



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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NBCC Centre, Block-2, Ground-4th Floor, East Kidwai Nagar, New Delhi-110023
website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRM-X/7(2)2020/Jr.HT/DR/800

Date: 05.02.2026

To

All the candidates as per further Reserve List,

Subject: Allotment of cities and completion of pre-appointment formalities of Junior Translation Officers (JTOs) in Employees' Provident Fund Organisation recruited directly through the Union Public Service Commission (UPSC) in Pay Matrix Level-6 (pre-revised PB-2, Rs. 35,400- 1,12,400 with grade pay of Rs. 4200) – reg.

Dear Candidates,

The Union Public Service Commission (UPSC) has released the further reserve list for the post of Junior Translation Officer (JTO) in Employees' Provident Fund Organisation (EPFO) vide letter no. F.1/85(14)/2023-R.IV/SPC-I dated 21.01.2026.

2. The competent authority has allocated offices to the selected candidates as below :-

S.No.	Roll No.	Name	Allocated Office
1	4200799	Swati	ZO, Chennai
2	4200838	Aswin R.S	RO, Kollam
3	4200723	Krashna Kant	RO, Chennai (North)
4	4200698	Simran Singh	ZO, Coimbatore
5	4202287	Priyanka Shaw	RO, Kottayam

3. The process of formal appointment of the candidates in the further reserve list is to be commenced. The above-mentioned candidates are requested to carefully go-through the contents of this letter and complete the appointment formalities as per the instructions given below.

4. The 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.

4.1) Based upon the allocation of offices to the candidates, the dossiers of the candidates are being sent to the Concerned Offices, where the candidates are required to appear for verification of identity, documents and to fill and submit Annexure-I, II and III. The exact date and venue in this regard will be intimated by the concerned Office directly to the candidates in due course.

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

- a) Original Certificates of Educational Qualifications along with a set of self-attested copies
- b) Original Certificate of Age along with self-attested copy.
- c) NOC in original for document verification from the present employer, if applicable.
- d) Original Caste Certificate in the case of SC/ST/OBC(NCL) along with self-attested copy.
- e) Any other certificate, i.e. physically handicapped certificate, EWS Certificate, if applicable along with self-attested copy.
- f) Original Form on Oath of allegiance to the Constitution of India (**Annexure-I enclosed**).
- g) Original Form on Declaration of Marital Status in the form enclosed (**Annexure-II enclosed**).
- h) Application seeking exemption in terms of Rule 21 of CCS (Conduct) Rules, 1964 (**Annexure-III enclosed**), if applicable. This Annexure is only required to be filled if a candidate has ticked option (iii) or (iv) in Annexure-II mentioned above.
- i) Self attested copy of **AADHAR card and PAN card**.

4.2) After the verification of the original documents, the Officer in-charge of the allocated office will issue the Offer of Appointment to the candidate on the same day and receive acknowledgement for the same. The candidate will be required to submit his/her 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. If the candidate fails to submit his/her acceptance to the offer of appointment within 07 days of its issuance, his/her appointment will be cancelled forthwith.

4.3) The candidates are further informed that the post of Junior Translation Officer is located in Head Office and various Zonal Offices/Regional Offices/Training Institutes of the EPFO and the post has All India transfer liability.

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 the allocated EPF 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 time frame by the allotted office, their candidature is liable to be cancelled.

Candidates who are already working in any Central/State Government or statutory/autonomous organisations and have already undergone medical examination from CMO/Civil Surgeon/Medical Board before joining their ministry/department/organisation, are allowed to bring a copy of such medical report, duly attested by the competent authority of their ministry/department/organisation and submit the same to the allocated Office. These candidates are not required to appear before the CMO/Civil Surgeon for medical examination afresh. If the candidate is not able to bring the attested copy of medical certificate from his previous employer, he/she will have to appear before the CMO/Civil Surgeon for medical examination.

- (i) On receipt of medical report by the allocated office, 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 annexures delineated at stage one along with copy of Aadhaar & Pan Card.
- (ii) All the candidates are advised not to change, alter, disable or delete the email-Id or contact number provided by them to the UPSC at the time of filing the online form, till the completion of the recruitment process as all the correspondence with the candidates will be made on the same email-Id/ contact number.

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

- (a) On receipt of their Medical Fitness Certificate and the acceptance of the offer of appointment, the Provisional Appointment Letter will be issued by the Head Office.
- (b) Further instructions for on-the-job training and induction training will be issued by the PDNASS/Zonal Training Institutes to the provisionally appointed JTOs.

5. 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,

Enclosure: As above



**PPS Maingi,
Regional PF Commissioner-I (Recruitment),
EPFO Head Office, East Kidwai Nagar, New Delhi-110023.**

Copy by web circulation to: All concerned offices for information and needful action

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, Second Floor, Block II, East
Kidwai Nagar, New Delhi-110023

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

Application No.