



कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
श्रम एवं रोजगार मंत्रालय , भारत सरकार  
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA  
मुख्य कार्यालय/ Head Office  
भविष्य निधि भवन, 14 भीकाजी कामा प्लेस नई दिल्ली-110066  
Bhavishya Nidhi Bhawan , 14, Bhikaji 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-VII/6(Misc)2010/AD(OL)

Date : 09 अगस्त 2011  
AUG 2011

**OFFICE MEMORANDUM**

**Subject: Filling up of the posts on deputation basis in EPFO**

Applications are invited from the eligible candidates to fill up the following posts in various offices of the Employees' Provident Fund Organisation on deputation basis :

S. No.	Name of the Post	Scale of Pay	No. of Posts	Tentative Place of posting (Subject to change)
1	Assistant Director (Official Language)	Rs 15600-39100 with Grade Pay Rs 5400/- in PB-3	22 (Twenty Two)	Visakhapatnam, Gurgaon, Ahmedabad, Vadodara, Mangalore, Hubli, Peenya, Trivendrum, Cochin, Indore, Bandra, Nagpur, Kandivali, Guwahati, Rourkela, Madurai, Coimbatore, Madurai, Shimla, Jalpaiguri, Raipur, Ranchi.

**Eligibility conditions for Assistant Director (Official Language)**

Officers of the Employees' Provident Fund Organisation / Central Government / State Government / Union Territory Administration

- (A) (i) holding analogous posts on regular basis; or  
(ii) with three (03) years' regular service in posts in the Pay Band 2 (Rs 9,300-34,800) with Grade Pay 4600/- (Rs 6500-200-10500 – Pre-revised); or  
(iii) with seven (07) years' regular service in posts in the Pay Band 2 (Rs 9,300-34,800) with Grade Pay 4200/- (Rs 5500-175-9000 – Pre-revised); and
- (B) Educational Qualification
- (i) Master's degree of a recognized university or equivalent in Hindi with English as a subject at degree level  
Or  
(ii) Master's degree of a recognized university or equivalent in English with Hindi as a subject at degree level  
Or

Or

(iii) Master's degree of a recognized university or equivalent in any subject with English medium and Hindi as a subject at degree level

Or

(iv) Master's degree of a recognized university or equivalent in any subject with Hindi Medium and English as a subject at degree level

AND

(c) (i) Five years' experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa preferable of scientific literature.

Or

(ii) Five years' experience of teaching, research, writing or journalism in Hindi

**DESIRABLE :**

- (i) Knowledge of Sanskrit and / or a modern Indian Language.
- (ii) Administrative experience.
- (iii) Experience of organizing Hindi classes or workshops in noting and drafting.

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

The deputation will be governed as per the instructions issued by the Department of Personnel & Training as applicable to Central government Departments / Organisations. 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 appointment in Employees' Provident Fund Organisation will be further subject to acceptance of the terms and conditions of appointment issued by the Employees' Provident Fund Organisation, if found necessary. The period of deputation including the period to deputation in another ex-cadre post held immediately preceding this appointment shall ordinary not exceed three years. The maximum age limit of the applicant should not be exceeding 56 years as on the closing date of receipt of applications.

Willing and eligible candidates / officials may forward their applications neatly typed in the proforma given below through proper channel so as to reach Sh. P.K. Agarwal, Regional PF Commissioner (HRM), Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110 066 within forty five (45) days from the date of publication of this advertisement. The applications should be accompanied with copies of ACRs for the preceding 5 years and Vigilance Clearance.

  
(P.K. AGARWAL)

Regional PF 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 – 110 001
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-sum-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, Ministry of Statistics & Pl, Sardar Patel Bhawan, Parliament Street, New Delhi
12. The 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-110 001
18. The Secretary, Ministry of labour & Employment, Shram Shakti Bhawan, New Delhi.

Copy to

(Through EPFO website)

1. All Addl. CPFCs of the Zone & Head Quarter : For information and necessary action please.
2. All Regional PF Commissioner-I / Incharge of Regional Offices : For information and necessary action please.
3. All Regional PF Commissioner-II / Officers-in-Charge of Sub-Regional Offices : For information and necessary action please..
4. RPFC (ASD) in Head Quarters : For information and necessary action please.
5. Director / Dy. Director (OL), Head Office for information
6. Asst. Director (OL) : For Hindi version of the same
7. RPFC, NDC : For up-loading in the Website of EPFO.



(Md. Ashraf Kamil)

Regional PF Commissioner-II (HRM-VII)

## 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 / Organisation	Post held (Regular)	From	To	Pay Band and Grade Pay	Period of experience

- 7 Present Grade 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 Number of documents enclosed. Indicate in a separate list.
- 11 Please mention three choice for place of posting. 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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.

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