



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

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



No.Recruitment/Exam.12(1)2024/SSADR/391

Date: 03.01.2025

To,

All ACC (HQ)/ACC (Zone)

RPFC-I/Office-Incharge of Regional Offices

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 - Completion of Pre-appointment Formalities - Regarding

Reference:

- 1.Office order No. Exam.12(1)2024/SSADR/390 dated 03.01.2025
- 2.Office order No. Exam.12(1)2024/SSADR/383 dated 27.12.2024
- 3.Office order No. Recruitment/Exam.12(1)2025/SSA/388 dated 03.01.2025

Sir/Madam,

Kind attention is invited to Headquarters letter No. Exam.12(1)2024/SSADR/390 dated 03.01.2025 on the above subject whereby the guidelines relating to pre-appointment formalities of the Candidates selected for the post of SSAs from the Waiting List have been given to the candidates.

2. The Zone-wise list of candidates along with the soft copy of dossiers as per their posting state are being sent to the concerned Zonal Offices through E-mail separately. The Zonal offices are requested to follow the instructions issued vide order dated 03.01.2024 for allotting Regional Offices within their jurisdiction to the selected candidates.

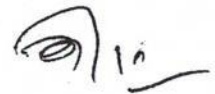
3. The ZOs/ROs are requested to conduct pre-appointment formalities based on the steps mentioned in the letter dated 03.01.2025 referred to at Sl. No.1. Further, it is requested to obtain the undertaking from the Government employees seeking age relaxation which is mentioned as Annexure-VIII of the original SSA Recruitment Notification.

4. After issuance of Provisional Appointment Letters by ROs through Rozgar Mela 2025 (the details of which will be intimated in due course), each Zonal Office will compile details in **Annexure-A** (format enclosed) and send the same to Recruitment Division.

5. The concerned RPFC to whom the candidate has been allotted may under special circumstances, request for the Document Verification (DV) and medical examination from the RPFC/CMO where the candidate is residing. The RPFC will directly take up the request in this regard with the RPFC of the area where the candidate is residing.

6. The pre-appointment formalities may be completed at the earliest, as the candidates will be handed over the Provisional Appointment Letters in the next Rozgar Mela.

Yours faithfully,



(Ajay K Mehra)

Addl. CPFC (Recruitment/Exam)

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENTSERVANTSSEEKINGAGE-RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working).

It is certified that*Shri/Smt./Km._____is holding the post of
_____in the pay scale of_____with 3 years regular
service in the grade as on **closing date**.

Signature_____

Name_____

Office seal

Place:

Date:

(*Please delete the words which are not applicable.)