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श्रम एवं रोजगार मंत्रालय, भारत सरकार
भविष्यनिधिभवन, 14, भीकाजीकामाप्लेस, नईदिल्ली 110066
EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT
OF INDIA
14, BHIKAIJI CAMA PLACE, NEW DELHI 110066
www.epfindia.gov.in



No. HRM-III/22(01)2018 / 11075

Dated: 30 SEP 2022

To,

All the Zonal Addl. CPFCs

Subject: Appointment to the post of Enforcement Officer / Accounts Officer (Direct Recruitment) in the Pay Matrix Level 8 (pre-revised PB-2 Rs.9300-34800 with grade pay Rs.4800/-) in Employees' Provident Fund Organisation - Completion of appointment formalities -Regarding.

[Reference: Letter no. HRM-III/22(01)2018/11053 dated: 30-09-2022]

Madam/Sir,

Kind attention is invited to Headquarters letter no. **HRM-III/22(01)2018/11053** dated **30-09-2022** on the above subject whereby the guidelines relating to pre-appointment formalities of the Candidates recommended for appointment to the post of Enforcement Officer/Accounts Officer in EPFO by UPSC are given. In order to complete the pre-appointment formalities, the actions are now required to be taken by the Zonal Offices as explained in the said letter.

2. The Zone-wise list of candidates sorted as per their domicile and their dossiers are being sent to the Zonal Offices through E-mail separately, for the purpose of verification of the identity as well as original documents and referral for their medical examination. The following actions with the time lines are required to be undertaken by the concerned Zonal Offices as under.

- i. Immediately contact and make arrangements with medical authorities for fixing dates for medical examination of the candidates who will be appearing for verification and medical examination at the Zonal Offices concerned. This task may be completed by **12/10/ 2022**. A sample letter for referring the candidates to the medical authority for conduct of medical examination is enclosed in **Annexure-A**.
- ii. Issue communication to the candidates as per the details given in the list enclosed through e-mail/ speed post/ SMS to appear on a pre-appointed date for identity and document verification. It may be planned in such a way that the

verification and medical examination are carried out on the same day or the following day. The identity of the candidate with photograph as provided in the dossier should also be verified. These tasks may be completed by **17/10/2022**.

- iii. The Zonal Offices after verifying the identity of the candidates and original documents will issue offer of Appointment (Format enclosed at **Annexure-B**) to the candidates. Letters of acceptance of the offer of Appointment may be accepted on the spot from the candidates.
- iv. The candidates may then be asked to proceed for Medical Examination with the medical authorities arranged by the Zonal Office.
- v. Zonal Offices may also verify the veracity of below listed undertakings :
 - (a) The candidates belonging to OBC community will be required to furnish an undertaking that they do not belong to Creamy Layer as on the closing date of submission of application for the post i.e. on 31.01.2020 (**Undertaking enclosed with the dossiers**).
 - (b) The candidates belonging to EWS (who are not in possession of EWS certificates for the year 2019-20) will be required to furnish an undertaking that they had EWS status for the financial year 2019-2020 (**Undertaking enclosed with the dossiers**).
- vi. The Zonal Office would send Medical Examination Fitness Reports, Offer of Appointments, and Acceptance letter by candidates along with a report to Head Office on completion of above exercise periodically in the Format as enclosed at **Annexure-C**.
- vii. After receipt of the report from Zonal Office in Annexure C above the posting of the candidates will be decided by the Head Office and after deciding the posting a provisional appointment letter will be issued to the candidates by Head Office.
- viii. All reports as well as communications in this regard may be made by the concerned Zonal Office by email only at dedicated email ID at **dreaoa.2022@epfindia.gov.in**
- ix. Further the Aadhaar based identity verification of the candidate may be conducted after deciding the posting place of candidates

This issues with approval of the Competent Authority.

Yours faithfully,

Enclosure:- As above



(Uma Mandal)

Additional Central P.F. Commissioner (HRM)

Annexure-A

No. _____

Dated:

To,

Chief Medical Officer/Civil Surgeon,

_____ Government Hospital,

_____.

Subject:- Medical examination of candidates for appointment as Enforcement Officer/Account Officer (Group B) in the Employees' Provident Fund Organisation.

Sir,

The undersigned is directed to say that the Union Public Service Commission has recommended candidates against Direct Recruitment for appointment as Enforcement Officer/Account Officer a Level 8 post in Employees' Provident Fund Organisation, a statutory body under the Ministry of Labour & Employment, Govt. of India as per our requisition. In terms of Section 5 D(7) of the Employees Provident Fund & Misc. Provisions Act, 1952, the EPFO is observing the same service conditions as applied to corresponding Central Government employees. Before the candidates are appointed to the post, as per G.I. M.F. OM. No. 45(1)-E, V/54 dated 24th March, 1954; No. 5/6/54-RPS, dated 28.09.1956 D.P. & A.R. OM No. 15015/1/79-Estt.(D) dated 26-06-1979 and para 13 of Offer of Appointment, it is mandatory that they are declared medically fit for appointment to a **Group 'B'** post comparable to the corresponding category in Government of India.

2. As has been done in the past, it is requested that necessary action may kindly be taken for examining the physical fitness of the candidates as mentioned in the enclosed **Annexure** and to furnish to this office the individual report on their medical examination in duplicate in the prescribed form at a very early date.

3. The prescribed fees are payable by the candidates themselves in the first instance and the same reimbursable to them by this Organisation, in case they are found medically fit and join the post. The candidates concerned are also being requested to appear for medical examination on the date and time to be fixed by you. The date, time and place at which the medical examination of the candidates to be done, may please be communicated to the candidates concerned directly to their addresses given in the **Annexure** under intimation to this office.

4. As we are required to fill a large number of vacancies, which are lying vacant for a long time, we solicit your immediate action in this regard. If any assistance is required in this regard, the undersigned may please be contacted at the contact number mentioned here in after.

Yours faithfully,

Encl: As per the list appended

(_____)

Additional Central Provident Fund Commissioner_____

Ph.:_____

Copy forwarded to:

1. Names and address of the candidates concerned as per list enclosed. The candidate is requested to carry a copy of this letter and to get in touch with the above officer or authorized officer for taking and appointment for medical examination at the above mentioned address. In case of any difficulty he/she may contact the undersigned for any assistance at the contact number mentioned hereinafter.
2. Personal file of the candidate concerned.

(_____)

Regional Provident Fund Commissioner

Ph.:_____

CANDIDATES FOR MEDICAL EXAMINATION

Sl. No.	Roll No.	Name	Address	E-mail I.D.
1.				
2.				

Annexure -B

No.:_____

OFFICE MEMORANDUM

Subject: Offer of appointment to the post of Enforcement Officer/Accounts Officer in the Employees' Provident Fund Organization, Ministry of Labour and Employment in Level - 8 in the Pay Matrix as per 7th CPC, General Central Service Group 'B', Non-Ministerial.

On recommendation of the Union Public Service Commission, vide their letter no. F.1/58(9)2019-R-IV/SPC-II dated **09.09.2022**, Shri/Smt./Kum. _____ is hereby offered provisional appointment to the post of Enforcement Officer/Account Officer in Level 8 in the Pay Matrix as per 7th CPC, General Central Service Group 'B', Non-Ministerial, in the Employees' Provident Fund Organization, Ministry of Labour and Employment, Government of India.

2. The appointment to the said post is subject to following terms & conditions:-
- I. This post carries a Level 8 post in Pay Matrix. If the candidate is already in Government service, his/her pay will be fixed in the above scale in accordance with rules and conditions prevailing at the time. If the candidate is not a Government servant, he/she will be entitled to the minimum of the level in the pay matrix. Dearness and other allowances will be admissible under the rules governing the grant of such allowance in force from time to time.
 - II. The appointment of the candidate will be purely on a temporary basis until further orders.
 - III. The service of the candidate will be terminable on one month's notice from either side, if post is held on temporary basis. In terms of Regulation 10 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulation 2008, the notice period from either side will be of 3 months, if post is held on permanent basis. The appointing authority, however, reserves the right of terminating the services of the candidate forthwith or before the expiration of the stipulated period of notice by making payment to the candidate of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
 - IV. The candidate will be on probation for two years from the date of appointment, for which period may be extended at the discretion of the Competent Authority in terms of Regulation 7 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulations 2008. On completion of probationary period satisfactorily including passing of probationary examination as per rules, the candidate will be considered for confirmation in the substantive post of Enforcement Officer/Accounts Officer. Further failure to complete the probation to the satisfaction of competent authority or if during the period of probation or extension thereof as the case may be, the appointing authority is of the opinion that the candidate (Probationer) is not fit for permanent appointment to the said post of Enforcement Officer/Accounts Officer, such

authority may discharge/ terminate the candidate from the service, for reasons to be recorded in writing.

- V. The candidate shall be required to undergo training, e.g. Foundation /Induction Course, refresher courses, mid-term career growth, in-service skill development, retirement planning course and other mandatory courses announced by EPFO from time to time.
- VI. The leave, Travelling Allowances, Pension/NPS and all other service matters connected with service conditions will be governed by the rules and order in force from time to time that are applicable to the employees of EPFO.
- VII. The candidate is liable to be posted/ transferred anywhere in India.
- VIII. No Travelling Allowances for joining the post will be paid unless the candidate is a permanent Government Servant or has completed three years of temporary service in government.
- IX. On joining the post, the candidate will be required to take an Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect.
- X. The candidate who is already employed should produce a valid relieving / discharge order from the last employer.
- XI. The candidate belonging to a category of Scheduled Caste (SC), Scheduled Tribe (ST) or Other Backward Classes (OBC) or Economically Weaker Section (EWS) or belonging to the Physically Handicapped (PH)/ Ex Serviceman (EXS) quota should produce a certificate issued in the prescribed form by any of the judicial/revenue/medical/Defence Authorities mentioned therein. The appointment of such candidate will be provisional and it is subject to verification of the Caste/Tribe certificate through proper channels and that if the claim to belong to SC/ST/OBC is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the India Penal Code for production of false certificate. Any change of religion, after appointment should be intimated immediately to the Appointing and Administrative Authority concerned.
- XII. In accordance with the existing instructions, a person shall not be eligible for appointment under the Government of India, if he has entered into or contracted a marriage with a person having a spouse living or who having a spouse living has entered into or contracted marriage with any person, provided that the Central Government may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This provisional offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this department a declaration to that effect in the prescribed proforma at the time of joining. If, however, you desire to be exempted from the operation of this rule for any special reason (s), you should make a representation in this behalf immediately.

- XIII. This offer of appointment is further subject to the medical certificate of fitness issued by the appropriate Medical authority for appointment to the post of Enforcement Officer/Account Officer.
- XIV. If any declaration given or information furnished by the candidate is proved false or any material information is found to have been willfully suppressed, the candidate will be liable for removal from service and other action as may be deemed necessary.
- XV. If the candidate accepts the offer on the above terms and conditions, a written acceptance/intimation may be forwarded to the undersigned immediately.
3. This issues with the approval of Central Provident Fund Commissioner.

Yours faithfully,

(_____) Additional Central P.F. Commissioner_____

To,

Sh./Smt./Kum._____

Copy to

1. Sh./Smt./Kum._____[Permanent Address]

2. The Secretary, U.P.S.C Shahjaha Road, Dholpur House, New Delhi-110001 by name to Shri Maha Singh, Deputy Secretary (SPC-I) for information with reference to their letter no. **F.1/58(9)2019-R-IV/SPC-II** dated **09.09.2022**.

Annexure-C
Report regarding DR EO/AO 2022 appointment process
Zone _____

Sl. No.	Roll Number	Name of the Candidate	Original Certificate of Educational Qualifications verified and one attested copy has been retained Y-Yes, N-No.	Original Certificate of Age verified and one attested copy has been retained Y-Yes, N-No.	Original Oath of allegiance to the Indian Constitution Y-Yes, N-No.	Original Declaration of Marital Status Y-Yes, N-No.	Application seeking exemption in terms of Rule 21 of CCS (Conduct) Rules, 1964-if applicable Y-Yes, N-No, NA.	Original Relieving order from the present employer, if any Y-Yes, N-No.	Verify Original Caste certificate in the case of SC/ST/OBC/EWS Y-Yes, N-No.	Any other certificate, i.e. physically handicapped certificate if applicable verified mention PH for PH certificate	Medical examination fitness report (To be enclosed)	Offer of appointment issuance date (To be enclosed)	Receipt date of acceptance letter (To be enclosed)
1													
2													
3													

Additional Central P.F.
