



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-I/71/2024/RR/FieldOfficeCadre /1351

Date:

13 MAY 2025

To,

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

**Subject: Draft Recruitment Rules of Field office cadre in EPFO for seeking stakeholders' comments- 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 Field office 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](mailto: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)

Encl. as above

Yours faithfully,

*[Signature]*  
9/5/25  
(Saurabh Tripathi)  
RPFC-I (HRD-I)

Copy to:-

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

*[Signature]*  
(Saurabh Tripathi)  
RPFC-I (HRD-I)

## SCHEDULE

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or Non-selection post
(1)	(2)	(3)	(4)	(5)
Lower Division Clerk	568* (2025) *subject to variation dependent on workload	Central Board Group 'C' (Equivalent to Group 'C' of Central Government in corresponding Pay Level)	Level-2 in the Pay Matrix [Rs.19,900 - 63,200]	Non-selection

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.
(6)	(7)	(8)
Not applicable	Not applicable	Not Applicable.

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.
(9)	(10)
Not Applicable	(1) 70% By Promotion  (2) 30% By Promotion through Limited Departmental Competitive Examination

In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / 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)
<b>(1) By Promotion:</b> 70% of the vacancies shall be filled on the basis of seniority from amongst the Multi-Tasking Staff of Regional Office of respective zone* and Training Institute (in the concerned State) subject to the following conditions:- (i) rendered 3 years' regular service in the post and (ii) passed typing skill test with minimum speed of 30 Words per minute in English or 25 words per minute in Hindi; and (iii) completion of mandatory training program for promotion to the post of LDC as prescribed by the EPFO from time to time. 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	Departmental Promotion Committee for considering Promotion consisting of: (i) Regional Provident Fund Commissioner (HR) in Zonal Office- Chairman (ii) Regional Provident Fund Commissioner-I in Regional Office under the Zone*- Member (iii) One officer not below the rank of Under Secretary/Equivalent from ESIC or other organisation of Government of India- Member * to be nominated by ACC(HQ)	Consultation with UPSC not necessary.



<p>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><b>(2) By Promotion through Limited Departmental Competitive Examination:</b> 30% of the vacancies shall be filled through Limited Departmental Competitive Examination from amongst the Multi Tasking Staff and other cadres of Regional Office of respective zone* and Training Institute(in the concerned State) in Pay Level 1 in the Pay Matrix (18000-56900) or Pay Level 2 in the Pay Matrix[Rs.19,900 - 63,200] subject to the following conditions:</p> <p>(i) rendered 3 years regular service in the post of Multi Tasking Staff or other cadres of Regional Office of respective zone* and Training Institute(in the concerned State) in Pay Level 1 in the Pay Matrix (18000-56900) or Pay Level 2 in the Pay Matrix[Rs.19,900 - 63,200]; and</p> <p>(ii) passed typing skill test with minimum speed of 30 Words per minute in English or 25 words per minute in Hindi.</p> <p>* Zone includes all offices of Employees' Provident Fund Organisation maintaining a common seniority list within the zone.</p>	<p>Zone/ACC (Zone).</p>	
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(Ramesh Krishnamurthi)  
Central Provident Fund Commissioner,  
[No.....]

## SCHEDULE

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or Non-selection post
(1)	(2)	(3)	(4)	(5)
Social Security Assistant	12555* (2025) *subject to variation dependent on workload	Central Board Group 'C' (Equivalent to Group 'C' of Central Government in corresponding Pay Level)	Level-5 (Rs.29,200-92,300) in the pay matrix.  SSA shall be eligible for placement in Non-functional Selection Grade (NFSG) in Level 6 in the pay matrix (Rs 35400 - 112400) on completion of 4 years of regular service in the post, subject to the condition that the total number in the cadre shall be restricted to 80% of the sanctioned strength.  Note: As per MACP Scheme, the grant of NFSG in Level-6 to SSAs shall be counted as one financial up-gradation.	Non Selection

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.
(6)	(7)	(8)
Must have attained the age of 18 years and must not have exceeded the age of 27 years.  Note 1: Relaxable for Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service upto forty years in case of general candidates and forty-five years in case of candidates belonging to the Scheduled Castes and the Scheduled Tribes accordance with the instructions or orders issued by the Central Government.  Note 2: The crucial date for determining the age limit shall be the closing date for receipt of applications.	(i) Bachelor's Degree from a recognised University. (ii) A typing speed of 10500 Key Depression Per Hour (KDPH). Time allowed - 10 minutes.	Age: No. Educational Qualification: No.

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.
(9)	(10)
Two Years (for direct recruits).	(1) 97% by Direct Recruitment through open competitive examination conducted by Employees' Provident Fund Organisation or through an agency approved by the Central Board. (2) 3% by Promotion



In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / 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></p> <p>3% of the vacancies shall be filled on the basis of seniority from amongst Lower Division Clerks of respective Zone*, subject to the following conditions :-</p> <p>(i) rendered 13 years regular service in the post; and</p> <p>(ii) passed typing skill test with minimum speed of 30 Words per minute in English or 25 words per minute in Hindi; and</p> <p>(iii) completion of mandatory training program for promotion to the post of SSA 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>* Zone includes all offices of Employees' Provident Fund Organisation maintaining a common seniority list within the zone.</p>	<p><b>Departmental Promotion Committee</b> (for considering promotion) consisting of:-</p> <p>(i) Regional Provident Fund Commissioner (HR) in Zonal Office- <b>Chairman</b></p> <p>(ii) Regional Provident Fund Commissioner-I in Regional Office under the Zone*- <b>Member</b></p> <p>(iii) One officer not below the rank of Under Secretary/Equivalent from ESIC or other organisation of Government of India- <b>Member</b></p> <p>* to be nominated by ACC(HQ) Zone/ACC (Zone).</p> <p><b>Departmental Confirmation Committee</b> (for considering confirmation of Direct Recruits) consisting of-</p> <p>(i) Regional Provident Fund Commissioner (HR) in Zonal Office- <b>Chairman</b></p> <p>(ii) Regional Provident Fund Commissioner-I in Regional Office under the Zone*- <b>Member</b></p> <p>(iii) One officer not below the rank of Under Secretary/Equivalent from ESIC or other organisation of Government of India- <b>Member</b></p> <p>* to be nominated by ACC(HQ) Zone/ACC (Zone).</p>	Not Applicable.

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

## SCHEDULE

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or Non-selection post
(1)	(2)	(3)	(4)	(5)
Section Supervisor	2707* (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.44,900 - 1,42,400).	Selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.
(6)	(7)	(8)
Not applicable	Not applicable	Not Applicable.

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.
(9)	(10)
Two years	i. 66 2/3 % by promotion  ii. 33 1/3 % by promotion through Limited Departmental Competitive Examination (LDCE)

In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / 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)
<b>(1) Promotion:</b> 65 % vacancies shall be filled on the basis of seniority subject to the rejection of the unfit from amongst Social Security Assistants serving in the respective Zone* with; (i) 5 years of regular service as SSA (NFSG); or 9 years of combined service in SSA and SSA (NFSG); and (ii) completion of mandatory training program for promotion to the post of Section Supervisor as prescribed by the EPFO from time to time.  Provided that those persons who have not completed mandatory training for promotion	Departmental Promotion Committee (for considering promotion) consisting of:- (i) Regional Provident Fund Commissioner (HR) in Zonal Office- <b>Chairman</b> (ii) Regional Provident Fund Commissioner-I in Regional Office under the Zone*- <b>Member</b> (iii) One officer not below the rank of Under Secretary/Equivalent from ESIC or other organisation of	Consultation with the Union Public Service Commission is necessary while making recruitment rules only.



<p>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 from the date of DPC 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><b>(2) Promotion through Limited Departmental Competitive Examination (LDCE):</b>  35 % vacancies shall be filled through LDCE from amongst Social Security Assistant serving in the respective Zone subject to the following eligibility conditions –  (i) rendered <b>6 years</b> of regular service as SSA including service rendered in SSA(NFSG), if any; and</p> <p>* Zone includes all offices of Employees' Provident Fund Organisation maintaining a common seniority list within the zone</p>	<p>Government of India- <b>Member</b></p> <p>* to be nominated by ACC(HQ) Zone/ACC (Zone).</p>	
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(Ramesh Krishnamurthi)  
Central Provident Fund Commissioner,  
[No.....]

## SCHEDULE

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether selection post or Non-selection post
(1)	(2)	(3)	(4)	(5)
Enforcement Officer/ Accounts Officer.	3098* (2025) *subject to variation dependent on workload.	Central Board Group 'B'  (Equivalent to Group 'B' of Central Government in corresponding Pay Level)	Level-8 in the Pay Matrix (Rs.47,600 - 1,51,100).  Non-functional upgradation in Level-9 in the Pay Matrix (Rs.53,100-1,67,800) on completion of four years of regular service in Level-8 in the pay matrix (Rs.47,600-1,51,100).	Selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.
(6)	(7)	(8)
Must have attained the age of 21 years and must not have exceeded the age of 32 years.  <b>Note:</b> The crucial date for determining the age limit shall be as advertised by Union Public Service Commission.	Bachelor's Degree in any discipline from recognized university or institute.	Not Applicable.

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.
(9)	(10)
Two years for direct recruits.	<b>75 per cent by promotion.</b>  <b>25 per cent by direct recruitment.</b>

In case of recruitment by promotion or deputation / absorption, grades from which promotion or deputation / 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)
<b>By Promotion:</b> 75% by promotion on the basis of seniority subject to rejection of the unfit from amongst Section Supervisors serving in the respective Zone* subject to the following conditions :- (i) rendered 2 years regular service in the post.	<b>Group 'B' Departmental Promotion Committee (for considering promotion) consisting of:-</b> 1. Additional Central Provident Fund Commissioner (HQ) / Additional Central	Consultation with the Union Public Service Commission is necessary while making direct recruitment and framing of Recruitment rules.



<p>(ii) completion of mandatory training program for promotion to the post of EO/AO 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><b>Note 1:</b> Those persons who are due to retire within two years may be exempted from completion of such training for promotion.</p> <p><b>Note 2:</b> Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would 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>*Zone means all offices of Employees' Provident Fund Organisation maintaining a common seniority list within the Zone.</p>	<p>Provident Fund Commissioner (Zone)- <b>Chairman;</b></p> <ol style="list-style-type: none"> <li>2. Regional Provident Fund Commissioner-I (Zonal Office) - <b>Member;</b></li> <li>3. One officer not below the rank of Under Secretary/Equivalent from ESIC or other organization of the Government of India – <b>Member.</b></li> </ol> <p><b>Group 'B' Departmental Confirmation Committee (for considering confirmation) consisting of:-</b></p> <ol style="list-style-type: none"> <li>1. Additional Central Provident Fund Commissioner (HQ) / Additional Central Provident Fund Commissioner (Zone)- <b>Chairman;</b></li> <li>2. Regional Provident Fund Commissioner-I (Zonal Office)- <b>Member;</b></li> <li>3. One officer not below the rank of Under Secretary/ Equivalent from ESIC or other Organization of the Government of India – <b>Member.</b></li> </ol>	
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(Ramesh Krishnamurthi)  
Central Provident Fund Commissioner,

[No.....]