पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन –श्रम एवं रोजगार मंत्रालय, भारत सरकार
Employees' Provident Fund Organisation (Ministry of Labour & Employment, Govt. of India)
30-31, इंस्टीट्यूशनल एरिया, जनकपुरी नई दिल्ली ,110 058
30-31, Institutional Area, Janak Puri, New Delhi-110058
दूरभाष-28524248 फैक्स-28525987
Phone: 011-28520468 (After office Hours/Holidays)
Email: natrss@epfindia.gov.in

No. 13/28/2018-2019/PDNASS/ 1592 **Dated:** 02 AUG 2018

To

All Additional CPFCs (Zone/ASD)
All RPFCs/OIC in-charge of ROs

Subject: Data base of Core Faculties – Regarding

Madam/Sir,

Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) is preparing a Database of Core Faculties to deliver lectures to participants of various training programmes being conducted at PDNASS and ZTIs.

2. Therefore, all Group-A officers who are willing to be empaneled as Core Faculty are requested to send in their details in the enclosed format. The required details may be sent to this Academy by email at natrss@epfindia.gov.in latest by 31.08.2018.

Yours faithfully,

Enclosure: as above

02/08/2018

(Rajesh Bansal)
Director

PROFILE SUMMARY

1. **NAME** : _____

2. **DESIGNATION** : _____

3. **PRESENT PLACE OF POSTING** : _____

4. **DATE OF RETIREMENT** : _____

5. **MOBILE NO.** : _____

6. **EMAIL ADDRESS** : _____

7. **Please indicate your interest/expertise areas***

S.No.	Main Topic	Sub-Topic, if any

8. **Please give details of your academic/ professional/ work experience in support of your expertise.**

_____

_____

_____

9. **Please provide details of your experience (Lectures/Presentations given at PDNASS/ZTIs) or any other institutes.**

Name of Institute	No. of Sessions taken by you	Topic (s)

10. **Additional Information (If Any):-**

_____

_____

(SIGNATURE)

***Functional Areas of Expertise for Training are: -**

EPFO Software System, Customer Relation Management, Law, E-Office, E-Governance, Compliance, Financial & Accounts, Investment, RTI Act, Reservation Provisions, Human Resource Management, Public Procurement & GFR, Employees' Pension Scheme, International Worker, Exemption, Recovery, Establishment Rules, General Administration, CCS (Conduct) Rules, Disciplinary Proceedings, Seniority & Promotions.

***Soft Skills areas of Expertise for Training are:-**

Leadership & Team Building, Ethics & Values, Communication & Presentation skills, Gender Sensitization, Behavioural Science, Motivation, Decision Making, Crisis Management, Self-Effectiveness, Stress Management, Conflict Management, Emotional Intelligence.

NB:- This is an indicative list. The officer may specify other field/area also, if any, not listed above.