



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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[www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

File No. Recruitment/Exam.12(1)2025/EO-AO/E-989735/410

Date: 14-02-2025

To

All the candidates as per merit list,  
(Reference: UPSC Notice No. F.I/188(38)/2022/R-IV/SPC-II)

**Subject: Appointment to the post of Enforcement Officer/Account Officer (Direct Recruitment) in the Pay Matrix Level-8 in 7<sup>th</sup> CPC (pre-revised PB-2 Rs 9300-34800 with grade pay Rs 4800) in Employees Provident Fund Organisation – Completion of appointment formalities- regarding**

Dear Candidates,

The Union Public Service Commission (UPSC) has declared the final result (merit list) for 418 posts of Enforcement Officer/Accounts Officer (Direct Recruitment) in Employees' Provident Fund Organisation (EPFO) vide Notice No. F.I/188(38)/2022/R-IV/SPC-II dated 02-01-2025. 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.

The 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.**

1) Based upon the present address given by the candidates, the list of the candidates has been sent to the Concerned Zonal Offices, where the candidates are required to appear for verification of identity, documents and to fill and submit Annexure-I, II and III. The exact date and venue in this regard will be intimated by the concerned Zonal Offices directly to candidates in due course.

The candidates will be required to report to the respective Zonal Offices on the appointed date along with original documents in support of educational qualifications, age, caste, etc. The list of original documents that are required to be produced by the candidate during verification are as follows:



- a. Original Certificates of Educational Qualifications along with a set of self-attested copies.
- b. Original Certificate of Age along with a self-attested copy.
- c. NOC in original for document verification from the present employer, if applicable.
- d. Original Caste Certificate in the case of SC/ST/OBC(NCL) along with a self-attested copy.
- e. Any other certificate, i.e. Person with Benchmark Disability Certificate, EWS Certificate, if applicable along with a self-attested copy.
- f. Original Form on Oath of allegiance to the Constitution of India (**Annexure-I enclosed**).
- g. Original Form on Declaration of Marital Status (**Annexure-II enclosed**).
- h. Application seeking exemption in terms of Rule 21 of CCS(Conduct) Rules, 1964 (**Annexure-III enclosed**), if applicable. This Annexure is only required to be filled if a candidate has ticked option (iii) or (iv) in Annexure-II mentioned at (g) above.
- i. Self attested copy of **AADHAR card** and **PAN card**.
- j. One passport size photograph.

2) After the verification of the original documents, the Zonal Offices will issue the Letters of Offer of Appointment to the candidates on the same day and receive acknowledgement for the same. The candidates will be required to submit their letter of acceptance to the Offer of Appointment latest within 7 days of the receipt of the Offer of Appointment. Candidates, however, may submit their letter of acceptance at the time of receiving the letter of Offer itself. If the candidate fails to submit his acceptance to the Offer of Appointment within 07 days of its issuance, his/her appointment will be cancelled forthwith.

3) The candidates are further informed that the posts of EO/ AO are located in various Regional Offices of the EPFO and the post has transfer liability. The initial allotment of a candidate to a State shall be purely based on administrative requirements. The States in which the cadre is borne are functioning under the jurisdiction of Zonal Offices. The existing Zonal Offices and the States falling under their jurisdiction is separately indicated at **Annexure- IV** of this letter. The candidates in merit list should record their choice of States/UTs (group of States/UTs) in which they desire to be posted in **Annexure-IV enclosed with this letter**. The choices may be given in the order of preference for all the States/UTs (group of States/UTs) available. The candidate should mark 1 against their first choice and 2 against their second choice and so forth up-to 23 as their last choice.

4) In case any candidate does not give choices for all the States/UTs (or group of States/UTs) then his posting will be decided only after the choices of all other candidates have been considered. Nevertheless, it may be understood that the choice of posting given by the candidates does not confer any right to the candidate for being considered for posting in the choices preferred by him/her. Annexure-IV should be forwarded by all the candidates directly to EPFO Head Office by email only at **dreao.2022@epfindia.gov.in** within 07 days of issuance of this letter. The preferences submitted by any other mode will not be considered.

#### **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 authorities indicated in the communication for getting themselves medically examined.

In case the candidate do not present himself/herself before the medical authorities for medical examination on the given time or timeframe by the Zonal Offices, his/her candidature is liable to be cancelled.

**Candidates who are already working in any Central/State Government or statutory/autonomous organisations and have already undergone medical examination from CMO/Civil Surgeon/Medical Board before joining their ministry/department/organisation, are allowed to bring a copy of such medical report, duly attested by the competent authority of their ministry/department/organisation and submit the same to the EPFO Zonal Office concerned. These candidates are not required to appear before the CMO/Civil Surgeon for medical examination afresh. If the candidate is not able to bring the attested copy of medical certificate from his previous employer, he/she will have to appear before the CMO/Civil Surgeon for medical examination.**

- i. On the receipt of medical report by the ZO, the same shall be forwarded to the Head Office along with the copy of Offer of Appointment, Acceptance of the same by the candidates and other Annexures delineated at **Stage - I** along with copy of Aadhaar & Pan Card and the Passport Size Photograph.
- ii. All the candidates are advised not to change, alter, disable or delete the email-Id or contact number provided by them to the UPSC at the time of filing the online form, till the completion of the recruitment process.

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

- a. On receipt of their Medical Fitness Certificate and the acceptance of the offer of appointment, the posting of the candidates will be decided by Head Office. It is reiterated that the choice of posting given by the candidates does not confer any right to the candidate for being considered for posting in the choices preferred by him/her. The posting to respective State/UT (group of States/UTs) will be purely based on administrative requirements and the choices given by the candidates will be considered to the extent possible.
- b. After deciding the posting, the Provisional Appointment Letter will be issued by Head Office.
- c. Further instructions for on-the-job training and induction training will be issued by the respective Zonal Offices/Zonal Training Institutes to the provisionally appointed EO/AOs.
- d. The Final Appointment orders will be issued by the Head Office after receipt of Verification of Character and Antecedents certificates from the concerned authorities in due course.

It is again reiterated that all the candidates are required to forward their choice of preferences for posting to the Recruitment Division, EPFO Head Office only at the email id **dreaoa.2022@epfindia.gov.in** within **07 days** of issuance of this letter. The Annexure-IV for submitting preferences is enclosed with this letter.

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 to their email IDs.

**{This issues with the approval of the Competent Authority}**

**Yours faithfully,**

**Enclosure: As above**



(PPS Maingi)

**Regional PF Commissioner-I (Recruitment),  
EPFO Head Office**

**Copy by web circulation to: All Zonal Addl. Central PF Commissioners for information and needful action**

**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, Second Floor, Block II, East  
Kidwai Nagar, New Delhi-110023

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:

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Yours faithfully,

Dated:

Signature

Application No.

**ANNEXURE-IV [Preference form]**

| <b>State/Union Territories of India</b> |  |               |
|---|--|---------------|
| <b>S.No</b>                             | <b>State/Union Territory</b>                     | <b>Choice</b> |
| 1.                                      | Andhra Pradesh                                   |               |
| 2.                                      | Bihar  |               |
| 3.                                      | Chhattisgarh                                     |               |
| 4.                                      | Goa  |               |
| 5.                                      | Gujarat, Daman & Diu, Dadra & Nagar Haveli       |               |
| 6.                                      | Haryana  |               |
| 7.                                      | Himachal Pradesh                                 |               |
| 8.                                      | Jharkhand  |               |
| 9.                                      | Karnataka  |               |
| 10.                                     | Kerala & Lakshadweep                             |               |
| 11.                                     | Madhya Pradesh                                   |               |
| 12.                                     | Maharashtra                                      |               |
| 13.                                     | North-Eastern Region                             |               |
| 14.                                     | Odisha   |               |
| 15.                                     | Punjab & Chandigarh                              |               |
| 16.                                     | Rajasthan  |               |
| 17.                                     | Tamil Nadu & Puducherry                          |               |
| 18.                                     | Telangana  |               |
| 19.                                     | Uttar Pradesh                                    |               |
| 20.                                     | Uttarakhand                                      |               |
| 21.                                     | West Bengal, Sikkim and Andaman & Nicobar Island |               |
| 22.                                     | Delhi  |               |
| 23.                                     | Jammu & Kashmir and Ladakh                       |               |

Note: Candidates are advised to fill their options in numeric format only.

Name of candidate: \_\_\_\_\_  
Roll No.- \_\_\_\_\_  
Rank as per merit list: \_\_\_\_\_

( \_\_\_\_\_ )  
Signature of candidate: