



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. of India)

(क्षेत्रीय कार्यालय, पटना, Regional Office, Patna)

भविष्य निधि भवन/Bhavishyanidhi Bhawan

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Letter No: BR/Adm-I/LA (Deputation)/2015/२६३५

Dated: २१/८/१५

CIRCULAR

Sub: Filling up the post of Legal Assistant in E.P.F. Organization, Regional Office, Patna by transfer on deputation basis.

Applications in the prescribed proforma, as per the Annexure-II are invited from eligible persons for appointment to the post of Legal Assistant in the Pay Band PB-2 of Rs.9300-34800 with Grade Pay of Rs. 4200/- in E.P.F Organization, Regional Office, Patna by transfer on deputation basis. The particulars regarding the post are given in Annexure – I.

2. It is requested that applications (in the enclosed proforma) of such eligible candidates as are desirous of being considered for the post and who can be relieved immediately on selection may forward Vigilance Clearance, Integrity Certificate, details of major/minor penalty imposed, if any and send the attested photocopies of the ACR/APARs for the last 5 years to the undersigned so as to reach within a period of 45 days from the date publication of this circular. Applicants will not be allowed to withdraw their candidature at a later date. No action will be taken on advance copies of the applications or applications not received through proper channel.

Ranveer Singh

(R.K.SINGH)

Assistant Provident Fund Commissioner (Adm)
Regional Office, Bihar, Patna

Copy to:

- ✓ 1. RPF (NDS) with a request to upload this circular on the web site of EPFO.
2. Notice Board.

ANNEXURE – I

1	Name of the post	Legal Assistant
2	Number of post	One
3	Classification	Ministerial, Group 'C'
4	Scale of Pay	PB-2 of Rs. 9300-34800 + GP Rs.4200/-
5	Period of Deputation	Three Years
6	Eligibility	<p>Eligibility: (a) Degree in Law of a recognized University or equivalent. (b) Should hold post in the Pay Band PB-2 Rs. 9300-34800 Rs.4200/- Or Equivalent on regular basis Or Should have rendered atleast 5 years regular service in the post in the Pay Band PB-1 Rs.5200-20200 with Grade Pay of Rs. 2400/-</p> <p>Desirable: Should have atleast 3 years experience in the legal work in the Employees' Provident Fund Organization/Central Govt. Department. Or Should be a qualified legal practitioner who has practiced as such for a period of at least 2 years at the Bar. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/Department shall ordinarily not exceed 3 years)</p>

PROFORMA

1. Post applied for:
2. Name and address in Block Letters:
3. Date of Birth:
4. Date of Retirement under Central Govt. rules:
5. Educational Qualifications:
6. Whether educational and other qualifications Required for the post are satisfied? (If any Qualification has been treated as equivalent To the one prescribed in the rules, state the Authority for the same)

Qualification/Experience
Required

Qualification/Experience
Possessed

7. Please state clearly whether in the light of entries Made by you above, you meet the requirement Of the post:
8. Details of employment, in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is Insufficient)

Ministry/Department	Post	From	To	Scale of Pay And Basic Pay	Nature of Duties

9. Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent:
10. In case the present employment is held on Deputation basis/contract basis, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent Office/Organization to which belong
11. Additional details about present employment
Please state whether working under
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organization
 - (d) Govt. undertaking/Universities
 - (e) Others

{(b) to (e) not applicable for adhoc}
12. Are you in the revised scale of Pay? If yes, Give the date from which the revision took Place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Whether belongs to SC/ST
15. Additional information, if any
16. Remarks, if any

**Signature of the Candidate
Address**

Service particulars given by the applicant are verified with reference to service records and found to be correct.

- (i) It is certified that no vigilance case is either pending or being contemplated against the Official.
- (ii) It is certified that no major/minor penalty has been imposed on the official during the Last 10 years,
- (iii) It is certified that the Integrity of the official is beyond doubt.

Signature with seal of the Competent Authority