



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/ HEAD OFFICE



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NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-
110023 Website: www.epfindia.gov.in, www.epfindia.nic.in

File No. Exam.8(1)2024/APFC/DR- 119

Date: 05.08.2024

To,

All the candidates as per merit list,
(Ref. UPSC Notice No. F.1/165(33)/2022-R.IV/SPC-I dated 19.07.2024).

Subject: Appointment to the post of Assistant Provident Fund Commissioner (Direct Recruitment) in the Pay Matrix Level 10 (pre-revised PB-3 Rs. 15600- 39100 with grade pay of Rs.5400/-) in Employees' Provident Fund Organisation - Completion of appointment formalities- -Regarding.

Madam/Sir,

The Union Public Service Commission (UPSC) has declared the final results for 159 posts of Assistant Provident Fund Commissioner (Direct Recruitment) in Employees' Provident Fund Organisation (EPFO) vide Notice No. F.1/165(33)/2022-R.IV/SPC-I dated 19.07.2024. The process of formal appointment of the candidates in the Merit List is to be commenced. All candidates in the Merit List are requested to carefully go through the contents of this letter and complete the appointment formalities as per the instructions given below.

2. The 159 candidates in the Merit List are required to follow the instructions and complete the formalities for each stage so that the process of appointment can be completed in a smooth and time-bound manner.

STAGE - I: Pre-appointment formalities of verification of original documents and submission of requisite forms.

- a. **Based upon the address for correspondence given by the candidates at the time of filling up the UPSC form, the list of the candidates along with the soft copy of dossiers are being sent to the concerned Zonal Offices, where the candidates are required to appear for verification of identity, documents and to fill and submit Annexures (at serial number vii, viii & ix).** The date and venue in this regard will be intimated by the concerned Zonal Office to the candidates in due course. The candidates will be required to report to the respective Zonal Office on the appointed date along with original documents in support of educational qualifications, age, caste, etc. The list of original documents that is required to be produced by the candidate during verification is as follows:

- i. **Original Certificates of Educational Qualifications along with a set of self-attested copies**

- ii. **Original Certificate of Age along with self-attested copy.**
 - iii. **No Objection Certificate(NOC) issued by the present employer, if any**
 - iv. **Original Caste Certificate in the case of SC/ST/OBC(NCL) along with self-attested copy.**
 - v. **EWS Candidates are required to produce original Income and Asset certificate from the prescribed authority valid for the year 2022-23 along with self-attested copy.**
 - vi. **PwBD candidates are required to produce the original Disability Certificate issued by the prescribed Medical Authority in accordance with the instructions issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India, along with a self-attested copy.**
 - vii. **Original Form on Oath of allegiance to the Indian Constitution. (Annexure-I, format enclosed).**
 - viii. **Original Form on Declaration of Marital Status. (Annexure-II, Format enclosed).**
 - ix. **Application seeking exemption in terms of Rule 21 of CCS(Conduct) Rules, 1964 (Annexure-III, format enclosed), if applicable.**
 - x. **Original Aadhar Card and PAN Card (if available) along with self- attested copy.**
 - xi. **One recent passport size photograph.**
- b. After the verification of the original documents, the Zonal Offices will issue the Letters of Offer of Appointment to the candidate on the same day and receive acknowledgement for the same. The candidate will be required to submit his/her letter of acceptance in **Annexure IV** to the offer of appointment latest within 15 days of the receipt of the Offer of appointment. Candidate, however, may submit his/her letter of acceptance at the time of receiving the letter of offer itself.
- c. Action will be taken simultaneously by the respective Zonal Addl. CPFC for getting the **Verification of Character and Antecedents** done through the concerned authorities by sending the Attestation Forms to the District Authorities where the candidate has resided for more than one year at a time during the preceding five years.

STAGE - II: Medical Examination

After completion of the formalities of form filling, submission, verification of documents and identity as detailed above, the candidates will receive instructions from EPF Zonal Offices for completing medical examination formalities. The candidates must present themselves before the **Medical Board** constituted by the concerned Medical Authority of the state for conducting medical examination of Group 'A' officers.

In case the candidates do not present themselves before the Medical Board constituted by the concerned Medical Authorities for medical examination on the given time or timeframe by the Zonal Offices, their candidature is liable to be cancelled.

- i. On the receipt of the medical report from the Medical Board, the same shall be forwarded to the Head Office by the Zonal Office along with the copy of Offer of Appointment, Acceptance of the same by the candidates, other Annexures delineated at stage one and copy of Aadhar & PAN Card.

- ii. All the candidates are advised not to change, alter, disable or delete the email-id or Mobile number provided by them at the time of filling of the UPSC form till the completion of the recruitment process.

STAGE -III: Issue of Provisional / Final Letters of Appointment

- i. On receipt of their Medical Fitness Certificate and the acceptance of the offer of appointment, Head Office will issue Provisional Appointment Letter to the candidate. The candidate will also be simultaneously asked to report at the place and time decided by EPFO Head Office in due course.
- ii. Further instructions on training matter will be issued by the Director, Pandit Deen Dayal Upadhyaya National Academy of Social Security, 30-31, Institutional Area, Janak Puri, New Delhi - 110058.
- iii. The Final Appointment orders will be issued by the Head Office after receipt of Verification of Character and Antecedents, Caste, EWS, PwBD certificates from the concerned authorities in due course.

3. All the candidates are advised to take note of the above instructions and see to it that they complete the actions as indicated. They will be informed of further instructions by means of email on their email IDs.

4. Further, it is informed that Court case W.P.C. No. 4200/2024 is pending in the Hon'ble High Court of Delhi. While considering and disposing off the CM APPL. 17158/2024 - Stay, the Hon'ble High Court of Delhi vide its order dated 20.03.2024 has directed that the appointments of Assistant Provident Fund Commissioners pursuant to the special advertisement no 51/2023 would remain subject to outcome of the W.P (C) No. 4200/2024. Hence this offer of appointment is issued subject to final outcome of the above stated WP(C) and any other pending court case in this matter.

Yours faithfully,

Enclosure: As above



(PPS Maingi)

Regional PF Commissioner-I, Recruitment/Exam

Copy by Web Circulation to: All Zonal Additional Central Commissioners for information and needful.

Annexure-I

FORM FOR OATH AND ALLEGIANCE TO THE CONSTITUTION OF INDIA

I, _____ (full name) do swear/
solemnly affirm that I will be faithful and bear true allegiance to India and to the
Constitution of India as by law established and that I will uphold the sovereignty and
integrity of India, and that I will carry out the duties of my office loyally, and with
impartiality.

Signature

Name

Roll No.

Rank

Address:

MARITAL DECLARATION

(To be obtained from new entrants to Government Service)

I, Shri/Mrs./Ms. _____ declare as under:

- *i) That I am a unmarried /a widower/ a widow/ spinster.
- *ii) That I am married and I have only one spouse living.
- *iii) That I have entered into and contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- *iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed (**Annexure III**)

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated:

Signature:

*Please delete the clause/clauses not applicable.

APPLICATION FOR GRANT OF EXEMPTION
[Vide Paragraph I (iii)/ I (iv) of the declaration]

To,

The Central Provident Fund Commissioner.
Employees' Provident Fund Organisation
Head Office, 14, Bhikaji Cama Place,
New Delhi-110066

Madam/Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of one having more than one spouse living/a person who is married to a person already having one spouse or more living.

Reasons:

Yours faithfully,

Dated:

Signature

Roll No.

Rank

To

The Central Provident Fund Commissioner
Through Additional Central Provident Fund Commissioner (Zonal Office.....)

Sub: Acceptance of offer of Appointment

Ref: Office Memorandum No. _____ dated _____.

Respected Sir/Madam,

I, _____ (Name) hereby convey my acceptance of the above referred offer of appointment to the post of Assistant Provident Fund Commissioner in Level 10 of Pay Matrix in the Employees' Provident Fund Organisation on the terms and conditions mentioned in the offer memorandum.

Yours faithfully,

(Signature)

Name: _____

Father's Name: _____

Date: _____

Rank: _____

Place: _____

UPSC Roll No.: _____

Address: _____
