



कर्मचारीभविष्यनिधिसंगठन
Employees Provident Fund Organisation
 श्रमएवंरोज़गारमंत्रालय, भारतसरकार



MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/ HEAD OFFICE

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 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/723

Date: 12.12.2025

To

All the candidates as per merit list,
 (Reference: UPSC Notice No. F.I/23(07)/2023-R-IV/SPC-I)

Subject: Appointment to the post of Personal Assistant (Direct Recruitment) in the 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) in Employees Provident Fund Organisation – Completion of Appointment formalities- regarding

Dear Candidates,

The Union Public Service Commission (UPSC) has declared the final result for the post of Personal Assistants (Direct Recruitment) in Employees' Provident Fund Organisation (EPFO) vide Notice No. F.I/23(07)/2023-R-IV/SPC-I dated 11.11.2025.

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

S.No.	Roll No.	Name	Allocated Office
1	2603150	Ms. Akshita Pandey	Regional Office, Lucknow
2	6300880	Sh. Rajeev Dhankhar	Regional Office, Gurugram (West)
3	5400272	Sh. Shani Pal	Regional Office, Dehradun
4	6900094	Ms. Anushree Muley	Regional Office, Gwalior
5	2600852	Ms. Urvashi Shukla	Head Office, New Delhi
6	3700046	Sh. Rengarajan S	Zonal Office, Chennai
7	0808731	Sh. Kartik	Head Office, New Delhi
8	6901314	Ms. Sakshi Sharma	Regional Office, Indore
9	5901453	Ms. Sakshi Pal	Head Office, New Delhi
10	0804041	Sh. Mohit Bhandari	Head Office, New Delhi
11	7100219	Sh. Raunak Hurkat	Regional Office, Jodhpur
12	3502279	Sh. Manik Kumar	Regional Office, Chandigarh
13	0401350	Ms. Sonam Choulkar	Zonal Training Institute, Ujjain
14	0809921	Ms. Anjali	IS Division, Dwarka, New Delhi
15	5200518	Ms. Aastha Acharaj	Regional Office, Kota
16	5901322	Sh. Ajay Saini	Head Office, New Delhi
17	2602784	Sh. Rishabh Singh	Head Office, New Delhi
18	0200306	Sh. Prince Raj Pandey	Regional Office, Allahabad
19	5901141	Sh. Mohd Faizan	Head Office, New Delhi
20	0819037	Sh. Yogesh Tiwari	Head Office, New Delhi
21	0401324	Ms. Sheetal	Head Office, New Delhi
22	0816190	Sh. Aditya Verma	Zonal Office, Delhi

3. The process of formal appointment of the candidates in the merit list is to be commenced. All candidates in the merit list 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 in the merit list 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 office allocation of the candidates, the dossiers of the candidates are being sent to the Concerned Office, where the candidates are required to appear for verification of identity, documents and to fill and submit Annexure-I, II, III and IV.** The dossiers of the candidates allotted to Head Office and IS Division are being forwarded to ASD Division, Head Office for completing the pre-appointment formalities. 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) Attestation Form in two copies **(Annexure-IV enclosed)**
- j) 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 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 Personal Assistant (PA) is located in Head Office and various Zonal Offices/Regional Offices/Training Institutes of the EPFO and the post has All India transfer liability. The initial allotment of a candidate is purely based on the principle of merit-cum-preference submitted by the candidates and the administrative requirements of EPFO.

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 EPFO Zonal Office concerned. 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 PAs.

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.

{This issues with the approval of the competent authority}

Enclosures: As above



PPS Maingi

Regional PF Commissioner-I (Recruitment)

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:

Annexure-II

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.

Annexure-III

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.

To be filled in by the candidate in his own handwriting

No.F/1 /9 -R Roll No.

हाल ही के पासपोर्ट आकार (5 से.मी.x7 से.मी.) के हस्ताक्षरित फोटो की प्रति चिपकाइए
Affix signed Passport size (5cmx7cm approx.) copy of recent photograph

साक्ष्यांकन फार्म/ATTESTATION FORM
चेतावनी/WARNING

साक्ष्यांकन फार्म में झूठी सूचना देना या किसी तथ्य को छिपाना अनर्हता समझी जाएगी तथा उसके कारण उम्मीदवार को सरकारी नौकरी के लिए अयोग्य समझे जाने की संभावना है।

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. इस फार्म को भरने और भेजने के बाद यदि उम्मीदवार को नजरबन्द, गिरफ्तार किया जाता है, उस पर मुकदमा चलाया जाता है, बन्दी, जुर्माना, दण्डित, विवर्जित, दोषमुक्त आदि किया जाता है तो उसकी सूचना तत्काल संघ लोक सेवा आयोग को अथवा उस अधिकारी को यथास्थिति भेजी जानी चाहिये, जिसको पहले साक्ष्यांकन फार्म भेजा गया है। ऐसा न करने पर यह समझा जायेगा कि वास्तविक सूचना छिपाई गई है।

If detained, arrested, prosecuted, bond down, fined, convicted, debarred, acquitted etc. subsequent to the completion and submission of this form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information.

3. यदि किसी व्यक्ति के सेवाकाल में यह पता चलता है कि साक्ष्यांकन फार्म में झूठी सूचना दी गई है या किसी तथ्य को छिपाया गया है तो उसकी सेवाएं समाप्त की जा सकेंगी।

If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

	उपनाम/Surname	नाम /Name
1. पूरा नाम (साफ अक्षरों में) उपनामों सहित (यदि आपने अपने नाम या उपनाम में किसी समय कुछ बढ़ाया या घटाया है तो कृपया बताएं) Name in full (in Block, Capitals), with aliases, if any (Please indicate if you have added or dropped at any stage, any part of your name or surname).		
2. वर्तमान पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली /सड़क/मार्ग और नगर) Present address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)		
3. (क) घर का पूरा पता (अर्थात् ग्राम, थाना और जिला या मकान नं., गली/सड़क/मार्ग और नगर और जिले के मुख्यालय का नाम)। (a) Home address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town and name of District Headquarter). (ख) यदि पाकिस्तान का मूल निवासी है तो उस देश में पता और भारत संघ में प्रजनन की तारीख। (b) If originally a resident of Pakistan the address in that country and the date of migration to Indian Union.	(क) (a) (ख) (b)	

4. उन स्थानों का ब्यौरा (रहने की अवधियाँ सहित) जहाँ आप पिछले पांच वर्षों में एक वर्ष से अधिक समय तक रहे हों। यदि विदेशों (पाकिस्तान सहित) रहे हों तो उन स्थानों का ब्यौरा देना चाहिए जहाँ आप एक वर्ष से अधिक समय तक 21 वर्ष की आयु होने के बाद रहे हों।

Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

कब से From	कब तक To	निवास स्थानों के पूरे पते (अर्थात् ग्राम, थाना और जिला या मकान नं., गली /सड़क/मार्ग और नगर) Residential address in full (i.e. Village, Thana and District or House Number, Lane/Street/Road and Town)	पिछले खाने में दिये गये स्थान के जिले के मुख्यालय का नाम Name of the District Headquarters of the place mentioned in the preceding column

5. (क)
(a)

रिश्ता नाम Relation Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म का स्थान Place of birth	व्यवसाय (यदि सेवा में हो तो पूरा पदनाम और कार्यालय का पूरा पता दिया जाये) Occupation (if employed give full designation & Official address)	वर्तमान डाक का पता (यदि मृतक हो तो पिछला पता) Present Postal address (if dead give last address)	घर का स्थाई पता Permanent Home address
(i) पिता (पूरा नाम, उपनामों सहित यदि कोई हो) Father (Name in full aliases, if any)					
(ii) माता Mother					
(iii) पत्नी/पति Wife/Husband					
(iv) भाई Brother(s)					
(v) बहनें Sister(s)					

(ख) विदेश में पढ़ रहे/रह रहे पुत्र/(पुत्रों) और/या पुत्री/(पुत्रियों) के मामले में प्रस्तुत की जाने वाली सूचना।

(b) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country.

नाम Name	राष्ट्रीयता (जन्म से और/या अधिवास से) Nationality (by birth and/or by domicile)	जन्म का स्थान Place of birth	देश का नाम जहाँ पढ़ रहे/रह रहे हैं पूरा पता Country in which studying/ living with full address	पिछले कालम में दिये गये देश में जिस तारीख से पढ़/रहे हैं Date from which studying/living in the country mention in previous column

6. राष्ट्रीयता

Nationality

7. (क) जन्म की तारीख (ईस्वी संवत् में) (क)
 (a) Date of birth (in Christian era) (a)
 (ख) वर्तमान आयु (ख)
 (b) Present Age (b)
 (ग) मेट्रिक के समय आयु (ग)
 (c) Age at matriculation (c)
-
8. (क) जन्म स्थान, जिला और राज्य जिसमें यह स्थित है (क)
 (a) Place of birth, District and State in which situated (a)
 (ख) आप किस जिले और राज्य के हैं (ख)
 (b) District and State to which you belong (b)
 (ग) आपके पिता मूल रूप से किस जिले और राज्य के हैं (ग)
 (c) District and State to which your father originally belongs (c)
9. (क) आपका धर्म (क)
 (a) Your religion (a)
 (ख) क्या आप अनुसूचित जाति/जनजाति/अन्य पिछड़ी जाति के हैं? उत्तर हाँ या नहीं के रूप में दें। (ख)
 (b) Are you a member of a Scheduled Caste/Scheduled Tribe/OBC? Answer 'Yes or No' (b)

10. 15 वर्ष की आयु से किन-किन स्कूलों और कालेजों में और किन-किन वर्षों में शिक्षा प्राप्त की उसके स्थानों को वर्षों के साथ दिखाते हुए शिक्षा संबंधी योग्यताएं।

Educational qualification showing places of education with years in Schools and Colleges since 15th year of age:

स्कूल/कालेज का नाम और पूरा पता Name of School/College with full address	प्रवेश की तारीख Date of entering	छोड़ने की तारीख Date of leaving	परीक्षा Examination

11. (क) क्या आप इस समय केन्द्रीय या राज्य सरकार या अर्ध-सरकारी या स्थायीवत् सरकारी निकाय या स्वशासी निकाय या सार्वजनिक उपक्रम या किसी गैर सरकारी उपक्रम या संस्था के अन्तर्गत कार्य कर रहे हैं या पहले कभी कार्य किया है? यदि हाँ, तो नियोक्ता की तारीख सहित पूर्ण विवरण दें।

(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-Government or a quasi-Government body or an autonomous body, or a public undertaking or a private firm or institution? If so, give full particulars with dates of employments up-to-dates:

अवधि Period	पद, परिलब्धियाँ तथा रोजगार का स्वरूप Designation, emoluments and nature of employment	नियोक्ता का पूरा नाम व पता Full name and address of employer	पहली नौकरी छोड़ने का कारण Reasons of leaving previous service
से From	तक To		

11. (ख) क्या पिछली सेवा भारत सरकार/राज्य सरकार/भारत सरकार या किसी राज्य सरकार के स्वामित्व या संचालित किसी उपक्रम, किसी स्वायत्त निकाय, विश्वविद्यालय/स्थानीय निकाय के अधीन थी, यदि आपने केन्द्रीय सिविल सेवायें (अस्थाई सेवा) नियम, 1965 के नियम 5 के अधीन या किन्हीं इसी प्रकार के नियमों के अधीन एक महीने का नोटिस देकर सेवा छोड़ी थी तो क्या आपके विरुद्ध कोई अनुशासनिक कार्यवाही की गई थी या जब आपकी सेवा को समाप्त करने के लिए नोटिस दिया गया था या बाद में आपकी सेवा के वास्तव में समाप्त होने से पहले तक आपसे किसी मामले में आपके आचरण के लिए स्पष्टीकरण मांगा गया था?

(b) If the previous employment was under the Government of India/State Government/an Undertaking owned or controlled by the Govt. of India or a State Government/Autonomous body/University/local body. If you had left service on giving a month notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date before your services actually terminated?

12. (क) क्या आप कभी गिरफ्तार किये गये? (a) Have you ever been arrested? हाँ/नहीं
Yes/No
- (ख) क्या आप पर कभी मुकदमा चला है? (b) Have you ever been prosecuted? हाँ/नहीं
Yes/No
- (ग) क्या आप कभी नजरबंद रखे गये? (c) Have you ever been kept under detention? हाँ/नहीं
Yes/No
- (घ) क्या आप कभी बंदी बनाये गये? (d) Have you ever been bound down? हाँ/नहीं
Yes/No
- (ङ.) क्या आप पर किसी विधि न्यायालय द्वारा जुर्माना किया गया है? (e) Have you ever been fined by a Court of Law? हाँ/नहीं
Yes/No
- (च) क्या आप कभी किसी अपराध के लिये न्यायालय द्वारा दोषी ठहराए गए हैं? हाँ/नहीं
Yes/No
- (छ) क्या आप कभी किसी परीक्षा के लिए विवर्जित ठहराए गए या किसी विश्वविद्यालय या किसी अन्य जिलाधिकरण/संस्था द्वारा निकाले गये? हाँ/नहीं
Yes/No
- (ग) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution? Yes/No
- (ज) क्या आप कभी किसी लोक सेवा आयोग/कर्मचारी चयन आयोग द्वारा उसकी किसी परीक्षा में बैठने/चयन के लिए विवर्जित/अयोग्य ठहराए गए हैं? हाँ/नहीं
Yes/No
- (ह) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of their examination /selection? Yes/No
- (झ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी न्यायालय में आपके विरुद्ध मुकदमा चल रहा है? हाँ/नहीं
Yes/No
- (i) If any case pending against you in any court of law at the time of filling up this Attestation Form? Yes/No
- (ञ) इस साक्ष्यांकन फार्म को भरते समय क्या किसी शैक्षिक प्राधिकरण/संस्था में आपके विरुद्ध कोई मामला चल रहा है? हाँ/नहीं
Yes/No
- (j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form? Yes/No
- (ट) क्या सरकार के अधीन किसी प्रशिक्षण संस्थान से कार्यमुक्त/निष्कासित/प्रत्याहृत किया गया अथवा अन्यथा हैं? हाँ/नहीं
Yes/No
- (क) Whether discharged/expelled/withdrawn from any training institution under the Govt. or otherwise? Yes/No
- (ठ) उपरोक्त किसी भी प्रश्न का उत्तर यदि हाँ में हो तो मामला गिरफ्तार/नजरबन्द/जुर्माना/अपराधी/कारावास/सजा आदि के होने और/या इस फार्म को भरते समय न्यायालय/विश्वविद्यालय/शैक्षिक प्राधिकरण/संस्था में चल रहे मुकदमे के मामले के संबंध में ब्यौरा दीजिए।
- (l) If the answer to any of the above mentioned question is 'Yes', give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the name of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form.

टिप्पणी: (1) कृपया इसका साक्ष्यांकन फार्म के ऊपर दी गई 'चेतावनी' को भी देखिए।

Note: Please also see the "Warning" at the top of this Attestation Form.

- (2) यथास्थिति "हाँ" या "नहीं" को काट कर प्रत्येक प्रश्न का उत्तर अलग-अलग दिया जाना चाहिए।

Specific answer to each of the question should be given by striking out "Yes" or "No" as the case may be.

13. अपने इलाके के दो जिम्मेदार व्यक्तियों के नाम या ऐसे दो व्यक्तियों के नाम दीजिए जो आपको जानते हों। 1.
Name of two responsible persons of your locality or two referees to whom you are known. 2.

मैं प्रमाणित करता/करती हूँ कि ऊपर दी गई सूचना जहां तक मुझे पता है तथा विश्वास है सही तथा पूर्ण है। मैं ऐसी किसी स्थिति से परिचित नहीं हूँ जिसके कारण मैं सरकार के अधीन नौकरी के लिए योग्य न हो सकूँ।

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

उम्मीदवार के हस्ताक्षर.....

Signature of Candidate.....

तारीख.....

Date

स्थान

Place