



मुख्य कार्यालय/ Head Office  
कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA  
भविष्य निधि भवन, 14 भीकाजी कामा प्लेस नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikalji Cama Place, New Delhi 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in); [www.epfindia.nic.in](http://www.epfindia.nic.in)

No.HRM-I/A-9(1)93/DDA/

77638

Dated: 22 Dec 2009

**OFFICE MEMORANDUM**

**Subject: Applications for filling up of the posts of Deputy Director (Audit) on Deputation basis in the EPF Organisation.**

Applications are invited from the eligible candidates to fill up the posts of **Deputy Director (Audit)** in various offices of the Employees' Provident Fund Organization on Deputation basis as per the details given below:

Sl. No.	Name of the post	Scale of Pay	Place of posting	No. of Posts
1.	Deputy Director (Audit)	Rs.10000-325-15200/- (Pre-revised) and Rs.15600-39100 in Pay Band 3 with Grade Pay of Rs.6600/- in the Revised Scale	Delhi, Faridabad, Chandigarh, Jaipur, Kanpur, Patna, Kolkata, Indore, Mumbai, Nagpur, Ahmedabad, Hyderabad, Bangalore, Chennai, Coimbatore	15 (Fifteen)

**Method of Recruitment and Eligibility Conditions for Deputy Director (Audit)**

By transfer on deputation (including short term contract). Employees of Central Government / State Governments / Employees' Provident Fund Organisation:

- Having completed Graduation, preferably B.Com.
- Having passed the SAS examination conducted by the IA & AD or other Central/State Government Organizations, Accounts/Audit Department
- Holding analogous posts on regular basis; or
  - With 5 years of regular service in posts in the scale of pay of Rs.8000-13500 (Pre-revised); or
  - With 7 years regular service in posts in the scale of pay of Rs.7500-11500 (Pre-revised) or equivalent; or
  - With 8 years regular service in posts in the scale of pay of Rs.6500-10500 (Pre-revised).
- Possessing experience of dealing with Audit and Accounts and Financial matters. Period of deputation/contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall ordinarily not exceed 3 years.
- The age of the candidate should not be more than 56 years on the closing date of receipt of application.


(f) Desired Qualification: Computer literacy

The job of Deputy Director (Audit) involves touring.

**Terms of deputation in the Employees' Provident Fund Organisation**

The deputation will be governed by as per the instructions issued by the Department of Personnel & Training as applicable to Central Government Department / Organisations. The tenure of deputation will be initially for a period of three (3) years. The applications of willing officers fulfilling the above conditions may please be arranged to be forwarded through proper channel along with the bio-data in the enclosed proforma with photocopies of Annual Confidential Reports for the last five years duly attested and Integrity Certificate clearly stating that there is no vigilance case pending or contemplated as on date, by name to **Shri R.K. Kukreja, Regional Provident Fund Commissioner (HRM), Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi - 110066** within forty five (45) days from the date of issue of this Office Memorandum. The application which are not received through proper channel and received after stipulated period will not be considered.

It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned posts. The Employees' Provident Fund Organisation reserves the right of criteria and mode of selection.

  
(R.K. KUKEREJA)  
Regional Provident Fund Commissioner (HRM)

To

1. All Chief Secretaries of all State Governments/Union Territories.
2. The Secretary, Ministry of Information & Broadcasting, Govt. of India, New Delhi
3. The Secretary, Department of Personnel & Training, Govt. of India, New Delhi
4. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi
5. The Secretary, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi.
6. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No. 154-A, North Block, New Delhi.
7. The Director General, National Informatics Centre, CGO Complex, A Block, Lodhi Road, New Delhi
8. The Chairman, Telecom Commission-cum-Secretary, Sanchar Bhawan, New Delhi.
9. The Director General, Defence Research & Development, South Block, New Delhi
10. The Secretary, Department of Electronics, Electronic Niketan, 6, CGO Complex, New Delhi
11. The Director, Min. of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi
12. Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi.
13. The Registrar General, Census, Mansingh Road, New Delhi.
14. The Chairman, Railway Board, Rail Bhawan, New Delhi
15. The Secretary, Dept. of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi.
16. The Director General, Defence Scientific Information & Documentation Centre, Metcalfe House, Timarpur, New Delhi.
17. The Secretary, Planning Commission, Yojana Bhawan, Parliament Street, New Delhi.
18. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.

Copy to

1. All Regional PF Commissioners.
2. All Officers-in-Charge of Sub-Regional Offices.
3. RPFC (ASD) in Headquarters for necessary action.
4. FA & CAO for information.
5. RPFC (NDC) with a request to publish the OM on EPFO Website.

*Udita*

**(UDITA CHOWDHARY)**  
**Regional Provident Fund Commissioner-I (HRM-I)**

## PROFORMA FOR APPLICATION

1. Post applied for
2. Name and office 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 in which worked	Post held (Clearly State Regular/Adhoc /Deputation)	From	To	Scale of Pay and last Basic Pay	Nature of duties performed	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 \_\_\_\_\_  
Name and Address of the office \_\_\_\_\_

### CERTIFICATE

1. Certified that the particulars of the officer have 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 for the years \_\_\_\_\_ are enclosed.

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