 80% by Promotion failing which by Deputation (ISTC), and (ii) 20% by Deputation (including short-term contract) or project basis.

In case of recruitment by promotion or deputation (ISTC) or absorption, grades from which promotion or deputation (ISTC) or absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>By Promotion:</b> Assistant Director (Information Services) in level-10 in the Pay Matrix [Rs.56,100-1,77,500] with five years regular service in the grade and have successfully completed training of two weeks in the relevant areas which includes one or more out of Database management or Operating Systems or Network Systems.</p> <p><b>By Deputation (Including short-term contract):</b> Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes/ Public Sector Undertakings/ Semi Government Statutory or Autonomous organizations including EPFO personnel may be recruited on deputation (including short-term contract) basis subject to fulfilment of the following conditions, (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With five years regular service in the grade in posts in level-10 in the Pay Matrix [Rs.56,100-1,77,500] in the parent cadre or department; and (b) Possessing the educational qualifications and experience prescribed as under:-</p> <p><b>Essential Qualification:-</b> (A) (i) Master's Degree in Computer Applications or Master of Science (Computer Science or Information Technology) from a recognized University or Institute; or Bachelor of Engineering or Bachelor of Technology (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute. (ii) Five years post qualification experience in relevant areas* of Programming or Information System in a Government Office including such experience in Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized institution. *relevant areas mean one or more out of Database Management or Operating Systems or Network Systems</p> <p style="text-align: center;"><b>OR</b></p>	<p><b>Departmental Promotion Committee</b> (for considering promotion) consisting of:- (i) Additional Secretary or Joint Secretary to the Government of India, Ministry of Labour and Employment - Chairman (ii) Central Provident Fund Commissioner or Additional Central Provident Fund Commissioner (Hqrs.) - Member (iii) Technical Director, National Informatics Centre – Member</p>	<p>Consultation with the Union Public Service Commission is necessary while appointing an officer on Deputation (ISTC)</p>



<p>(B) (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University.</p> <p>(ii) Five years' experience in Electronic Data Processing out of which at least 1 year experience should be in actual Programming.</p> <p><b>Note 1:</b> Qualifications are relaxable at the discretion of the Central Government, for the reasons to be recorded in writing, in case of candidates, otherwise well qualified.</p> <p><b>Note 2:</b> The qualification regarding experience is relaxable at the discretion of the Central Government, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if, at any stage of selection the Central Government is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p><b>Note 3:</b> The period of deputation (Including Short Term Contract) including period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 4:</b> The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note 5:</b> For the purpose of appointment on deputation (Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix or pay scale and where this benefit will extend only for the posts for which that level in the pay matrix or pay scale is the normal replacement grade without any upgradation.</p>		
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(Neelam Shami Rao)  
Central Provident Fund Commissioner

### Schedule

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Assistant Director (Information Services)	120* (2024) *Subject to variation dependent on work load	Group 'A', Non-Ministerial	Level- 10 in the Pay Matrix Rs. 56,100-1,77,500	Not applicable	Not exceeding 30 years (relaxable for Government Servants and employees of the Central Board upto five years' in accordance with the instructions or orders issued by the Central Government). <b>Note:</b> The crucial date to determining the age-limit shall be as advertised by the Union Public Service Commission.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
<p>(A) (i) Master's Degree in Computer Applications or Master of Science (Computer Science or Information Technology) from a recognized University or Institute; or Bachelor of Engineering or Bachelor of Technology (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute.</p> <p>(ii) Three years post qualification experience in relevant areas* of Programming or Information System in a Government Office including such experience in Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized institution.</p> <p>*relevant areas mean one or more out of Database Management or Operating Systems or Network Systems</p> <p><b>OR</b></p> <p>(B) (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University.</p> <p>(ii) Three years' experience in Electronic Data Processing out of which at least 1 year experience should be in actual Programming.</p> <p><b>Note 1:-</b> Qualifications are relaxable at the discretion of the Union Public Service Commission, for reasons to be recorded in writing, in case of candidate otherwise well qualified.</p> <p><b>Note 2:-</b> The qualification regarding experience is relaxable at the discretion of Union Public Service Commission for the reasons to be recorded in writing, in case of candidate belonging to the Scheduled Castes or Scheduled Tribes if, at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidate from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.</p>	Not applicable.	Two years	<p>(i) 40% by Direct Recruitment</p> <p>(ii) 40% by Promotion failing which by Deputation (ISTC), and</p> <p>(iii) 20% by Deputation (Including short term contract) or project basis.</p>



In case of recruitment by promotion or deputation (ISTC) or absorption, grades from which promotion or deputation (ISTC) or absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p><b>By promotion:</b>  Programmers in level-8 in the pay matrix [Rs.47,600- 1,51,100] with four years regular service in the Grade and have successfully completed training of two weeks in the relevant areas which includes one or more out of Database Management or Operating Systems or Network Systems.</p> <p><b>Note:</b> - The existing incumbents who have completed three years of eligibility service on the date of notification of these RRs will also be considered for Promotion as per the DoPT guidelines contained in DoPT OM 14017/4/2021-Estt.(RR) dated 20.09.2022.</p> <p><b>By deputation (Including short-term contract):</b>  The Officers working under the Central/State Governments / Universities/Recognized Research Institutes/Public Sector Undertakings/Semi Government Statutory or Autonomous organizations including EPFO personnel may be recruited on deputation (including short term contract) basis subject to fulfilment of the following conditions</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or Department;  or  (ii) With 4 years' service in the grade rendered after appointment thereto on a regular basis in posts in level-8 in the pay matrix [Rs.47,600-1,51,100] or equivalent in the parent cadre/department; and  (b) Possessing the educational qualifications prescribed for direct recruits under Col.7.</p> <p><b>Note 1:</b> The period of deputation (Including Short Term Contract) including period of deputation (Including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.</p> <p><b>Note 2:</b> The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Note 3:</b> For the purpose of appointment on deputation (Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix or pay scale and where this benefit will extend only for the posts for which that level in the pay matrix or pay scale is the normal replacement grade without any upgradation.</p>	<p><b>Departmental Promotion Committee</b> (for considering promotion) consisting of:-  (i) Central Provident Fund Commissioner-<b>Chairman</b>  (ii) Additional Central Provident Fund Commissioner (Head Quarters) (Information Services) –<b>Member</b>  (iii) Technical Director (National Informatics Centre) – <b>Member</b></p> <p><b>Departmental Confirmation Committee</b> (for considering confirmation) consisting of:-  (i) Additional Central Provident Fund Commissioner (Head Quarters) (Information Services) – <b>Chairman</b>  (ii) Additional Central Provident Fund Commissioner (Human Resources) –<b>Member</b>  (iii) Technical Director (National Informatics Centre) – <b>Member</b></p>	<p>Consultation with UPSC necessary while making direct recruitment/ for appointing an officer on Deputation (ISTC)</p>

[No.....]

(Neelam Shami Rao)  
Central Provident Fund Commissioner