



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/P&PD/ /3634

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 on contract basis in Plan & Policy vertical of Co-ordination Wing in Employees' Provident Fund Organisation for work related to implementation of Code on Social Security, 2020 (CoSS) and Schemes to be framed thereunder. The details of the engagement are given below:-

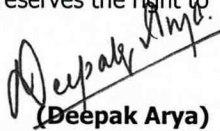
1	Name of the post	Consultant
2	Number of posts	01
3	Method of recruitment	Contract Basis
4	Place of posting	Employees' Provident Fund Organisation, Head Office, New Delhi.
5	Mode of selection	Search cum selection
6	Age Limit	Maximum age limit is 65 years as on the date of Advertisement.
7	Period of 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	The Plan & Policy vertical has been operationalized under the Co-ordination Section with the mandate to ideate, formulate and to work on new initiatives, schemes and policies. One of the important and immediate tasks of the Plan & Policy vertical is to ensure the smooth roll-out and implementation of Code on Social Security, 2020 (CoSS) and the schemes to be framed thereunder. The work also requires drawing out and finalizing the undermentioned Schemes and various rules and regulations that need to be notified by the Government in the course of implementing the CoSS and Schemes under it: (i) New Employees' Provident Fund Scheme (ii) New Employees' Pension Scheme (iii) New Employees' Deposit Linked Scheme (iv) Proposal for Scheme for Platform Workers (v) Proposal for Scheme for Unorganized Workers The work related to CoSS and the schemes under it is a specialized area of work and requires an officer with sound knowledge of framing of schemes, legal issues related to CoSS, the intricacies of the Rules

		and Regulations to be framed under the COSS along with a practical knowledge of issues encountered in implementation..
10.	Eligibility conditions	<ul style="list-style-type: none"> • Retired Government servant (including EPFO) not below the rank of Under Secretary having the required experience and knowledge in the field of Social Security; and • 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)	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]
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;</p> <p>b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</p> <p>c) The contractual employee is absent from duty without authorization;</p> <p>d) The Organisation chooses not to renew the contract at the end of the initial period of engagement;</p> <p>e) Any other reason.</p>
13.	Requirement of prior notice	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.
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> <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.</p>
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 Plan & Policy vertical of Co-ordination Wing of Employees' Provident Fund Organisation**" and addressed to:

**Shri Deepak Arya
Regional Provident Fund Commissioner-II
(Recruitment Division),
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)
Regional P.F Commissioner-II
(Recruitment Division)**

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: