



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
धर्म मन्त्र मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भीकैजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



File No. A-12011/11/2023-HRM-III / 137

Dated: 06 SEP 2023

To,

All the candidates as per merit list,
(Ref. UPSC Notice No. F.1/58(9)/2019-R-IV/SPC-II dated 29-08-2023).

Subject: Appointment to the post of Enforcement Officer / Accounts Officer (Direct Recruitment) in the Pay Matrix Level 8 (pre-revised PB-2 Rs.9300-34800 with grade pay Rs.4800/-) in Employees' Provident Fund Organisation - Completion of appointment formalities- 2nd Reserve Panel (12 candidates) -Regarding.

Sir,

The Union Public Service Commission (UPSC) has sent Reserve Panel against 12 candidates whose candidature has been cancelled by the Competent Authority. (List attached).

2. The above mentioned candidates are required to follow the instructions and complete the formalities for each stage so that the process of appointment can be completed in a smooth and time-bound manner.

STAGE - I: Pre-appointment formalities of verification of original documents and submission of requisite forms.

(a) Based upon the domicile given by the candidates, the list of the candidates will be sent to the concerned Zonal Offices, where they are required to appear for verification of identity, documents and to fill and submit Annexures (at serial number vi,vii,viii) along with the choice of preferences of posting. The exact date and venue in this regard will be intimated by the concerned Zonal Office in due course.

The candidates will be required to report to the respective Zonal Offices on the appointed date along with original documents in support of educational qualifications, caste, etc. The list of original documents that is required to be produced by the candidate during verification is as follows:

- Original Certificates of Educational Qualifications along with a set of self attested copies
- Original Certificate of Age along with self-attested copy.
- Original Relieving order from the present employer, if any

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- iv. **Original Caste Certificate in the case of SC/ST/OBC along with self-attested copy.**
- v. **Any other certificate, i.e. physically handicapped certificate, if applicable along with self-attested copy.**
- vi. **Original Form on Oath of allegiance to the Indian Constitution. (Annexure-I, format enclosed).**
- vii. **Original Form on Declaration of Marital Status. (Annexure-II, Format enclosed).**
- viii. **Application seeking exemption in terms of Rule 21 of CCS(Conduct) Rules, 1964 (Annexure-III, format enclosed).**

(b) After the verification of the original documents, the Zonal Offices will issue the Letters of Offer of Appointment to the candidates on the same day and receive acknowledgement for the same. The candidates will be required to submit their letter of acceptance to the offer of appointment latest within 7 days of the receipt of the Offer of appointment. Candidates, however, may submit their letter of acceptance at the time of receiving the letter of offer itself.

(c) The candidates are further informed that the post of EO/ AO are located in various field offices of the Organization and the post has rotational transfer liability. The initial allotment of a candidate to a State shall be purely based on administrative requirements. The States in which the cadre is borne are functioning under the jurisdiction of Zonal Offices. The existing Zonal Offices and the States falling under their jurisdiction is separately indicated at **Annex- IV** of this letter. The candidates in reserve list may record their choice of state (group of state) in which they desire to be posted in offline (At Zonal Office during verification of documents). The choices may be given in the order of preference for all the states (group of states) available. In case any candidate does not give choices for all the states (or group of states) then his posting will be decided only after the choices of all other candidates have been considered. Nevertheless it may be understood that the choice of posting given by the candidates does not confer any right to the candidate for being considered for posting in the choices preferred by him/her.

(d) Action will be taken simultaneously by the respective Zonal Addl. CPFC for getting the Verification of Character and Antecedents done through the concerned authorities.

STAGE - II: Medical Examination

After completion of the formalities of form filling, submission, verification of documents and identity as detailed above, the candidates will receive instructions from EPF Zonal Offices for completing medical examination formalities. The candidates must present themselves before the medical authorities indicated in the communication for getting them medically examined.

In case the candidates do not present themselves before the medical authorities for medical examination on the given time or timeframe by the Zonal Offices, their candidature is liable to be cancelled.



- (i) On the receipt of medical report by the ZO, the same shall be forwarded to the Head Office along with the copy of Offer of Appointment, Acceptance of the same by the candidates Appointment and other annexures delineated at stage one and copy of Adhar & Pan Card.
- (ii) All the candidates are advised not to change, alter, disable or delete the email-Id or number provided by them till the completion of the recruitment process.

STAGE -III: Issue of Provisional / Final Letters of Appointment

- (i) On receipt of their Medical Fitness Certificate and the acceptance of the offer of appointment, the posting of the candidates will be decided by Head Office. It is reiterated that the choice of posting 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 state (group of state) will be purely based on administrative requirements and the choices given by the candidates will be considered to the extent possible.
- (ii) After deciding the posting, the Provisional Appointment Letter will be issued.
- (iii) Further instructions on training matter will be issued by the respective Zonal Office to the appointed EO/ AOs.
- (iv) The Final Appointment orders will be issued by the Head Office after receipt of Verification of Character and Antecedents certificates from the concerned authorities in due course.

3. All the candidates are advised to take note of the above instructions and see to it that they complete the actions as indicated. They will be informed of further instructions by means of email to their email IDs.

Yours faithfully,



(Shahid Iqbal)

Regional P. F. Commissioner-I (HRM-III)

Enclosure: As above

Copy by Web Circulation to: All Zonal Additional Central Commissioners for information and needful.

| Serial No | Roll no | Name | Name of Zonal Office which will complete pre-appointment formalities. |
|------------------|----------------|-----------------------|--|
| 1 | 6316563 | MANJEET JAKHAR | Haryana (Faridabad) |
| 2 | 5700400 | HIMANSHU RANJAN SINGH | Bihar & Jharkhand (Patna) |
| 3 | 852491 | ANUBHAV SINGH | Uttar Pradesh (Kanpur) |
| 4 | 1324820 | GAURAV SARSWAT | Bandra (Mumbai) |
| 5 | 3404453 | CHOTA LAL VERMA | Delhi & Uttrakhand, Jammu (Delhi) |
| 6 | 2603107 | ARUNESH | Uttar Pradesh (Kanpur) |
| 7 | 6319975 | VIKASH KHYALIA | Rajasthan (Jaipur) |
| 8 | 867489 | GAURAV KUMAR | Delhi & Uttrakhand, Jammu (Delhi) |
| 9 | 803507 | SWARUPAM RAJ | Delhi & Uttrakhand, Jammu (Delhi) |
| 10 | 4900219 | VIVEK SHAKYA | Madhya Pradesh & Chattisgarh (Bhopal) |
| 11 | 2632367 | BRAJESH KUMAR | Uttar Pradesh (Kanpur) |
| 12 | 3800319 | BODKE SHARAD SHIVAJI | Bandra (Mumbai) |

Annexure-I

FORM FOR OATH AND ALLEGIANCE TO THE CONSTITUTION OF INDIA

I, _____ (full name) do swear/
solemnly affirm that I will be faithful and bear true allegiance to India and to the
Constitution of India as by law established and that I will uphold the sovereignty and
integrity of India, and that I will carry out the duties of my office loyally, and with
impartiality.

Signature

Name

Roll No.

Rank

Address:

MARITAL DECLARATION

(To be obtained from new entrants to Government Service)

I, Shri/Mrs./Ms._____ declare as under:

- *i) That I am a unmarried /a widower/ a widow/ spinster.
- *ii) That I am married and I have only one spouse living.
- *iii) That I have entered into and contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- *iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed (**Annexure III**)

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated:

Signature:

*Please delete the clause/clauses not applicable.

APPLICATION FOR GRANT OF EXEMPTION
[Vide Paragraph I (iii)/ I (iv) of the declaration]

To,

The Central Provident Fund Commissioner.
Employees' Provident Fund Organisation
Head Office, 14, Bhikaji Cama Place,
New Delhi-110066

Madam/Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of one having more than one spouse living/a person who is married to a person already having one spouse or more living.

Reasons:

Yours faithfully,

Dated:

Signature

Roll No.

Rank

Annexure IV

| Sl No. | Addl. CPFCs | Zonal Office Situated at | State | Remarks | Preference |
|--------|---|--------------------------|-------------------|--|------------|
| 1 | Addl.CPFC (DL & UK) | Delhi | Delhi | | |
| | | | Uttarakhand | | |
| | | | Jammu & Ladakh | | |
| 2 | Addl.CPFC (Haryana) | Faridabad | Haryana | | |
| 3 | Addl.CPFC (Rajasthan) | Jaipur | Rajasthan | | |
| 4 | Addl. CPFC (Punjab & Himachal Pradesh) | Chandigarh | Punjab | | |
| | | | Himachal Pradesh | | |
| 5 | Addl.CPFC (Uttar Pradesh) | Kanpur | Uttar Pradesh | | |
| 6 | Addl. CPFC (Bihar & Jharkhand) | Patna | Bihar | | |
| | | | Jharkhand | | |
| 7 | Addl.CPFC (Orissa) | Bhubaneswar | Orissa | | |
| 8 | Addl.CPFC (Andhra Pradesh) | Vijayawada | Andhra Pradesh | | |
| 9 | Addl.CPFC (Telangana) | Hyderabad | Telangana | | |
| 10 | Addl.CPFC (Bengaluru) | Bengaluru | Karnataka | | |
| 11 | Addl.CPFC (Hubli) | Hubli (Hubballi) | Goa | | |
| 12 | Addl.CPFC (Chennai & Puducherry) | Chennai | Tamil Nadu | Includes Puducherry | |
| 13 | Addl.CPFC (Kerala & Lakshadweep) | Thiruvananthapuram | Kerala | Includes Lakshadweep islands | |
| 14 | Addl.CPFC (WB, A& N Islands & Sikkim) | Kolkata | West Bengal | Includes the State of Sikkim and Andaman & Nicobar Islands. | |
| 15 | Addl.CPFC (NER) | Guwahati | North-East Region | Includes the States of Assam, Arunachal Pradesh, manipur, Meghalya, Mizoram, Tripura and Nagaland. | |
| 16 | Addl.CPFC (Mumbai-I) | Bandra | Maharashtra | | |
| 17 | Addl. CPFC (Madhya Pradesh & Chattisgarh) | Bhopal | Madhya Pradesh | | |
| | | | Chattisgarh | | |
| 18 | Addl.CPFC (Gujarat) | Ahmedabad | Gujarat | | |