



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

एन.बी.सी.सी सेंटर, ब्लॉक-2, ग्राउंड-4th फ्लोर, ईस्ट किदवाई नगर, नई दिल्ली-110023

NBCC Centre, Block-2, Ground-4th Floor, East Kidwai Nagar, New Delhi-110023

website: www.epfindia.gov.in, www.epfindia.nic.in



No. A-12011/13/2024-EPFO-HQ/RC/544

Date: 13.08.2025

To,

Addl. Central P.F. Commissioner(HQ) (Zones),

Addl. Central P.F. Commissioner (Zones),

All officers-in charge of ROs

Subject: - Reallocation of State in the cadre of SSA DR 2024 batch - regarding.

Sir/Madam,

With reference to subject cited above, it is informed that exercise for reallocation of states, allotted to the SSAs of DR 2024 batch has to be conducted.

2. The vacancies in the advertisement issued by NTA for recruitment to the post of SSAs are given in 'Annexure A'.

3. All Zonal Offices are hereby requested to furnish the current category-wise vacancy position (which are vacant as on 21.08.2025), out of the total 2,674 vacancies of 2024 batch SSAs, pertaining to their respective zones/states for the purpose of reallocation of officials and operation of waiting list. SSAs of Maharashtra & Tamil Nadu states who were transferred vide Head Office order no. HRM-IV/2025/SSA/AGT_2025/-Part(1)/382 dated 14.07.2025 and are yet to be relieved should be shown in-position in the transferred state in 'Annexure B'. The transferee zone will send the dossiers of SSAs to transferred zone by email to enable transferred zone to fill their category correctly. Further, in case the candidate's appointment has not been cancelled in accordance with Head office circular No. A-12011/12/2020-Recruitment/Exam/476, dated 16.07.2025 (meaning thereby that he/she is likely to join), the Zonal Office will not show it as a vacant seat.

For Example: - A state had given 120 vacancies. Presently 98 candidates from 2024 batch are already in position. 4 candidates have been given extension by ACC(Zone). In such scenario, state will show 18 existing vacancies.

4. It may be noted that if a candidate resigns after one year of joining, his vacancy will be filled in next recruitment. Waiting list can only be operated against cancellation and 'resignation within one year of joining'. Further, in case a candidate has not been relieved after reallocation as a result of stay by competent court, he/she will be shown in the table under row 'In-Position' of Annexure 'B'.

5. Furthermore, all Social Security Assistants of 2024 batch are required to fill **Annexure C** and submit to their RO by 21.08.2025. The SSAs will strike off the remaining part of the **Annexure C** which does not pertain to them. Regional Offices shall retain the duly signed **Annexure C** and send the compiled details in **Annexure D** to their Zonal Office by 22.08.2025. Zonal Office will compile the details of 2024 batch SSAs received from Regional Offices and forward the compiled information in **Annexure D** (excel format) to Head Office by 27.08.2025.

6. It is further clarified that any form (i.e. **Annexure C**) stating conditions or stipulations should not be considered. SSAs submitting their willingness/request for reallocation cannot impose any condition that he be considered for reallocation only for such and such State/Region. It is made clear that during reallocation process, an official may or may not get his first preference. He should be ready to join in any state higher in preference than where he is presently posted. Once the list of officials is forwarded by Zonal Office to Head Office, no withdrawal of willingness/request will be allowed. No official who is reallocated can refuse to join at his reallocated place of posting. It is further clarified that preferences of states given at the time of filing NTA Application form will only be considered, hence, no SSA can submit fresh preferences. Since the reallocation of SSAs will be done on their request/willingness, they will not be entitled for T.A/D.A., CTG or joining time, etc.

7. Zonal Office shall take a certificate from Regional Offices confirming that all the SSAs of 2024 batch have filled the **Annexure C** and the details of the same have been forwarded to Zonal Office in **Annexure D**.

8. The list of candidates of 2024 batch SSAs whose appointments have been cancelled by the Regional Office/Zonal Office must be sent in excel format in '**Annexure E**'. The annexure should also include the name of SSAs whose resignations have been accepted and have been relieved within one year of joining EPFO.

9. After notification of Employees' Provident Fund (Staff and Conditions of Service) Regulations, 2025, the appointments might have been cancelled by Zonal Office themselves, but prior to that this activity was being done by Regional Offices. Hence, Zonal Office will compile this data for the whole zone and forward the same to Head office by 27.08.2025. The complete data for all the states having multiple zones will be compiled by the Cadre Controlling Zone and forwarded to Head Office. Zones having multiple states, should send the data for all the states under them separately wherever separate seniority lists are maintained state-wise. The timelines should be strictly followed as the whole reallocation and operation of waiting list process depends upon timely receipt of requested data.

10. Annexure B, D & E be forwarded by Zonal Offices to Head Office by 27.08.2025 on email : apfc.dr@epfindia.gov.in.

(Issued with the approval of Competent Authority)

Yours faithfully,


(PPS Maingi)

Regional P.F. Commissioner-I (Recruitment)