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Azadi Ka
Amrit Mahotsav

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MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
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No. HRD/37/RRs/ASO/

Date: 03.03.2025

To,

03 MAR 2025

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

Subject: Draft Recruitment Rules of Assistant Section Officer in EPFO - reg.

Ma'am/Sir,

As per the guidelines in DoP&T O.M. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015, the Draft Recruitment Rules for the post of the Assistant Section Officer (Headquarters cadre) in EPFO is 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 30 days. The same may be sent only to the mail id **tp-ssa-comments@epfindia.gov.in**. Comments forwarded on this issue to any other mail id shall not be taken into consideration.

(This has the approval of Competent Authority)

Yours faithfully,

Enclosures: As above

(Saurabh Tripathi)
RPFC-I (HRD-I)

Copy to:-

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

(Saurabh Tripathi)
RPFC-I (HRD-I)

GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT
EMPLOYEES' PROVIDENT FUND ORGANISATION

NOTIFICATION

New Delhi, the, 2025

No. HRD/37/RRs/ASO.- In exercise of the powers conferred by clause (a) of sub-section (7) of section 5D of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 (19 of 1952) and in supersession of the Employees' Provident Fund Organisation Assistant (Headquarters) amendment Recruitment Rules, 2008 except as respects things done or omitted to be done before such supersession, the Central Board (Employees' Provident Fund), with the approval of the Central Government, hereby makes the following rules regulating the method of recruitment to the post of Assistant Section Officer in the Employees' Provident Fund Organisation, Ministry of Labour and Employment, namely;-

1. **Short title and commencement.-** (1) These rules may be called the Employees' Provident Fund Organisation, Assistant Section Officer, Recruitment Rules, 2025.
(2) They shall come into force on the date of publication in the Official Gazette.
2. **Number of post, classification and level in pay matrix.-** The number of the said post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. **Method of recruitment, age-limit and other qualifications etc.-** The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
4. **Disqualifications.-** No Person, -
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to the said post.

Provided that the Central Board, Employees' Provident Fund may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax.-** Where the Central Board is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, and in consultation with the Government of India, Ministry of Labour and Employment, relax any of the provisions of these rules with respect to any class or category of persons.
6. **Savings.-** Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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 Section Officer	400* (2025) *Subject to variation dependent on workload	Central Board Group 'B' (Equivalent to Group 'B' of Central Government in corresponding Pay Level)	Level-7 in the Pay Matrix [Rs.44900 - 142400]	Selection	<p>Must have attained the age of 20 years and must not have exceeded the age of 30 years.</p> <p>Note 1: Relaxable for employees of the Central Government and Employees' Provident Fund Organisation up to five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age limit shall be the closing date for receipt of applications.</p>

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	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)
Bachelors Degree in any discipline from a recognized University or Institute.	Not applicable.	<p>Two years for Direct recruits and promotees.</p> <p>Note: During the period of probation, or any extension thereof, candidates may be required to undergo such courses/training and instructions and to pass examinations, and tests as deemed fit, as a condition to satisfactory completion of the probation.</p>	<p>1. 95% by Direct Recruitment.</p> <p>2. 5% by promotion, failing which by Direct Recruitment</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>By Promotion:</p> <p>5% vacancies shall be filled on the basis of seniority subject to the rejection of the unfit from amongst Senior Secretariat Assistants subject to the following conditions :-</p> <p>(i) rendered 10 years regular service in the post.</p> <p>(ii) completion of mandatory training program for promotion to the post of Senior Secretariat Assistant as prescribed by the EPFO from time to time.</p> <p>Provided that those persons who have not completed mandatory training for promotion before the date of meeting of Departmental Promotion Committee will also be considered subject to the condition that such persons shall complete the required training within one year of the date of meeting of Departmental Promotion Committee.</p> <p>Note 1: Those persons who are due to retire within two years shall be exempted from completion of such training for promotion.</p> <p>Note 2: Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 3: The eligibility service shall continue to be 4 years for the Senior Secretariat Assistants holding post on regular on the date of notification of these rules.</p>	<p>Departmental Promotion Committee for considering Promotion consisting of:</p> <ol style="list-style-type: none"> Additional Central Provident Fund Commissioner (HR)- Chairman Regional Provident Fund Commissioner-I (HRM) – Member* One officer not below the rank of Deputy Secretary/Equivalent from ESIC or other organisation of Government of India- Member <p><i>*to be nominated by the CPFC</i></p> <p>Departmental Confirmation Committee for considering confirmation of Direct Recruits consisting of:</p> <ol style="list-style-type: none"> Additional Central Provident Fund Commissioner (HR)- Chairman Regional Provident Fund Commissioner -I(HRM) – Member* One officer not below the rank of Deputy Secretary/Equivalent from ESIC or other organisation of Government of India- Member <p><i>*to be nominated by the CPFC.</i></p>	<p>Consultation with UPSC necessary.</p>

(Ramesh Krishnamurthi)
Central Provident Fund Commissioner,
[No.....]