



कर्मचारी भविष्य निधि संगठन  
Employees Provident Fund Organisation  
(श्रम एवं रोजगार मंत्रालय भारत सरकार)  
(Ministry of Labour and Employment, Govt. of India)  
मुख्य कार्यालय /HEAD OFFICE

Tel.011-26198924  
Fax: 011-26164724



No. HRM-III/EO/AO/Direct/2017

16849

Dated: 22 NOV 2017

To

All the candidates as per merit list.  
(Ref.UPSC Notice No. F-1/247(47)/2015-R-IV/SPC-II dated 10.11.2017).

**Subject: Appointment to the post of Enforcement Officer / Accounts Officer (Direct Recruitment) in the Pay Matrix Level 7 (pre-revised PB-2 Rs.9300-34800 with grade pay Rs.4600/-) now upgraded 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 -Regarding.**

Sir,

The Union Public Service Commission (UPSC) has declared the final results (merit list) for 257 posts of Enforcement Officer/Accounts Officer (Direct Recruitment) in Employees' Provident Fund Organisation (EPFO) vide Notice No. F-1/247(47)/2015-R-IV/SPC-II dated 10.11.2017. The process for formal appointment of the candidates in the merit list has been commenced. All candidates in the merit list are requested to carefully go through the contents of this letter and complete the appointment formalities as per the instructions given below.

2. The appointment formalities are divided into five (5) stages and the candidates in the merit list 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 filling up and submission of attestation and other forms**

In this stage the candidates in the merit list are required to complete the following steps:

- (i) The merit list candidates must login into the pre-appointment web page provided in the official EPFO website ([http://www.epfindia.gov.in/site\\_en/aoeotest.php](http://www.epfindia.gov.in/site_en/aoeotest.php))
- (ii) Carefully read the instructions and fill in the online forms for attestation, choice of states/regions and other forms and submit them online
- (iii) A PDF file containing the forms submitted online will be sent to the e-mail id of the candidates
- (iv) Take a printout of the PDF file, sign on each page, affix photograph on the attestation form and **send it by speed-post** to the EPF Headquarters at the address provided

*[Handwritten signature]*



(v) **The following deadlines should be observed by the candidates for activities on this stage:**

- a. **Online form filling and submission** - **1<sup>st</sup> December 2017**
- b. **Forwarding signed PDF files with Self-attested photograph to EPF Headquarters** - **5<sup>th</sup> December 2017**

**[Note: The candidature is liable to be cancelled if this requirement is not fulfilled by them in the time given]**

The following instructions may be followed for completion of formalities for this stage:

- (i) The merit list candidates should go to the pre-appointment web page for EO/AO using the URL [http://epfindia.gov.in/site\\_en/aoetest.php](http://epfindia.gov.in/site_en/aoetest.php) and click the link "Fill Online Form".
- (ii) In order to login into the EO/AO recruitment web-page the candidates would require to enter the following details and should, therefore, keep the required documents handy:
  - a. UPSC Roll Number
  - b. Date of Birth (as furnished in UPSC application)
  - c. Application Number (UPSC Application number)
  - d. Name
  - e. Mobile Number
  - f. Aadhaar Number
  - g. PAN
- (iii) To login into the Online Form webpage an OTP (One time password) will be sent to the mobile number of the candidate furnished in the UPSC Application Form.
- (iv) The candidates must read the instructions relating to filling up of the various proforma necessary for their appointment as EO/AO in EPFO.
- (v) The forms must be filled online with due care and accuracy. The blank proforma of the forms are also available in the EO-AO recruitment web page for reference.
- (vi) **The online forms must be filled in and submitted as detailed above and blank proforma (available on the page for reference) should not be filled by hand / typed and sent.**
- (vii) 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-I** of this letter.
- (viii) However, the merit list candidates may record their choice of state (group of state) in which they desire to be posted in the "Choice of Posting" Tab of the online form page. The choices may be given in the order of preference for all the states (group

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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.

- (ix) After filling up the online forms the candidates must submit the forms online using the "Submit" Tab in the online form web page. **Once a form is submitted the candidates would not be able to make any changes in the data.**
- (x) A PDF file of the online forms will be sent to the e-mail id of the candidates within two days of the submission. The candidates must take two printouts of the PDF file and sign on all the pages in the place indicated on the form. A photograph of the candidate (same photograph as used in the UPSC form) must also be affixed on the attestation form and signed across by the candidate. **One copy of the duly signed and completed Forms must be forwarded by SPEED POST to the following address:**

**Sh. Sanjay Bisht  
Regional Provident Fund Commissioner – I (HRM)  
Employees' Provident Fund Organization  
Headquarters  
14 – Bhikaiji Cama Place  
New Delhi – 110 066**

[Note: Second copy of duly completed Forms with photograph must be retained by the candidate to be produced in the Zonal Office at the time of verification (Refer Stage – III below)]

- (xi) In case the candidates in the merit list encounter any difficulties in filling up of the online forms or at any other stage of this process or need any clarification in filling up the online form they may write by e-mail to [eoao.2017@epfindia.gov.in](mailto:eoao.2017@epfindia.gov.in). Issues must be sent to this e-mail id without fail as the matter may remain unattended if referred to any other mail id.

## **STAGE – II: Communication through electronic media and Formation of Social Media Groups**

- (i) Communications regarding the process of appointment to the post of EO/AO will be made through e-mail and SMS to the e-mail ids and mobile number provided by the candidates in the merit list. **All candidates are advised not to change, alter, disable or delete the e-mail id or phone numbers provided by them till the completion of the recruitment process.**
- (ii) The official e-mail id for all communication with EPF Headquarters related to the EO/AO recruitment process shall be [eoao.2017@epfindia.gov.in](mailto:eoao.2017@epfindia.gov.in) and all candidates are advised to take note of this.
- (iii) The merit list candidates are also advised to regularly access their mailbox and SMS so as not to miss any important information or update sent by the department in connection with the recruitment process.

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- (iv) Additional social media groups will also be created (WhatsApp, Google Group, etc.) and intimated to the candidates through their e-mail id and SMS and the candidates should also access these regularly for information and updates on the process.

### **STAGE -III: Verification and Issue of Letters of Offer of Appointment**

- (i) After completion of the pre-appointment formalities of Stage-I, the candidates will be allotted to States (refer **Annex -I**). 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 allotment of States to the candidates, the list of candidates will be sent to the respective Zonal Offices. The respective Zonal Offices will send intimations to the candidates for appearing before them for verification of identity and documents. The candidates will be required to report to the respective Zonal Offices on the appointed date along with signed copies of attestation and other forms (Refer Stage-I above) and 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 are as follows:
- I. Original Certificates of Educational Qualifications along with a set of self-attested copies
  - II. Original Certificate of Age along with self-attested copy.
  - III. Original Form on Oath of allegiance to the Indian Constitution.
  - IV. Original Form on Declaration of Marital Status in the form enclosed.
  - V. Application seeking exemption in terms of Rule 21 of CCS(Conduct) Rules, 1964
  - VI. Original Relieving order from the present employer, if any
  - VII. Original Caste Certificate in the case of *SC/ST/OBC* along with self-attested copy.
  - VIII. Any other certificate, i.e. physically handicapped certificate, if applicable along with self-attested copy.
- (iii) Aadhaar based authentication / verification of the candidates will be carried out by the Zonal Offices at the time of verification of documents.
- (iv) After Aadhaar based verification / authentication and 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.
- (v) Action will be taken simultaneously by the respective Zonal Addl. CPFC for getting the Verification of Character and Antecedents done through the concerned authorities.
- (vi) 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.

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#### **STAGE – IV: Medical Examination**

After completion of the formalities of online form filling and submission as detailed in Stage – I above and the verification of documents and identity as detailed in Stage – III 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 themselves medically examined.

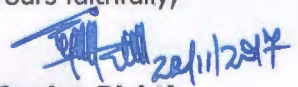
**In case the candidates do not present themselves before the medical authorities for medical examination on the given time or timeframe by the Zonal Offices, their candidature is liable to be cancelled.**

#### **STAGE – V: Issue of Provisional / Final Letters of Appointment**

- (i) On receipt of their Medical Fitness Certificate and the acceptance of the offer of appointment, the Zonal Offices will issue the Provisional Appointment Order of the candidates.
- (ii) Further instructions on on-the-job training and induction training will be issued by the respective Zonal Office to the appointed EO/AOs.
- (iii) The Final Appointment orders will be issued by the Zonal Offices 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,

  
(Sanjay Bisht)

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

**Enclosure: As above**

**Copy BY Web Circulation to:**

**All Zonal Additional Central Commissioners for information and needful.**



**Annexure-I**

<b>SI No.</b>	<b>State</b>	<b>Zonal Office</b>	<b>Remarks</b>
1.	Andhra Pradesh	Vijaywada	
2.	Bihar	Patna	
3.	Delhi	Delhi	
4.	Chattisgarh	Bhopal	
5.	Goa	Bengaluru	
6.	Gujarat	Ahmedabad	
7.	Haryana	Faridabad	
8.	Himachal Pradesh	Chandigarh	
9.	Jharkhand	Patna	
10.	Karnataka	Bengaluru	
11.	Kerala	Thiruvananthapuram	Includes Lakshadweep Islands.
12.	Madhya Pradesh	Bhopal	
13.	Maharashtra	(Mumbai) Bandra	
14.	North-Eastern Region	Guwahati	Includes the States of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Tripura and Nagaland.
15.	Odisha	Bhubaneswar	
16.	Punjab	Chandigarh	
17.	Rajasthan	Jaipur	
18.	Tamil Nadu	Chennai	Including Puducherry
19.	Telangana	Hyderabad	
20.	Uttar Pradesh	Kanpur	
21.	Uttarakhand	Delhi	
22.	West Bengal	Kolkata	Includes the State of Sikkim and Andaman & Nicobar Islands.