



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 किदवई नगर, नई दिल्ली-110023

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

Website: www.epfindia.gov.in, www.epfindia.nic.in



File No. EPFO/HO/RC/HiringofConsultant/SSD/IW//3638

Dated:

19 JUL 2024

VACANCY CIRCULAR

Subject: Engagement of Retired Government Officers as Consultant on contract basis in Employees' Provident Fund Organisation - regarding.

Application in the prescribed proforma (as per Annexure- I) is invited from the retired government official for filling up one (01) post of Consultant in International Cooperation for Social Security Division in Employees' Provident Fund Organisation on contract basis. The details of the engagement are given below:-

1	Name of the post	Consultant
2	Number of posts	01
3	Method of recruitment	Contract Basis
4	Place of posting	Employees' Provident Fund Organisation, Head Office, New Delhi.
5	Mode of selection	Search cum selection
6	Age Limit	Maximum age limit is 65 years as on the date of Advertisement.
7	Period of engagement	Initially for a period of 6 months. The contract could be extended further upto 6 months depending on assessment of performance, mutual willingness and depending on the requirement.
8.	Nature of engagement	The engagement will be purely on contractual basis and the Organisation reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served one month's notice before termination of the contract or one month's pay in lieu of the notice period.
9.	Scope of Duties	International Workers (IW) Division of EPFO is tasked with implementation of the Social Security Agreements signed by the Government of India. At present, India has signed 21 Social Security Agreements (SSA). The implementation of these agreements requires liaising with the competent institutions of the SSA countries. Further, negotiations for Social Security Agreement (SSA) are going on which requires preparation of comments on the text of the draft SSAs, and queries raised by the foreign countries, coordinating with the MOL&E and Ministry of External Affairs in negotiations for


		<p>processing of proposals for SSAs between India and other countries, co-ordinating with various implementing agencies of other SSA countries in Form finalization and processing for obtaining approval when the SSA is signed.</p> <p>All tasks are technical and specialized in nature requiring knowledge of these international agreements, framing, drafting, negotiations and implementation. These technical knowledge and expertise are mandatory to render effective support in these matters.</p>
10.	Eligibility	<ul style="list-style-type: none"> • Retired Government servant (including EPFO) who not below the rank of Section Officer having required experience and knowledge in the field of Social Security; and having • Bachelor Degree from a recognized University or Institute in India. • Must have excellent written and oral communication and Interpersonal skills, knowledge of Computer applications such as MS Word, MS Excel, MS Power point.
11.	Remuneration, HRA, Transport Allowance, Leave (for retired government employee)	<p>Remuneration as per the guidelines laid down in policy for hiring of retired officers and employees on contract basis in EPFO, 2023 circulated vide letter No. HRD/56/2021/Misc/1062 dated 11.07.2024 [https://www.epfindia.gov.in/site_docs/PDFs/Circulars/Y2024-2025/Circular_HRD_11072024.pdf].</p>
12.	Termination of contract	<p>The Organisation reserves the right to terminate the contract at any time in case:</p> <p>a) The contractual employee is unable to satisfactorily complete the assigned tasks; b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c) The contractual employee is absent from duty without authorization; d) The Organisation chooses not to renew the contract at the end of the initial period of engagement; e) Any other reason.</p>
13.	Requirement of prior notice	<p>In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/ she can do so upon giving 30 days' notice to the Department or one month's salary in lieu of the notice period.</p>
14.	Confidentiality clause:	<p>a) During the period of engagement with the Organisation, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/ she may have come across during the period of his/ her engagement in the Organisation to anyone who is not authorized to have the same.</p>

		b) The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/ her. The secrecy and confidentiality shall be maintained even after the termination of the contract.
15.	Conflict of interest	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/ discontinued without assigning any reason thereof.
16.	Working hours	The contractual employee shall endeavour to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/ exigencies. In case of leave or any exigency, the contractual employee shall notify the Organisation promptly.

Submission of application: Interested applicants may forward the duly filled in application in the prescribed proforma with all relevant documents to this office **within 30 days** from the date of publication of the advertisement. The envelop containing the application form should be clearly labelled "**Application for the post of Consultant in International Cooperation for Social Security Division in Employees' Provident Fund Organisation**" and addressed 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**

Incomplete applications will be summarily rejected. Employees' Provident Fund Organisation reserves the right to reject any application without assigning any reason.



**(Deepak Arya)
R.P.F.C-II (Recruitment Division)**

ANNEXURE-I**Application Proforma for the post of Consultant**

1. Name:
2. Date of Birth:
3. Gender:
4. Details of Educational Qualifications
(Please enclose self-attested photocopies of educational qualifications)

**Paste your
latest passport
size
photograph
here**

Examination passed	Board/ University/ institution	Subject/ Discipline	Year of passing	Percentage of marks

5. Mobile No.
6. Email ID :
7. Details of employment in chronological order
(Please enclose self-attested photocopies of experience certificate)

Department/ Institution/ Organisation	Post held	From	To	Remuneration (Pay Level/Pay Band with Grade Pay/Level Matrix, if applicable)	Nature of duties performed

8. Additional information (if any) in support of work experience/employment.
9. Details of courses/ training programmes attended, if any:
10. Languages known
11. Details of previous Consultancy, if any :

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

13. Remarks, if any:

(Signature)

Address:

Date: