



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, भिकाजी कामा प्लेस, नई दिल्ली-110066
 Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
 Website: www.epfindia.gov.in, www.epfindia.nic.in



By web circulation

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/4712

Dated:

09 FEB 2024

OFFICE MEMORANDUM

Subject : Filling up the posts of Research Assistant (Level-06 of the Pay matrix as per 7th CPC) on deputation basis in Employees Provident Fund Organisation, Ministry of Labour & Employment, Govt. of India.

Applications are invited from the eligible candidates to fill up the following post in the office of the Employees' Provident Fund Organization on deputation basis:

A. Details of the posts :

S. No	Name of the Post	Scale of Pay	Appointing Authority	Sanction Strength as per RR	In Position	Vacancy	Place of Posting
1.	Research Assistant	Level-06 of the Pay matrix [Pay Band-2 Rs. 9300-34800 With Grade Pay Rs.4200/- (pre-revised)]	Additional Central PF Commissioner	2	Nil	2	Head Office (New Delhi)

B. Eligibility Conditions for the posts:**Research Assistant - (Recruitment Rules) :**

Officers of the EPFO failing which officers of the Central Government, who shall have:

- i a degree of a recognized university or equivalent

- ii rendered at least 05 years of service in the post in the Level-6 of the pay matrix (PB-2 Rs.9300-34800 with GP Rs. 4200/-(pre revised) - {Rs. 5000-150-8000 (5th CPC) - Rs. 1400-2600/1400-2300(4th CPC)} or equivalent ; and
- iii Completed successfully or be eligible to undergo the basic management service course of the Institute of Secretariat Training and Management or a Comparable Training in any other recognized Institutions.

Explanation :

If an officer who has not already undergone the said course, if selected, he shall be required to undergo the said course at the earliest and his continued retention in the post shall be subject to the condition that he completes the said course successfully within one year from the date of his appointment.

(period of deputation/contract including the period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Govt. shall ordinarily not exceed 3 years). (Amended vide Note No. P-IV/1((9)86/Published on 06.05.89.)

General Conditions and terms of deputation in the Employees' Provident Fund Organisation.

1. The Deputation will be governed as per the instructions issued by the Department of Personnel & Training from time to time and also as per the provisions of the Recruitment Rules of the respective cadre and the tenure of deputation will be initially for a period of three (03) years. The matter of pay and allowances will be governed strictly by the orders of the Central Government for such comparable posts. Preference will be given to the officers whose Pay and allowances are governed by the Central government rules including GPF Rules. The candidates should be holding the analogous post on substantive basis. The appointment in Employees Provident Fund Organization will be further subject to acceptance of the terms and conditions of appointment issued by the Employees Provident Fund Organization, if found necessary. The maximum age limit of the applicant should not be exceeding 56 years as on the closing date of receipt of applications.

2. In case the selected official seeks repatriation before completion of two years on deputation, no Transfer TA/DA will be paid on repatriation. Further, if any official seeks repatriation within one year or less, Transfer TA/DA already paid, if any is also liable to be recovered.

3. Willing and eligible officers may forward their applications neatly typed in the proforma given in Annexure-I and the advance copy of the application should reach the designated officer in HRM Division within 30 days from the date of advertisement. A note shall also be added stating clearly how the candidate finds himself/herself suitable for the post.

4. The cadre controlling authority shall forward the application complete in all respect with requisite documents namely APARs, Vigilance Clearance, Integrity Certificate, list of penalty imposed, if any, during the last 10 years **within 45 days** from the date of publication of the advertisement.

5. The application through proper channel should reach the EPFO, Head Office **within 45 days** from the date of publication of the advertisement by name to **Shri Shahid Iqbal, Regional Provident Fund Commissioner-I (HRM), Bhavishya Nidhi Bhawan, 14 Bhikaji Cama Place, New Delhi-110066.**

6. Applications which are not received through proper channel and received after stipulated period will not be considered and rejected. The application should be accompanied with copies of APAR duly attested for the preceding five years and latest Vigilance Clearance, Integrity Certificate and list of major/minor penalty, imposed, if any during the last 10 years and Certificate to be issued by the cadre controlling authority in format given in **Annexure-II**. It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforesaid posts. The Employees' Provident Fund Organization reserves the right to reject any application without specifying any reason.

7. The two post of Research Assistant is earmarked in Head Office, situated at New Delhi, so the selected candidate may be posted at EPFO, Head Office, Delhi. However it is informed that offices of EPFO are situated all over India and the selected candidate may be posted anywhere in India as per requirement of the offices.

(Shahid Iqbal)

Regional PF Commissioner-I (HRM)

To:

1. The Secretary, Ministry of Information & Broadcasting, Govt. of India, New Delhi.
2. The Secretary, Department of Personnel & Training, Govt. of India, New Delhi.
3. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi-110001.
4. The Secretary, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi.
5. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No. 154-A, North Block, New Delhi.
6. The Director General, National Informatics Centre, CGO Complex, A Block, Lodhi Road, New Delhi.
7. The Chairman, Telecom Commission-cum-Secretary, Sanchar Bhawan, New Delhi.
8. The Director General, Defence research & Development, South Block, New Delhi.
9. The Secretary, Department of Electronics, Electronic Niketan, 6, CGO Complex, New Delhi.
10. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi.
11. The Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi.

12. The Registrar General, Census, man Singh Road, New Delhi.
13. The Chairman, Railway Board, rail Bhawan, New Delhi.
14. The Secretary, Department of Science & Technology, Technology Bhawan, Mehrauli Road, New Delhi.
15. The Director General, Defence Scientific Information & Documentation Centre, Metcalf House, Timarpur, New Delhi.
16. The Secretary, Planning Commission, Yojana Bhawan, Parliament Street, New Delhi.
17. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.
18. The Director General, ESIC, Ministry of Labour & Employment, Panchdweep Bhawan, Comrade Inderjeet Gupta Road, New Delhi-110002.
19. The Editor (Advertisement), Employment News, VII-Floor, Soochna Bhawan, C.G.O Complex Lodhi Road, New Delhi-110003.

Copy to:

1. All Zonal Offices/Regional Offices/District Offices/PDNASS/ZTIs/ZAPs.
2. The Chief Vigilance Officer, Head Office for information.
3. All Zonal ACC(HQ)/ACC/Director(PDNASS) for wide circulation among the staff of respective offices.
4. All Regional P.F. Commissioner/All Zonal Vigilance Directorates (NZ/EZ/SZ/WZ) for wide circulation among the staff of respective offices.
5. RPFC (ASD) in Headquarters for wide circulation among the staff of respective offices.
6. RPFC(NDC), Dwarka, New Delhi for uploading the same in the website.



(Shahid Iqbal)
Regional PF Commissioner-I (HRM)

ANNEXURE-I

PROFORMA FOR APPLICATION

Sl.No.	Details required:	Details furnished
1.	Post Applied for :	
2.	Name, Designation and Complete Postal Address of the Office in which one is working along with the Telephone No. and Email I.D. of the office	
3.	Status of the Department : i.e. Whether it is Central Government /State Government/Universities/Recognized Research Institution /Public Undertaking /Statutory, Semi-Govt. or autonomous organization and Name of the Ministry/Department	
4.	Date of Birth (in Christian Era)	
5.	Educational Qualifications	
6.	Mobile Number and Email Id of the applicant and controlling authority.	

07. Details of employment in chronological order (Enclose a Separate Sheet, if required)

Sl. No.	Office/Institute/ Department/ Organisation	Posts Held (Regular)	From	To	Pay Band and Grade Pay	Period of Experience* and nature of duties
08.	Nature of present Regular employment					
09.	Nature & extent of other assignments (i.e. Short term, Deputation or any other special assignment given etc.)					
10.	Total emoluments per month now drawn					
11.	Additional information, if any, in support of suitability for the post. Enclose a separate sheet, if the space is insufficient.					
12.	Whether belong to SC/ST/OBC					
13.	Particulars of documents enclosed: (indicate in a separate list)					
14.	Also state whether application is submitted through proper channel					

Place:
Date:

Signature of the Candidate
Telephone No.:

ANNEXURE-II

Certificate (To be given by the Cadre Controlling Authority)

1. Certified that the particulars of the officer as furnished above have been verified and found to be correct.
2. The officer is holding the post / analogous post on regular basis.
3. Certified that no disciplinary proceedings are pending / contemplated against the officer. The Integrity of the Officer is also certified. Copies of APARs for ___ years are enclosed.
4. No major/minor penalty has been imposed during the last 10 years.

Encl :-

Signature of the Cadre Controlling Authority/
Head of the Department with Seal.
Office Telephone No.
Mobile Number:
Email Id: