



कर्मचारीभविष्यनिधिसंगठन
Employees Provident Fund Organisation

श्रमएवंरोज़गारमंत्रालय, भारतसरकार

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्यकार्यालय/ HEAD OFFICE



एन.बी.सी.सी.सेंटर, ब्लॉक-2, ग्राउंडफ्लोर- 4th फ्लोर, ईस्टकिदवईनगर, नईदिल्ली -110023
NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-
110023 Website: www.epfindia.gov.in, www.epfindia.nic.in

File No. Recruitment/Exam.12(1)2025/PA/724

Date: 12.12.2025

To

The Addl. CPFCs (HQ), Zonal Offices Chennai and Delhi

The Addl. CPFC, ASD, Head Office

The Addl. CPFC, ZTI, Ujjain

RPFCs In-Charge of the Regional Offices Lucknow, Gurugram (West), Dehradun, Gwalior, Indore, Jodhpur, Chandigarh, Kota and Allahabad

Subject: Completion of pre-appointment formalities of Personal Assistants (PA) in Employees Provident Fund Organisation recruited directly through the Union Public Service Commission (UPSC) in Pay Matrix Level-7 (Rs.44,900-1,42,400) in 7th CPC (pre-revised PB-2 Rs 9300-34800 with grade pay Rs 4600)– reg

Madam/Sir,

Kind attention is invited to EPFO Head Office letter no. Recruitment/Exam.12(1)2025/PA/723 dated 12.12.2025 on the above subject whereby the guidelines relating to pre-appointment formalities of the candidates recommended for appointment to the post of Personal Assistants (PA) in EPFO by UPSC have been given to the candidates. In order to complete the pre-appointment formalities, the actions are now required to be taken by the concerned offices as under:

- 1) The EPFO Head Office will send dossiers of the allocated candidates to the concerned office through e-mail separately.
- 2) On receipt of the dossiers from Head Office, the concerned offices shall establish contact through their official email/speed post with the candidates allotted to their office. The candidates shall be called to the office for identity and document verification on a pre-appointed date intimated by the concerned office to the candidate. This task shall be completed by **24.12.2025**.
- 3) The concerned Addl. CPFC/ RPFC in-charge after verifying the identity of the candidates and original documents, shall issue Offer of Appointment (**Format enclosed at Annexure-A**) to the candidates. Letters of acceptance against the Offer of Appointment may be accepted on the spot from the candidates in **Annexure-B**, but not later than 07 days of the issuance of offer of appointment.
- 4) Thereafter, the concerned offices shall make arrangement for completion of medical fitness certificate from the CMO/Civil Surgeon of the recommended candidates as per

the existing rules related to appointment of a Group-B "Non-gazetted" employees. This task shall be completed on or before 05.01.2026.

- 5) In case, there is long waiting list in any district medical office, the concerned office can send the candidate to another CMO/Civil Surgeon or the equivalent medical authority to speed up the medical report.
- 6) In case, a person who has already been medically examined by the prescribed medical standard and the appropriate medical authority, irrespective of the fact that person was permanent, quasi-permanent or temporary in his previous appointment, need not be insisted to undergo a fresh examination provided he/she brings a copy of the medical certificate so issued by the CMO/Civil Surgeon/Standing Medical Board duly attested by his previous employer. If the candidate is unable to bring medical certificate from his previous employer, he should be sent for medical examination afresh.
- 7) Concerned Offices may also verify whether the following undertakings have been given by the candidates belonging to OBC (NCL) and EWS categories to the UPSC forming part of their dossiers. If the same has not been submitted by the candidate to the UPSC, the same may be taken at the time of DV:-
 - 7.1) 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 (Undertaking enclosed with the dossiers).
 - 7.2) The candidates belonging to EWS will be required to furnish an undertaking that they had EWS status valid for the financial year 2023-24 (Undertaking enclosed with the dossiers).
- 8) The concerned office would send Medical Examination Fitness Reports, Offer of Appointments, Acceptance letter by candidates, AADHAR Card, PAN Card (if available), undertakings in claim of OBC(NCL)/EWS certificate and Annexure-I, Annexure-II, Annexure-III to Head Office.
- 9) After receipt of the report from the concerned office, the provisional letters of appointment will be issued to the recommended candidates by Head Office.
- 10) All reports as well as communications in this regard may be made by the concerned office by email only at dedicated email ID at dreao.2022@epfindia.gov.in.
- 11) Annexure-IV filled by the candidates will be forwarded by the concerned allocated office to the District/ Police Authorities in accordance with the instructions laid down by the Head office vide circular no. A-12011/12/2024-EPFO-HQ/RC/328 dated 07.11.2024 for verification of character and antecedents of the candidates. The procedure of getting character and antecedents of the candidates verified from the concerned District/Police authorities as well as verification of caste/EWS/PwBD certificates from the issuing authorities should be completed within 06 months of the joining of the candidate.

{This issues with the approval of the competent authority}

Enclosures: As above



**PPS Maingi
Regional PF Commissioner-I (Recruitment)**

(Letter Head of the Concerned Office)

Subject: Offer of appointment to the post of Personal Assistant (PA) in Employees Provident Fund Organisation recruited directly through the Union Public Service Commission (UPSC) in Pay Matrix Level-7 (Rs.44,900-1,42,400) in 7th CPC (pre-revised PB-2 Rs 9300-34800 with grade pay Rs 4600)– reg

On the recommendation of the Union Public Service Commission, vide Letter No. F.I/23(07)/2023-R-IV/SPC-I dated 27.11.2025, Shri/Smt./Kum._____ is hereby offered provisional appointment to the post of Personal Assistant (PA) in Level-7 (Rs.44,900-1,42,400) in 7th CPC (pre-revised PB-2 Rs 9300-34800 with grade pay Rs 4600), Non-Gazetted Group 'B', in the Employees' Provident Fund Organization, Ministry of Labour and Employment, Government of India.

The appointment to the said post is subject to the following terms & conditions:-

- I. This is a Level-7 post in Pay Matrix of 7th CPC. If the candidate is already in Government service, his/her pay will be fixed in the above scale in accordance with the extant rules and provisions. 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 11 of the Employees' Provident Fund (Staff and Conditions of Service) Regulations, 2025, 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. The period of probation and other conditions of service relating thereto shall be regulated in terms of Regulation 7 of the Employees' Provident Fund (Staff and Conditions of Service) Regulations, 2025. On completion of probationary period satisfactorily which includes passing of probationary examination as per rules, the candidate will be considered for confirmation in the substantive post of Personal Assistant. Further, failure to complete the probation period to the satisfaction of competent authority or if during the period of probation, the appointing authority is of the opinion that the candidate (Probationer) is not fit for permanent appointment to the said post of Personal Assistant, 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, 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. On administrative grounds, the candidates are also liable to be re-allocated anywhere in India by the competent authority of EPFO.
- VIII. No Travelling Allowance 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.
- X. The candidate already employed in Government/Autonomous/Statutory Bodies/PSUs etc. should produce original relieving / discharge order from the last employer before joining EPFO.
- XI. The candidate belonging to a category of Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (Non-Creamy Layer) (OBC-NCL), Economically Weaker Section (EWS) or belonging to the Persons with Benchmark Disability (PwBD)/Ex Serviceman (Ex-SM) who have taken age relaxation as envisaged in Para 5 of UPSC Recruitment Special Advertisement number 51/2024, should produce a certificate issued in the prescribed form by any of the appropriate Judicial/Revenue/Medical/Defence Authorities mentioned under the law. The appointment of such candidate will be provisional and it is subject to verification of the Caste/Tribe/EWS/PwBD/Ex-SM certificate through proper channel. If the claim belonging to SC/ST/OBC-NCL/EWS/PwBD/Ex-SM is found to be false, the services of such candidate will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Bharatiya Nyaya Sanhita for production of false certificate. Any change of religion, after appointment should be intimated immediately to the Appointing and Administrative Authority concerned.
- XII. A candidate claiming to be a Government servant or employee of EPFO and thus seeking age relaxation would be required to produce a Certificate in the prescribed proforma issued from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Government Servant and fulfilling the conditions regarding age relaxation as envisaged in Para 5 of UPSC Recruitment Special Advertisement number 51/2024.
- XIII. In accordance with the relevant rules in force in regard to the recruitment to services under the Government of India.
 - (a) No person who has more than one wife living or who, having a spouse living, contracts a second marriage, though such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to service, provided that the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.
 - (b) No such women whose marriage is void by reason of its taking place during the life-time of her spouse or who has married to such a person whose wife is living at the time of marriage shall be eligible for appointment in service unless the Government of India has granted exemption to such a woman in accordance with this rule after being satisfied that there are special grounds for ordering so.

This offer of appointment is, therefore, conditional upon candidate satisfying the requirement mentioned above and furnishing of declaration in the prescribed form. If however, the above conditions are not fulfilled and the candidate still desires to be exempted from the above-mentioned rules for any reason, a representation in this behalf should be made/forwarded immediately in the prescribed form. This offer of appointment shall in that case be treated as cancelled and a further communication will be sent to the candidate in due course, if upon consideration of the aforesaid representation, it is decided to offer this appointment to the candidate to the post of Personal Assistant (PA) in EPFO.

- XIV. 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 Personal Assistant in EPFO.
- XV. If any declaration given or information furnished by the candidate is proved to be false or any material information is found to have been willfully suppressed or any unfair means used in the whole selection/verification process, the candidate will be liable for removal from service and/or other action as the Union Government and /or EPFO may deem fit.
- XVI. If the candidate accepts the offer on the above terms and conditions, a written acceptance may be forwarded to the undersigned immediately. The acceptance on this offer of appointment shall be submitted to the undersigned not later than 07 days of issuance of this offer, failing which it shall be presumed that the candidate is not willing to join the EPFO on the post of Personal Assistant.

(This issues with the approval of Addl. Central Provident Fund Commissioner (HQ), HR)

Yours faithfully,

(Name of the ACC (HQ)/ ACC/ RPFC in-charge),
Addl. CPFC(HQ)/ Addl. CPFC/ RPFC in-charge
Name of Zonal/ Regional/ ZTI Office/ Head Office

To,

Shri/Smt._____

Address:

Rank:

UPSC Roll No._____

Copy to

1. Recruitment Division, EPFO Head Office
2. The Secretary, UPSC Shahjahan Road, Dholpur House, New Delhi-110069 [By Name to Shri N.K. Swamy, Director (SPC-II)] for information with reference to their letter no. F.I/23(07)/2023-R-IV/SPC-I dated 27.11.2025.

Annexure-B

To

The ACC (HQ)/ ACC/ RPFC in-charge
Zonal / Region Office _____/ASD, Head Office

Sub: Acceptance to the Offer of Appointment- reg.

Ref: Offer of Appointment No. _____ Dated _____

Respected Sir/Madam,

I, _____(Name) hereby convey my acceptance of the above referred Offer of Appointment to the post of Personal Assistant in Level-7 of Pay Matrix in the Employees' Provident Fund Organisation on the terms and conditions mentioned in the Offer of Appointment.

Yours faithfully,

(Signature)

Name:

Father's Name: _____

Rank: _____

UPSC Roll No.: _____

Phone No. _____

Date: _____

Place: _____