



सत्यमेव जयते

# 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

प्लेट-ए, ग्राउंड फ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No. A-12011/8/2022-HRM-VII/E-53164/3632

Dated: 19 JUL 2024

## OFFICE MEMORANDUM

**Subject:-Filling up the post of Welfare Officer on deputation basis in EPFO.**

Application is invited from the eligible candidates to fill up the following post in Employees' Provident Fund Organisation on deputation basis.

S. No	Name of the Post	Scale of Pay	No. of vacant posts	Place of Posting
1.	Welfare Officer	Level-7 of the Pay matrix [Pay Band-2 Rs.9300-34800 Grade Pay Rs.4600/-(pre-revised)]	01	Head Office, New Delhi

### A. Eligibility Conditions for the post of Welfare Officer

- Officers of EPFO, Central/State Government.
- holding analogous posts on regular basis; or
- with 03 years regular service in the Level-6 of the pay matrix (PB-2 Rs.9300-34800 with GP Rs. 4200/-(pre revised) (Rs. 5500-175-9000 (5<sup>th</sup> CPC)-Rs. 1640-2900(4<sup>th</sup> CPC) or equivalent failing which with 08 year regular service in posts in the scale of Level-6 of the pay matrix (PB-2 Rs.9300-34800 with GP Rs. 4200/-(pre revised) (Rs. 5000-150- 8000 (5<sup>th</sup> CPC)-Rs. 1400-2600 (4<sup>th</sup> CPC)

### B. Possessing the following qualifications and experience: -

- Post Graduate Degree/diploma in Social Service/Social Welfare/Social Work/Sociology/Psychology of a recognised University/Institution or equivalent,
- Three years' experience in a responsible capacity in Social Work in a social welfare Department under the Central/State Government or in a recognised Voluntary Social Welfare organisation.

## **For Armed Forces Personnel Transfer on deputation/Re-employment (For Ex-servicemen) :-**

The Armed Forces Personnel who are due to retire or to be transferred to reserved within a period of one year and have the qualification and experience prescribed for deputationists under this column shall also be considered if selected, such officers will be given deputation terms upto the date on which they are due for release from Armed Forces; thereafter they may be continued on re-employment terms. In case such eligible officers have retired or have been transferred to reserve before the actual selection to the post is made their the date of Superannuation with reference to civil posts.

(Period of deputation including period of deputation 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 three years)

### **2. 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 and extendable as per DoP&T guidelines. 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. Deputation allowance shall be admissible as per DoP&T guidelines only. 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 Organisation, 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) The duties and responsibilities of various Information Services posts in the Organisation requires supervision and formulating policies in respect of hardware and maintenance, software development and maintenance, networking and security, program. implementation & system audit and database & network administration.
- 4) Willing and eligible officers may forward their **ADVANCE COPY** of the application neatly typed in the proforma given in ANNEXURE-I and should reach the designated officer **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. This may also be mailed at [rpfc.exam@epfindia.gov.in](mailto:rpfc.exam@epfindia.gov.in)
- 5) The Cadre Controlling Authority shall forward the application complete in all respect with requisite documents namely **last 05 year APARs**, duly filled in Certificate mentioned as **ANNEXURE-II** and latest Vigilance clearance within **45 days** from the date of publication of the advertisement.

- 6) The application through proper channel should reach Employees' Provident Fund Organisation, Head Office **within 45 days** from the date of publication of the advertisement to **Shri Deepak Arya, Regional Provident Fund Commissioner-II (Recruitment Division), Employees' Provident Fund Organisation, Plate A, Ground Floor, Block-II, East Kidwai Nagar, New Delhi – 110 023..**
- 7) Applications which are not received through proper channel and received after stipulated period are liable to be rejected. It is to be noted that mere possession of the qualification does not entitle a candidate for appointment to the aforesaid posts on deputation terms. The Employees' Provident Fund Organisation reserves the right to reject any application without specifying any reason.

  
(Deepak Arya)

**Regional P.F Commissioner-II (Recruitment Division)**

To:

1. All Chief Secretaries of all State Government/Union Territories.
2. The Secretary, Ministry of Information & Broadcasting, Govt. of India, Shastri Bhawan, New Delhi.
3. The Secretary, Department of Personnel & Training, Govt. of India, New Delhi.
4. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.
5. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi-110001.
6. The Secretary, Ministry of Road Transport & Highways, Transport Bhawan, Parliament Street, New Delhi.
7. The Secretary, Ministry of Housing & Urban Affairs, Nirmal Bhawan, Maulana Azad Road, New Delhi.
8. The Secretary, Central Board of Exercise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi.
9. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No.154-A, North Block, New Delhi.
10. The Directorate General, CPWD, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi.
11. The Directorate General (Planning), CPWD, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi,
12. The Director General, National Informatics Centre, CGO Complex, A-Block, Lodhi Road, New Delhi.
13. The Chairman, Telecom Commission-Cum Secretary, Sanchar Bhawan, New Delhi.
14. The Director General, Defence Research & Development, South Block, New Delhi.
15. The Secretary, Department of Electronics, Electronic Niketan, 6 CGO Complex, New Delhi.
16. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi.
17. The Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi.
18. The Registrar General, Census, Man Singh Road, New Delhi.
19. The Chairman, Railway Board, Rail Bhawan, New Delhi.
20. The Director (Pers), Military Engineering Services.
21. The Secretary, Department of Science & Technology, Technology Bhawan, New Delhi Mehrauli Road, New Delhi.
22. The Director General, Defence Scientific Information & Documentation Centre, Metcalf House, Timarpur, New Delhi.
23. Director General, ESIC, Ministry of Labour & Employment, Panchdweep Bhawan, Comrade Inderjeet Gupta Road, New Delhi-110002.

**Copy to: (Through EPFO Website)**

1. All Addl. CPFCs in the Zones/Director (PDNASS).
2. All Regional P.F. Commissioners/Zonal Training Institutes.
3. All Addl. CPFCs (HQ)/Addl. CPFC(HQ)(IS)/Addl. CPFC(IS), Head Office
4. RPFC(ASD) in the Head Quarters for necessary action.
5. Chief Vigilance Officer, Head Office for information.
6. RPFC(NDC), Dwarka, New Delhi for uploading the O.M. on EPFO website.

  
(Deepak Arya)

**Regional P.F Commissioner-II (Recruitment Division)**

**Annexure-I**

**APPLICATION FOR THE POST OF WELFARE OFFICER ON DEPUTATION BASIS IN EPFO**

<b>S.N</b>	<b>Details required:</b>	<b>Details furnished</b>
<b>01.</b>	(a) Name of the applicant (b) Designation (c) Pay Level	
<b>02.</b>	Date of Birth (in Christian Era)	
<b>03.</b>	Educational Qualifications:	
<b>04.</b>	Details of the Office in which the official is working alongwith the postal address, Telephone No. and Email ID of the office.	
<b>05.</b>	Status of the Department: Whether it is Central Government /State Government and Name of the Ministry/Department:	

<b>06.</b>	<b>Details of employment in chronological order (Enclose a Separate Sheet, if required)</b>					
	<b>Office/Institute/ Department/ Organisation</b>	<b>Posts Held (Regular)</b>	<b>From</b>	<b>To</b>	<b>Pay Level</b>	<b>Period of Experience and nature of duties</b>

<b>07.</b>	Nature of present regular employment:											
<b>08.</b>	Nature & extent of other assignments (i.e. Short term, Deputation etc.):											
<b>09.</b>	Total emoluments drawn per month:											
<b>10.</b>	Whether being on deputation earlier (Yes/No)											
<b>11.</b>	If Yes, details thereof											
<b>12.</b>	Whether mandatory cooling-off period completed after completion of deputation period (Yes/No)											
<b>13.</b>	If yes, date of cooling-off period completion date											
<b>14.</b>	Whether belong to SC/ST/OBC:											
<b>15.</b>	Last 05 years APAR grading											
	<table border="1"> <thead> <tr> <th><b>2018-19</b></th> <th><b>2019-20</b></th> <th><b>2020-21</b></th> <th><b>2021-22</b></th> <th><b>2022-23</b></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>						
<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>								
<b>16.</b>	Additional information, if any, in support of suitability for the post. Enclose a separate sheet, if the space is insufficient.											

**Place:**  
**Date:**

**Signature of the Candidate**  
**Mobile 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.
4. The Integrity of the Officer is also certified.
5. A list of major/minor penalties imposed, if any are enclosed.
6. Copies of APARs for the last 05 years \_\_\_\_\_ are enclosed.

**Encl:**

**Signature of the Cadre Controlling  
Authority/ Head of the Department  
with Seal**

**Office Telephone No.  
E-mail ID:**