



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



एन.बी.सी.सी. सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4<sup>th</sup> फ्लोर, ईस्ट किदवई नगर, नई दिल्ली -110023  
NBCC Centre, Block-2, Ground Floor- 4<sup>th</sup> Floor, East Kidwai Nagar, New Delhi-110023 Website:  
[www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

File: Recruitment/Exam.12(1)2024/SSADR/390

Date: 03.01.2025

To

All the selected candidates from the Waiting List  
(Ref. Office order dated Exam.12(1)2024/SSADR/383 dated 27.12.2024)

**Subject: Appointment to the post of Social Security Assistant (Direct Recruitment) in Level-5 (Rs.29, 200-92, 300) in the Pay Matrix with grade pay Rs.2800/- in Employees' Provident Fund Organisation – Completion of pre-appointment formality of candidates selected from waiting list - Regarding**

Reference: Office order dated Exam.12(1)2024/SSADR/383 dated 27.12.2024

Sir/Madam,

The list of 1190 candidates selected from the Waiting List for the Social Security Assistant (SSA) Direct Recruitment Examination was circulated vide the above-referred order dated 27.12.2024. The process for formal appointment of the candidates in the list is to be commenced. All candidates in the 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 candidature of candidates is purely provisional and subject to verification of documents, Medical examination and other eligibility criteria. The final merit list shall be prepared Region-wise which shall be used for the preparation of the seniority list etc.

3. The following instructions for each stage are brought to the attention of all the candidates so that the process of appointment can be completed in a smooth and time-bound manner.

**STAGE I: State/Regional Office Allocation**

The allocation of State/Region to the selected candidates was intimated vide the above-referred order dated 27.12.2024. The allocation of State/Region is done by applying the principle of Merit-cum-Preference purely based on preference submitted by the candidates during the filling of the online application form, subject to availability of vacancies and extant rules. The Zonal Office will further allocate the Regional Office under its jurisdiction to the candidate on the basis of the guidelines issued by the Head Office vide Order No. Recruitment/Exam.12(1)2025/SSA/388 dated 03.01.2025.

**STAGE II- Pre-appointment formalities of verification of original documents and submission of requisite forms.**

- a. Based upon the allocation of states to the selected candidates, the list of the candidates along with the soft copy of dossiers have been sent to the concerned Regional 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 below and undertakings)**. The date and venue in this regard will be intimated by the concerned Regional Office to the candidates. The candidates will be required to report to the respective Regional 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. Original Relieving order from the present employer, if any, is required to be produced by the candidates at the time of joining the post of Social Security Assistant. However, No Objection Certificate (NOC) issued by the present employer is required to be produced by the candidate during verification of documents.
  - iv. Original Caste Certificate in the case of SC/ST/OBC/EWS 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 in the form enclosed. (**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. Attestation Form (**Annexure – IV** format enclosed)
  - xi. Original Aadhar Card and PAN Card along with self- attested copy.
  - xii. One recent passport-size photograph
- b. The Regional Office on receipt of dossiers from the Zonal Office, will issue communication to the selected candidates through e-mail/ speed post/ SMS/phone call to appear on a pre-appointed date for identity and document verification. It may be planned in such a way that the verification and medical examination are carried out smoothly.
- c. During the verification of the above mentioned documents, the Regional Offices will also obtain the below listed undertakings:

- i. The candidates belonging to OBC community will be required to furnish an undertaking that they do not belong to Creamy Layer as on the closing date of submission of application for the post i.e. on 26.04.2023 (Undertaking to be submitted by the candidates (Undertaking Format enclosed as **Annexure-V**).
- ii. The candidates belonging to EWS, will be required to furnish an undertaking that they had EWS status for the financial year 2022-23. (Undertaking to be submitted by the candidates (Undertaking Format enclosed as **Annexure-VI**).
- iii. Ex-servicemen candidates are required to submit an undertaking stating that they have not availed the benefit of reservation for ex-servicemen in reemployment to any civilian post.

### **STAGE - III: 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 Regional Offices for completing medical examination formalities. The candidates must present themselves before the Medical Authorities indicated in the communication for getting themselves medically examined.

The Regional Office will contact and make arrangements with medical authorities for referring the candidates, as per government rules for medically examining the candidates and ascertaining their fitness to be appointed on SSA Post. A sample letter for referring the candidates to the medical authority for conduct of medical examination is enclosed in **Annexure-VII**.

The candidates may then be asked to proceed for Medical Examination with the Medical Authorities for medically examining the candidates and ascertaining their fitness to be appointed on SSA Post.

NOTE: However, if the candidate is already in Government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their medical examination report obtained at the time of the appointment, to the concerned Regional Office.

The candidates must ensure that the said medical examination report furnished by the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent.

(\* This condition is optional for the candidates already in Government service. If the candidate wants, he/she can appear before CMO as directed by concerned Regional Offices and get the medical examination done afresh.)

### **Stage IV- Issuance of Offer of Appointment & submission of Acceptance**

After the verification of the original documents, the Regional Offices will issue the Letters of Offer of Appointment (format enclosed at **Annexure VIII**) 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 IX** to the offer of appointment latest within 7 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. If the candidate fails to submit the

acceptance within 15 days, the appointment shall be cancelled by the concerned Regional Office after consulting the Head Office.

**STAGE -V: Issue of Provisional / Final Letters of Appointment**

On receipt of their Medical Fitness Certificate, the acceptance of the Offer of Appointment and other requisite documents, the Provisional Letters (format enclosed as **Annexure -X**) will be issued through Rozgar Mela 2025, the details and venues of which will be intimated to the candidates by the concerned Regional Office.

4. While verifying the Character and Antecedents of the Ex-Servicemen and other selected candidates, Zonal Offices must follow the instruction issued vide Head Office Circular No. A-12011/12/2024-EPFO-HQ/RC/328 dated 07.11.2024.
5. The Final Appointment orders will be issued by the Regional Commissioner in charge of Regional Office on receipt of Verification of Character and Antecedent certificates from concerned District /Police Authorities as well as Caste, EWS, PwBD certificates from the concerned issuing authorities in due course.
6. 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.

Encl: As above

Yours' faithfully,

  
(PPS Maingi)

**Regional P.F. Commissioner-I, Recruitment Division**

**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, that I will uphold the sovereignty and  
integrity of India, and that I will carry out the duties of my office loyally, honestly 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 an 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 cross the clause/clauses not applicable.

**Annexure-III**

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

To,

The Regional Provident Fund Commissioner.  
Employees' Provident Fund Organisation  
Regional Office, \_\_\_\_\_

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

**ATTESTATION FORM**

**WARNING: THE FURNISHING OF FALSE INFORMATION OR SUPPRESSION OF ANY FACTUAL INFORMATION IN THE ATTESTATION FORM WOULD BE A DISQUALIFICATION, AND IS LIKELY TO RENDER THE CANDIDATE UNFIT FOR EMPLOYMENT UNDER THE GOVT.**

Affix signed passport size (5 cm x 7 cm copy of recent photograph)

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc. Subsequent to the completion and submission of this form, the details of communicated immediately to the authorities to whom the attestation form has been sent earlier, falling which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished in the Attestation Form, comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block capitals letters) with aliases, if any (Place indicate if you have added or dropped in any stage any part of your name of surname.	
2.	Present address in full (i.e. Village, Thana and Distt. Or House No., Lane / Street Road and Town)	
3.	(a) Home address in full (i.e. Vill., Thana and Distt. Or House No., Lane / Street / Road and Town have of Distt. Hqr.	
	(b) If originally a resident of Pakistan / Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union.	

4. Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.



From	To	Residential address in full (i.e. Village, Thana & District or House No. & Street / Road and Town	Name of the District Hqtr., of the place mentioned in the preceding column

5.	Name (in full & aliases, if any)	Nationality (by Birth & or by domicile)	Place of birth	Occupation (if employed give designation & official address.)	Present postal address (if dead, give last Address)	Permanent Home Address
i) Father (Name in Full) ii) Mother iii) Wife/Husband iv) Brother(s) v) Sister(s)						

5. (a) Information to be furnished with regard to sons and / or daughters in case they are studying / living in a foreign country.			
Name Nationality which (By Birth and / Or by Domicile)	Place of Birth	Country in which studying / studying / living with Full Address	Date from which Studying / Living in the country mentioned in the previous column

6. Nationality :

7. (a) Date of Birth :  
 (b) Present Age :



11. (a) Are you holding or have any time held an appointment under the Central Govt. or State Govt. or a quasi-Govt. body or an Autonomous body or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment up to date				
Period		Designation, emoluments & Nature of employment	Full name / address of	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Govt. of India / State Govt./an undertaking owned or Controlled by the Govt. of India or a State Govt. an Autonomous Body / University / Local Body, if you had left service on giving one month's notice under Rule 5 of the Central Service (temporary service) Rules 1965 or any similar corresponding rules or where any disciplinary proceeding framed against you, or had you been called upon to explain you conduct in any matter at the time you give notice of termination of service or at a subsequent date (s) before your service.

12. (a) Have you ever been arrested? Yes/No
- (b) Have you ever been prosecuted? Yes/No
- (c) Have you ever been kept under detention? Yes/No
- (d) Have you ever been bound down? Yes/No
- (e) Have you ever been fined by a Court of Law? Yes/No
- (f) Have you ever been convicted by a Court of law for any offence? Yes/No
- (g) Gave you ever been debarred from any Examination or restricted by any University or any other educational authority / institution? Yes/No
- (h) Have you ever been debarred / disqualified by any Public Service Commission / Staff Selection Commission for any of its examination / selection? Yes/No
- (i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? Yes/No
- (j) Is any case pending against you in any University or any other educational authority/institution at the? Yes/No

time of filling up this Attestation Form?

- (k) Whether discharged / expelled / withdrawn from any training / institution under the Government or otherwise? Yes/No

(ii) If the answer to any of the above mentioned question is "Yes" (give full particulars of the case / arrest / detention / fine / conviction / punishment, etc. and /or the nature of the case pending in the Court / University / Educational Authority, etc. at the time of filling up this Attestation Form.

- NOTE:** i) Please also see the "Warning" at the top of this Attestation Form.  
ii) Specific answers to each of the questions should be given by striking out "Yes" or "No" as the case may be.

13. Name of two responsible persons of your locality or two references to whom you are known.

1.

2.

---

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

**Signature of the Candidate**

**Place:**

**Date:**

**Annexure-V**

**Declaration/undertaking- by OBC Candidates only**

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri..... resident of village/town/city..... district..... state .....hereby declare that I belong to the..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93- Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections(Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt.(Res.) dated 27th May, 2013.

Signature of the candidate:.....

Full Name:.....

Place:.....

Date:.....

Declaration/undertaking not signed by Candidate will be rejected

**Declaration/undertaking by EWS Candidates only**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
hereby declare that I belong to Economically Weaker Sections.

2 That the gross annual income (covering income from all sources i.e. salary, agriculture, business, profession, etc.) of my family (including me, my parents and siblings below the age of 18 years and that of my spouse and children below the age of 18 years) is below **Rs. 8 lakhs (Rupees Eight Lakh only)** for the **financial year 2022-23**.

3 That my family does not own or possess any of the following assets including /clubbing all assets at different places/cities:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq yards and above in areas other than the notified municipalities.

4. That I, \_\_\_\_\_ belong to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature of the Candidate

( \_\_\_\_\_ )  
(Name in Block Letters)

Roll No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Address:

Place:

Date:

**NOTE-I: DECLARATION/UNDERTAKING NOT SIGNED BY CANDIDATE WILL BE REJECTED.**

**NOTE-II: THE ABOVE DECLARATION IS SUBJECT TO VERIFICATION BY THE COMPETENT AUTHORITY. FALSE DECLARATION/UNDERTAKING MAY LEAD TO SUITABLE ACTION AGAINST THE CANDIDATE.**

**Annexure-VII**

**No.**

**Dated:**

To,

Chief Medical Officer/Civil Surgeon,  
\_\_\_\_\_ Government Hospital,  
\_\_\_\_\_

**Subject:- Medical examination of candidates for appointment as Junior Translation Officer (Group B) in the Employees' Provident Fund Organisation.**

Sir,

The undersigned is directed to say that the Union Public Service Commission has recommended candidates against Direct Recruitment for appointment as Junior Translation Officer a Level 6 post in Employees' Provident Fund Organisation, a statutory body under the Ministry of Labour & Employment, Govt. of India as per our requisition. In terms of Section 5 D(7) of the Employees Provident Fund & Misc. Provisions Act, 1952, the EPFO is observing the same service conditions as applied to corresponding Central Government employees. Before the candidates are appointed to the post, as per G.I. M.F. OM. No. 45(1)-E, V/54 dated 24<sup>th</sup> March, 1954; No. 5/6/54-RPS, dated 28.09.1956, D.P. & A.R. OM No. 15015/1/79-Estt.(D) dated 26-06-1979 and para 13 of Offer of Appointment, it is mandatory that they are declared medically fit for appointment to a **Group 'B'** post comparable to the corresponding category in Government of India.

2. As has been done in the past, it is requested that necessary action may kindly be taken for examining the physical fitness of the candidates as mentioned in the enclosed **Annexure** and to furnish to this office the individual report on their medical examination in the prescribed form at a very early date.

3. The prescribed fees are payable by the candidates themselves in the first instance and the same is reimbursable to them by this Organisation, in case they are found medically fit by the Medical Board and join the post. The candidates concerned are also being requested to appear for medical examination on the date and time to be fixed by you. The date, time and place at which the medical examination of the candidates to be done, may please be communicated to the candidates concerned directly to their addresses given in the **Annexure** under intimation to this office.

4. As we are required to fill a large number of vacancies, which are lying vacant for a long time, we solicit your immediate action in this regard. If any assistance is required in this regard, the undersigned may please be contacted at the contact number mentioned here in after.

Yours faithfully

Encl: As per the list appended

(\_\_\_\_\_)

Additional Central Provident Fund Commissioner

Ph: \_\_\_\_\_

Copy forwarded to:

1. Names and address of the candidates concerned as per list enclosed. The candidate is requested to carry a copy of this letter and to get in touch with the above officer or authorized officer for taking an appointment for medical examination at the above mentioned address. In case of any difficulty he/she may contact the undersigned for any assistance at the contact number mentioned here in after.

(\_\_\_\_\_)

Regional Commissioner in charge

Ph.: \_\_\_\_\_

Candidates for Medical Examination

<u>Sl.No.</u>	<u>Roll No.</u>	<u>Name</u>	<u>Address</u>	<u>Mobile No.</u>	<u>Email ID</u>
1.					
2.					



## Annexure-VIII

No.: \_\_\_\_\_

### **OFFER OF APPOINTMENT**

**Subject: Offer of appointment to the post of Social Security Assistant in the Employees' Provident Fund Organization, Ministry of Labour and Employment in Level - 5 in the Pay Matrix as per 7<sup>th</sup> CPC, Non-gazetted Group 'C', Non-Ministerial.**

On the recommendation of National Testing Agency, vide Public Notice dated **12.01.2024**, Shri/Smt./Kum. \_\_\_\_\_ is hereby offered provisional appointment to the post of Social Security Assistant in Level 5 in the Pay Matrix as per 7<sup>th</sup> CPC, Non-Gazetted Group 'C', Non-Ministerial, in the Employees' Provident Fund Organization, Ministry of Labour and Employment, Government of India.

2. The appointment to the said post is subject to following terms & conditions: -
  - I. This post carries a Level 5 post in Pay Matrix. If the candidate is already in Government service, his/her pay will be fixed in the above scale in accordance with rules and conditions prevailing at the time. If the candidate is not a Government servant, he/she will be entitled to the minimum of the level in the pay matrix. Dearness and other allowances will be admissible under the rules governing the grant of such allowance in force from time to time.
  - II. The appointment of the candidate will be purely on a temporary basis until further orders.
  - III. The service of the candidate will be terminable on one month's notice from either side, if post is held on temporary basis. In terms of Regulation 10 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulation 2008, the notice period from either side will be of 3 months, if post is held on permanent basis. The appointing authority, however, reserves the right of terminating the services of the candidate forthwith or before the expiration of the stipulated period of notice by making payment to the candidate of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
  - IV. The candidate will be on probation for two years from the date of appointment, for which period may be extended at the discretion of the Competent Authority in terms of Regulation 7 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulations 2008. On completion of probationary period satisfactorily including passing of probationary examination as per rules, the candidate will be considered for confirmation in the substantive post of Social Security Assistant. Further failure to complete the probation to the satisfaction of competent authority or if during the period of probation or extension thereof as the case may be, the appointing authority is of the opinion that the candidate (Probationer) is not fit for permanent appointment to the said post of Social Security Assistant, such authority may discharge/ terminate the candidate from the service, for reasons to be recorded in writing.
  - V. The candidate shall be required to undergo training, e.g. Foundation /Induction Course, refresher courses, mid-term career growth, in-service skill development,

retirement planning course and other mandatory courses announced by EPFO from time to time.

- VI. The leave, Travelling Allowances, Pension/NPS and all other service matters connected with service conditions will be governed by the rules and order in force from time to time that are applicable to the employees of EPFO.
- VII. The candidate is liable to be posted/ transferred anywhere in India.
- VIII. No Travelling Allowances for joining the post will be paid unless the candidate is a permanent Government Servant or has completed three years of temporary service in government.
- IX. On joining the post, the candidate will be required to take an Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect.
- X. The candidate who is already employed should produce a valid relieving / discharge order from the last employer.
- XI. The candidate belonging to a category of Scheduled Caste (SC), Scheduled Tribe (ST) or Other Backward Classes (OBC) or Economically Weaker Section (EWS) or belonging to the Physically Handicapped (PwBD)/ Ex Serviceman (Ex-SM) quota should produce a certificate issued in the prescribed form by any of the judicial/revenue/medical/Defence Authorities mentioned therein. The appointment of such candidate will be provisional and it is subject to verification of the Caste/Tribe certificate through proper channels and that if the claim to belong to SC/ST/OBC is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the India Penal Code for production of false certificate. Any change of religion, after appointment should be intimated immediately to the Appointing and Administrative Authority concerned.
- XII. In accordance with the existing instructions, a person shall not be eligible for appointment under the Government of India, if he has entered into or contracted a marriage with a person having a spouse living or who having a spouse living has entered into or contracted marriage with any person, provided that the Central Government may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This provisional offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this department a declaration to that effect in the prescribed proforma at the time of joining. If, however, you desire to be exempted from the operation of this rule for any special reason (s), you should make a representation in this behalf immediately.
- XIII. This offer of appointment is further subject to the medical certificate of fitness issued by the appropriate Medical authority for appointment to the post of Social Security Assistant. (Medical Certificate to be submitted by the candidates within one month of the receipt of Provisional Letter of Appointment).**

- XIV. If any declaration given or information furnished by the candidate is proved false or any material information is found to have been willfully suppressed, the candidate will be liable for removal from service and other action as may be deemed necessary.
- XV. If the candidate accepts the offer on the above terms and conditions, a written acceptance/intimation may be forwarded to the undersigned immediately.

Yours faithfully,

(\_\_\_\_\_)  
Regional P.F. Commissioner-in-Charge of the Regional Office \_\_\_\_\_

To,

Sh./Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_

Copy to

Sh./Smt./Kum. \_\_\_\_\_ [Permanent Address]  
\_\_\_\_\_  
\_\_\_\_\_

## Annexure -IX

**To,**

The Regional P.F. Commissioner-in-Charge of the Regional Office  
Employees' Provident Fund Organisation,  
Regional Office, \_\_\_\_\_  
\_\_\_\_\_

**Subject:** - Acceptance of offer of Appointment-Regarding

**Sir,**

I, \_\_\_\_\_ (full name) S/o / D/o / W/o  
\_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ is in receipt of offer of Appointment no \_\_\_\_\_  
dated \_\_\_\_\_ to the post of Social Security Assistant (SSA) in the pay matrix of  
Level-5. I have understood the terms and conditions of the offer of appointment and I  
am willing to accept the offer based on the same.

**2.** I fully understand that the appointing/disciplinary authority may take suitable  
criminal/penal/administrative action against me, if any of the conditions are violated by  
me or if I fail to fulfill any of the eligibility criteria prescribed for the said post.

Yours faithfully,

Dated:

Signature

Name:

Roll No. :

Registration No.:

Address:

**RO Letter Head**

---

**PROVISIONAL APPOINTMENT LETTER**

**Subject: Provisional appointment to the post of Social Security Assistant in Level-5 of Pay Matrix in the Employees' Provident Fund Organisation.**

Consequent upon selection to the post of **Social Security Assistant in Level-5 of Pay Matrix (Stage-I)**, Sh./Smt./Ms. «Name» is provisionally appointed as Social Security Assistant in RO «Name» and Address, Employees' Provident Fund Organisation in \_\_\_\_\_ (State) on acceptance of the terms and conditions issued vide Regional Office, «RO») Letter. No. «Letter\_No» dated «dated».(Offer of Appointment)

2. Sh./Smt./Ms. «Name» shall be on probation for a period of two (02) years from the date of his /her joining the post. The successful completion of the period of probation not only requires passing the requisite departmental probationary examination for Social Security Assistant but also completion of prescribed training programmes. His / Her services are liable to be terminated in case he/she fails to qualify the probationary examination within period of probation or extended period of probation. On successful completion of probation, he/she would be considered for appointment on a substantive basis to the post of Social Security Assistant in the Employees' Provident Fund Organisation.

3. Your seniority among other candidates selected by the Employees' Provident Fund Organisation will be determined in accordance with the rank assigned by the Employees' Provident Fund Organisation in the select list and is further subject to the provisions contained in the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulations, 2008 and Employees' Provident Fund Staff (Fixation of Seniority) Regulations, 1989.

4. The appointment is provisional and is subject to verification of the Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Economically Weaker Section (EWS) / Person with Benchmark Disabilities (PwBD)/ Ex-Servicemen (Ex-SM) category certificate through proper channel. If the verification reveals that the claim of SC / ST / OBC/ EWS / PwBD / Ex-SM, as the case may be, is false, the services of the official will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under provisions of the Indian Penal Code for production of false certificates. On your appointment to the post of Social Security Assistant, your pay will be fixed as per rules.

5. The provisional appointment is further subject to the satisfactory receipt of Police Verification Report from concerned District Authorities as per the details indicated by you in the 'Attestation Form'. In case character and antecedents of the candidate are found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal /legal action will also be taken, as a consequence. Further, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, the Appointing Authority shall cancel the appointment letter forthwith.

The candidate shall be rendered unfit for any Government employment and Appointing Authority shall undertake other criminal /civil/legal action, as per provisions or Indian Penal Code (IPC) etc. as deemed fit.

6. In case if the candidate fails to join within seven days of the receipt of this letter, his/her candidature may be cancelled without any further notice.

7. Further, this provisional appointment is subject to submission of the medical certificate of fitness issued by the appropriate Medical authority for appointment to the post of Social Security Assistant within a month of issue of this letter.

**Signature:**

**(Regional P.F. Commissioner-in-Charge of the Regional Office)**

To,

Sh./Smt./Kum. \_\_\_\_\_

Roll No. \_\_\_\_\_

Address \_\_\_\_\_