



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

भविष्य निधि भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली-110066

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066

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Date : 11 JAN 2013

To

Director (NATRSS)/ Regional Provident Fund Commissioner in charge
All Regional Offices/Sub-Regional Offices/ ZTIs

Sub: Filling up of two posts of Legal Assistant in E.P.F. Organisation, Headquarters in the Pay Band PB-2 Rs. 9300-34800 with Grade Pay of Rs.4200/- on deputation basis.

Sir,

Two posts of Legal Assistants in the Pay Band PB-2 Rs. 9300-34800 with Grade Pay of Rs.4200/- are to be filled up by "transfer on deputation" basis in Head Office for a period not exceeding three years from amongst the existing employees working in Hqrs./ROs/SROs/SAOs/ZOs & Training Institutions of the Employees Provident Fund Organisation. The requisite qualification is as under:

Essential :

- (a) Degree in Law of a recognised University or equivalent.
- (b) Should hold post in the Pay Band PB-2 Rs.9300-34800with Grade Pay Rs. 4200/- or equivalent on regular basis or should have rendered at least 5 years regular service in the post in the Pay Band PB-1 Rs. 5200-20200 with Grade Pay of Rs.2400/-.

Desirable :

Should have atleast 3 years experience in Legal work in the Employees Provident Fund Organisation/Central Govt. Department or should be a qualified legal practitioner who has practiced as such for a period of at least 2 years at the Bar.

2. Accordingly, you are requested to arrange to circulate the above vacancies amongst the staff members of your Regional and Sub-Regional Offices and the applications received from the candidates fulfilling the prescribed requirements as indicated above along with their detailed service particulars as per enclosed proforma and the photocopies of the Annual Confidential Reports for the last five years duly attested, may please be forwarded to this office so as to reach this office not later than 31.01.2013. **Maximum age limit of applicant for appointment by deputation is 56 years as on closing date of receipt of application i.e. 31.01.2013.** In case no application is received by the stipulated time, it will be presumed that there is no applicant for these posts from your region.

Yours Faithfully,

(KUMAR ROHIT)

REGIONAL PROVIDENT FUND COMMISSIONER-I (ASD)

Encl.: As above.

Copy to :

1. PS to CPFC
2. PS to ACC(HR)
3. All Section Officers in Headquarters to bring it to the notice of staff in their section.
4. General Secretary, CPF Employees' Union, New Delhi.
5. RPFC (NDC) with a request to upload this circular on the web site of EPFO.
6. Notice Board.

PROFORMA FOR APPLICATION

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth (In Christian Era)
4. Educational Qualifications
5. Whether educational and other qualification required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)

6. Details of employment in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Organization	Posts held (Regular)	From	To	Scale of pay and last basic pay	Period of experience

7. Present basic pay, total emoluments per month now drawn

8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
9. Whether belong to SC/ST/OBC
10. Indicate the choice of stations (any three in order of preference) where you desire to be posted in case of selection.
11. Number of documents enclosed. Indicate in a separate list.

Signature of the Candidate
Telephone No.

Date: _____ Address _____

CERTIFICATE

1. Certified that the particular of the officer has been verified and found to be correct.
2. It is certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the officer is also certified. Copies of ACR _____ years are enclosed.

(Signature of Cadre Controlling
Authority/
Head of the Department with Stamp)
Telephone No.