

ई-मेल/ E-mail: dreaoa.2022@epfindia.gov.in



Telephone : 011-26174414



ईपीएफओ, मुख्य कार्यालय

श्रम एवं रोजगार मंत्रालय, भारत सरकार
भविष्यनिधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066

EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT
OF INDIA

14, BHIKAIJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in



File No. A-12011/10/2023-HRM-III/2493

Dated: 11 JUL 2023

To,

Zonal Addl. CPFCs as per the list attached.

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 -1st Reserve Panel (25 candidates) -Regarding.

[Reference: Letter no. A-12011/10/2023-HRM-III 2492 dated: 11-07-2023]

Madam/Sir,

Please refer to the letter dated 30-09-2022 (Copy attached) vide which detailed guidelines were issued for conducting pre-appointment formalities in respected of 421 selected candidates.

2. Now, Head Office has received reserve panel in respect of 25 candidates vide UPSC letter no F.1/58(9)/2019-R-IV/SPC-II dated 07-07-2023. In this regard, Zones are requested to conduct pre-appointment formalities for these 25 candidates in the same way as detailed in above HO letter dated 30-09-2022.

3. It is requested to expedite the matter and submit reports as done earlier in this regard on the dedicated email ID at **dreaoa.2022@epfindia.gov.in**, so that Head Office may issue Provisional Appointment letter to these candidates at the upcoming Rozgar Mela to be held on **22-07-2023**.

4. Dossiers pertaining to above candidates falling in the respective zones are sent separately at the Zonal email IDs.

Yours faithfully,

Enclosure:- As above

(Shahid Iqbal)

Regional P.F. Commissioner-I (HRM-III)

ई-मेल/ E-mail: dreaoa.2022@epfindia.gov.in



Telephone : 011-26174414



ईपीएफओ, मुख्यकार्यालय
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14, BHIKAIJI CAMA PLACE, NEW DELHI 110066

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File No. A-12011/10/2023-HRM-III / 2492

Dated: 1 JUL 2023

To,

All the candidates as per Reserve Panel,
(Ref. UPSC Notice No. F.1/58(9)/2019-R-IV/SPC-II dated 07-07-2023).

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- 1st Reserve Panel (25 candidates) -Regarding.

Sir,

The Union Public Service Commission (UPSC) has sent Reserve Panel against 25 candidates whose candidature has been cancelled by the Competent Authority. (List attached)

2. The above mentioned candidates are required to follow the instructions and complete the formalities for each stage so that the process of appointment can be completed in a smooth and time-bound manner.

STAGE - I: Pre-appointment formalities of verification of original documents and submission of requisite forms.

(a) Based upon the domicile given by the candidates, the list of the candidates will be sent to the concerned Zonal Offices, where they are required to appear for verification of identity, documents and to fill and submit Annexures (at serial number vi, vii, viii) along with the choice of preferences of posting. The exact date and venue in this regard will be intimated by the concerned Zonal Office in due course.

The candidates will be required to report to the respective Zonal Offices on the appointed date along with original documents in support of educational qualifications, caste, etc. The list of original documents that is required to be produced by the candidate during verification are as follows:

- Original Certificates of Educational Qualifications along with a set of self attested copies
- Original Certificate of Age along with self-attested copy.
- Original Relieving order from the present employer, if any

- iv. Original Caste Certificate in the case of SC/ST/OBC along with self-attested copy.
 - v. Any other certificate, i.e. physically handicapped certificate, if applicable along with self-attested copy.
 - vi. Original Form on Oath of allegiance to the Indian Constitution. (Annexure-I, format enclosed)
 - vii. Original Form on Declaration of Marital Status in the form enclosed. (Annexure-II, format enclosed)
 - viii. Application seeking exemption in terms of Rule 21 of CCS(Conduct) Rules, 1964 (Annexure-III, format enclosed).
- (b) After the verification of the original documents, the Zonal Offices will issue the Letters of Offer of Appointment to the candidates on the same day and receive acknowledgement for the same. The candidates will be required to submit their letter of acceptance to the offer of appointment latest within 7 days of the receipt of the Offer of appointment. Candidates, however, may submit their letter of acceptance at the time of receiving the letter of offer itself.
- (c) The candidates are further informed that the vacancies to the post of EO/AO are available only in the following 03 state/states. (Annexure-IV, format enclosed).

Sl no	Addl. CPFCs	Zonal Office situated at	State	Remarks
1	Addl. CPFC, (Chennai & Puducherry)	Chennai	Tamil Nadu	Includes Puducherry
2	Addl. CPFC, (Kerala & Lakshadweep)	Thiruvananthapuram	Kerala	Includes Lakshadweep islands
3	Addl. CPFC, North East Region	Guwahati	North-East Region	Includes the states of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Tripura and Nagaland.

- (d) Action will be taken simultaneously by the respective Zonal Addl. CPFC for getting the Verification of Character and Antecedents done through the concerned authorities.

STAGE - II: Medical Examination

After completion of the formalities of form filling, submission, verification of documents and identity as detailed above, the candidates will receive instructions from EPFO Zonal Offices for completing medical examination formalities. The candidates

must present themselves before the medical authorities indicated in the communication for getting them medically examined.

In case the candidates do not present themselves before the medical authorities for medical examination on the given time or timeframe by the Zonal Offices, their candidature is liable to be cancelled.

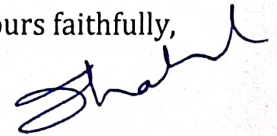
- (i) On the receipt of medical report by the ZO, the same shall be forwarded to the Head Office along with the copy of Offer of Appointment , Acceptance of the same by the candidates and other annexure delineated at stage one and copy of Aadhaar & Pan Card.
- (ii) All the candidates are advised not to change, alter, disable or delete the email-Id or number provided by them till the completion of the recruitment process.

STAGE -III: Issue of Provisional/Final Letters of Appointment

- (i) On receipt of their Medical Fitness Certificate and the acceptance of the offer of appointment, the posting of the candidates will be decided by Head Office. It is reiterated that the choice of posting given by the candidates does not confer any right to the candidate for being considered for posting in the choices preferred by him/her. The posting to respective state (group of state) will be purely based on administrative requirements and the choices given by the candidates will be considered to the extent possible.
- (ii) After deciding the posting, the Provisional Appointment Letter will be issued.
- (iii) Further instructions on training matter will be issued by the respective Zonal Office to the appointed EO/ AOs.
- (iv) The Final Appointment orders will be issued by the Head Office after receipt of Verification of Character and Antecedents certificates from the concerned authorities in due course.

3. All the candidates are advised to take note of the above instructions and see to it that they complete the actions as indicated. They will be informed of further instructions by means of email to their email IDs.

Yours faithfully,



(Shahid Iqbal)

Regional P.F. Commissioner-I (HRM-III)

Enclosure: As above

Copy by Web Circulation to: All Zonal Additional Central Commissioners for information and needful.

Sl no	Roll No.	Name	Name of Zonal Office which will complete pre-appointment formalities
1	858738	Satya Prakash Keshri	Madhya Pradesh & Chattisgarh (Bhopal)
2	6304873	Pankaj Ahlawat	Haryana (Faridabad)
3	1902632	Afsal Najeeb	Kerala & Lakshadweep (Thiruvananthapuram)
4	868362	Kirti Sai Shukla	Delhi & Uttrakhand, Jammu (Delhi)
5	860653	Divyanshu Kumar	Bihar & Jharkhand (Patna)
6	0830676	Umang Srivastava	Uttar Pradesh (Kanpur)
7	6420223	Urmil Rastogi	Delhi & Uttrakhand, Jammu (Delhi)
8	5205137	Deepak Kumar	Bihar & Jharkhand (Patna)
9	502571	Deepanshu Dwivedi	Bandra (Mumbai)
10	3502087	Sandeep	Haryana (Faridabad)
11	213319	Prashant Kumar Singh	Uttar Pradesh (Kanpur)
12	819761	Vishnu Pal Singh Rana	Delhi & Uttrakhand, Jammu (Delhi)
13	508764	Ugale Sushant Sopan	Bandra (Mumbai)
14	2411216	Harsha S	Kerala & Lakshadweep (Thiruvananthapuram)
15	851460	Ritesh Kumar Mehta	Delhi & Uttrakhand, Jammu (Delhi)
16	6103667	Brijesh Kumar Vais	Uttar Pradesh (Kanpur)
17	710781	Rohit Kanti Das	Orissa (Bhubaneshwar)
18	802047	Vicky Kumar	Delhi & Uttrakhand, Jammu (Delhi)
19	800047	Anup Kumar Bundela	Rajasthan (Jaipur)
20	804770	Kailash Chandra Dhandhu	Rajasthan (Jaipur)
21	7802709	Gaurav Yadav	Madhya Pradesh & Chattisgarh (Bhopal)
22	1029299	Sheiku Chandra Sekhar	Andhra Pradesh (Vijayawada)
23	835252	Shubham Mandloi	Madhya Pradesh & Chattisgarh (Bhopal)
24	6600382	Gaurav Pawar	Bandra (Mumbai)
25	1515063	Kundan Kumar	Bihar & Jharkhand (Patna)

Annexure-I

FORM FOR OATH AND ALLEGIANCE TO THE CONSTITUTION OF INDIA

I, _____ (full name) do swear/
solemnly affirm that I will be faithful and bear true allegiance to India and to the
Constitution of India as by law established and that I will uphold the sovereignty and
integrity of India, and that I will carry out the duties of my office loyally, and with
impartiality.

Signature

Name

Roll No.

Rank

Address:

MARITAL DECLARATION

(To be obtained from new entrants to Government Service)

I, Shri/Mrs./Ms._____ declare as under:

- *i) That I am a unmarried /a widower/ a widow/ spinster.
- *ii) That I am married and I have only one spouse living.
- *iii) That I have entered into and contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- *iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed **(Annexure III)**

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated:

Signature:

*Please delete the clause/clauses not applicable.

APPLICATION FOR GRANT OF EXEMPTION
[Vide Paragraph I (iii)/ I (iv) of the declaration]

To,

The Central Provident Fund Commissioner.
Employees' Provident Fund Organisation
Head Office, 14, Bhikaji Cama Place,
New Delhi-110066

Madam/Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of one having more than one spouse living/a person who is married to a person already having one spouse or more living.

Reasons:

Yours faithfully,

Dated:

Signature

Roll No.

Rank

Annexure IV

Sl. No.	Addl. CPFCs	Zonal Office situated at	State	Remarks	Choice of preference
1	Addl. CPFC (Chennai & Puducherry)	Chennai	Tamil Nadu	Includes Puducherry	
2	Addl. CPFC, (Kerala& Lakshadweep)	Thiruvananthapuram	Kerala	Includes Lakshadweep islands	
3	Addl. CPFC, North East Region	Guwahati	North-East Region	Includes the states of Assam, Arunanchal Pradesh, Manipur, Meghalya, Mizoram, Tripura and Nagaland	

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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.				

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.
