



# ZONAL TRAINING INSTITUTE, SOUTH ZONE

(A UNIT OF NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY)

## EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour – Government of India)

No.2, 15<sup>th</sup> MAIN ROAD, RANGANATHAN GARDENS,  
ANNA NAGAR, CHENNAI - 600 040, TAMILNADU STATE.

PHONE: 044 - 2628 45 65, FAX - 044 2628 59 47

E-mail: ztisz@yahoo.co.in & zti.south@epfindia.gov.in

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No.ZTI(SZ)/2(26)/2009-10/

Date : 19/01/2010

To

The Regional P.F. Commissioner-In-Charge,  
Guntur, Hyderabad, Bangalore, Mangalore, Kerala,  
Chennai, Madurai, Coimbatore, Tambaram, Peenya,  
Gulbarga, Nizamabad, Goa.

Sir,

Sub:- Filling up of Group 'C' posts on deputation basis in  
Zonal Training Institute (South Zone) – regarding.

Ref:- This Office letter No.ZTI(SZ)/2(26)/2009-10/1872 to 1885  
dated 13/11/2009.

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Please refer to the letter cited.

The last date for receipt of application for filling the vacancies of 'Social Security Assistant' is extended upto 22/02/2010. A copy of the circular alongwith the proforma for application is enclosed herewith for ready reference.

(This issues with the approval of RPFC-I)

Yours faithfully,

Encl : As Above

(S.JANARTHANAN)

ASSISTANT P.F. COMMISSIONER

Copy to:

1. The RPFCs, All S.R.Os. of South Zone with a request to circulate the same.
2. The Director, NATRSS, New Delhi.
3. The RPFC (NDC), New Delhi

..... with a request to post this letter and the enclosure  
on the website.



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## EMPLOYEES' PROVIDENT FUND ORGANISATION

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PHONE: 044 – 26 28 45 65, FAX – 044-26 28 59 47

Email: ztisz@yahoo.co.in

BY SPEED POST

2/4

No.ZTI/SZ/2(26)/2009-10

1822 to 1825

Dated 13.11.09

To  
The Regional Provident Fund Commissioner-In-charge,  
Guntur, Hyderabad, Bangalore, Mangalore  
Kerala, Chennai, Madurai, Coimbatore, Tambaram, Peenya, Gulbarga.

Sub: Filling up of Group 'C' posts on deputation basis in Zonal  
Training Institute(South Zone) – Regarding.

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Sir,

The following post in Group 'C' cadre are proposed to be filled up on deputation basis in the Zonal Training Institute(SZ) at Chennai. The eligibility conditions and number of posts vacant are given below:

Sl.No.	Name of the post and Pay Scale	No. of post for which applications are called for	Eligibility Conditions
1	Social Security Assistants  Pay Scale: Rs.5200-20200 G.Pay:Rs.2400/-	2	Officials of EPFO holding analogous post on regular basis or LDCs who have passed matriculation and who are in the pay scale of Rs.3050-4590(Pre-revised) with 5 years of regular service in the grade

2. The deputation will be governed by the instructions issued by the E.P.F. Headquarters and Department of the Personnel & Training, Govt. of India. The tenure of deputation will be initially for a period of 3 years subject to further extension depending on administrative exigencies and with the consent of borrowing Office.

3. It is requested that the above mentioned vacancies may be circulated among the staff of your Regional/Sub-Regional Offices under intimation to this Office. A copy of this circular may also be placed on the notice board of your office. The officials who are desirous of their names being considered for the posts in the Zonal Training Institute(SZ) may forward their applications (in the enclosed proforma), through proper channel by name to "Regional Provident Fund Commissioner-I, Zonal Training Institute(SZ), No.2, 15<sup>th</sup> Main Road, Ranganathan Gardens, Anna Nagar, Chennai-40" latest by 18/12/2009. It may please be noted that no application will be entertained after the last date. The applications received from willing & eligible staff members alongwith the copies of five years ACRs(wherever applicable) and Vigilance Clearance may be forwarded to this office.

Contd...2..

4. The applicant will not be allowed to withdraw his/her name after submission of application. The Regional Provident Fund Commissioner In-charge of the Region should forward the application of eligible employees only and those who may be relieved of their duties immediately on selection.

5. Please acknowledge the receipt.

(Issued as per the direction of Director, NATRSS vide his letter dated 6/10/2009)

Encl.: Proforma of Application

Yours faithfully,



(KOUSALYA GANAPATHY)  
Rregional P.F. Commissioner-I.

Copy to:

1. Director, NATRSS with reference to the letter No.8(12)/2002/NATRSS/SZ/2178 dated 6/10/2009.
2. Regional Provident fund Commissioner(HRM) EPFO, HQ
3. RPFC(NDC) with the request to post the above circular on the website .

ok

DESPATCHED  
मिनि 19/11/09

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### 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. Details of employment in chronological Order, (Enclosed a separate sheet, duly authenticated by your signature. If the space below is insufficient)

Office/Institute/Organisation	Post held	From	To	Scale of pay and last basic pay	Nature of duties

6. Present basic pay, total emoluments  
Per month now drawn
7. 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 :
8. Whether belong to SC/ST/OBC
9. Number of documents enclosed  
(Indicate in a separate list)

Signature of the Candidate

Date.

Address.....

Countersigned (Employer)

Certified that the particulars of the officer has been verified and found to the 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)