



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
श्रम एवं रोजगार मंत्रालय भारत सरकार  
**Ministry of Labour & Employment, Govt. of India**  
मुख्य कार्यालय / **Head Office**  
भविष्य निधि भवन, 14, भीकाएजी 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)

Dated

22 MAR 2010

**Subject: Filling up of the vacant post of AD (OL) on transfer 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 Organization on deputation basis:

Sl. 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 of Rs. 5400	7 (Seven)	Chennai, Trichy, Surat, Kolkata, Kanpur, Vishakhapatnam & Thane

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

- Officers of the Employees' Provident Fund Organization/Central Government/State Government
- (A) (i) Holding analogous posts on regular basis, or  
(ii) With 3 (Three) years' regular service in posts in the Pay Band 2 (Rs.9300-34800) with Grade Pay of Rs.4600/- (Rs. 6500-200-10500/-Pre-revised); or  
(iii) With seven (07) years' regular service in posts in the Pay Band 2 ( Rs.9300-34800 ) with Grade Pay of Rs.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 the degree level.  
Or  
(iii) Master's degree of a recognized university or equivalent in any subject with English medium and Hindi as a subject at the degree level.  
Or  
(iv) Master's degree of a recognised university or equivalent in any subject with Hindi Medium and English as a subject at the degree level.
- And
- (C) (i) Five year's 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.

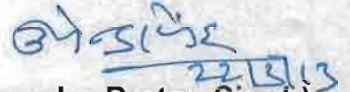
**DESIRABLE:**

- (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 Organization**

The deputation will be governed as per the instructions issued by the Department of Personnel & Training as applicable to Central Government Departments/Organizations. 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 Organization will be further subject to acceptance of the terms and conditions of appointment issued by the Employees' Provident Fund Organization, 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 Shri Uday Baxi, Regional Provident Fund Commissioner (HRM), Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066 by 15.05.2013. The applications should be accompanied with copies of ACRs for the preceding 5 years and Vigilance Clearance.

  
(Upendra Pratap Singh)

**Regional Provident Fund Commissioner-II (HRM-VII)**

To

(Through EPFO web site)

1. All Regional PF Commissioners.
2. All Officers- in Charge of Sub Regional Office.
3. RPFC (ASD) in Head Office for necessary action.
4. Director (Official Language)
5. RPFC (NDC) for upload on the website

Copy to:

Director (Official Language),  
Ministry of Home Affairs,  
(Deptt of OL)  
Lok Nayak Bhawan,  
New Delhi.

## 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 and 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 choices for place of posting

Signature of the Candidate  
Telephone No.

Date: \_\_\_\_\_ Address \_\_\_\_\_

### CERTIFICATE

1. Certified that the particulars of the officer has been verified and found 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)  
Telephone No.