



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-989735/411

Date: 14-02-2025

**CIRCULAR**

To

All the Addl. CPFCs(HQ)(Zone)/Addl. CPFCs (Zone)

All the RPFCs In-Charge of the Regional Offices

**Subject: Pre-appointment formalities of the Enforcement Officers/Accounts Officers in Employees Provident Fund Organisation recruited directly through the Union Public Service Commission (UPSC) in Pay Matrix Level-8 (Pre-revised PB-2 Rs 9300-34800 with grade pay of Rs 4800/-) – reg**

Madam/Sir,

Kind attention is invited to EPFO Head Office letter no. **Recruitment/Exam.12(1)2025/EO-AO/E-989735/410** dated 14.02.2025 on the above subject whereby the guidelines relating to pre-appointment formalities of the candidates recommended for appointment to the post of Enforcement Officer/ Accounts Officer in EPFO by UPSC have been given to the candidates. In order to complete the pre-appointment formalities, the actions are now required to be taken by the Zonal Offices as under:

1. The EPFO Head Office will issue a zone-wise list to all the Zonal Offices through e-mail separately. This list shall contain dossiers of the recommended candidates zone-wise, in accordance with the present address filled by the candidates in their online application form submitted to the Union Public Service Commission.
2. On receipt of the communication received from Head Office, the Zonal Offices shall establish contact through their official emails/speed post/SMS with the candidates whose addresses are falling under their jurisdiction. The candidates shall be called to Zonal Office for identity and document verification on a pre-appointed date intimated by the Zonal Offices. This task shall be completed by **28-02-2025**.
3. The Zonal Offices after verifying the identity of the candidates and original documents, will issue Offer of Appointment (**Format enclosed at Annexure-**

- A)** to the candidates. Letters of acceptance against the Offer of Appointment may be accepted on the spot from the candidates in **Annexure-B**, but not later than 07 days of the issuance of Offer of Appointment.
4. Thereafter, the Zonal Offices shall make arrangement for completion of medical fitness certificate from the CMO/Civil Surgeon of the recommended candidates as per the existing rules related to appointment of a Group-B "Non-Gazetted" employee. This task shall be completed on or before **10-03-2025**.
  5. In case, there is long waiting list in any district medical office, the ZO can send the candidate to another CMO/Civil Surgeon or the equivalent medical authority to speed up the medical report.
  6. In case, a person who has already been medically examined in accordance with the prescribed medical standard and the appropriate medical authority, irrespective of the fact that person was permanent, quasi-permanent or temporary in his previous appointment, need not be insisted to undergo a fresh examination, provided he/she brings a copy of the medical certificate so issued by the CMO/Civil Surgeon/Standing Medical Board duly attested by his previous employer. If the candidate is unable to bring medical certificate from his previous employer, he should be sent for medical examination afresh.
  7. Zonal Offices may also verify whether following undertakings have been given by the candidates belonging to OBC (NCL) and EWS categories to the UPSC forming part of their dossiers. If the same have not been submitted by the candidate to the UPSC, the same may be taken at the time of DV :-

7.1) The candidates belonging to OBC community will be required to furnish an undertaking in **Annexure-C** that they do not belong to Creamy Layer as on the closing date of submission of application for the post i.e. on 17.03.2023 (Undertaking enclosed with the dossiers).

7.2) The candidates belonging to EWS will be required to furnish an undertaking in **Annexure-D** that they had EWS status for the financial year 2022-23 (Undertaking enclosed with the dossiers).

8) The Zonal Office would send Medical Examination Fitness Reports, Offer of Appointments, Acceptance letter by candidates, AADHAR Card, PAN Card (if available), undertakings in claim of OBC(NCL)/EWS certificate and Annexure-I, Annexure-II, Annexure-III (if applicable) along with a report to Head Office on completion of above exercise periodically.

9) After receipt of the report from Zonal Office, the provisional letters of appointment will be issued to the recommended candidates by Head Office through Rozgar Mela.

10) On allocation of AO/EOs to the Zonal Offices, the Zonal ACCs(HQ)/ACCs will follow merit-cum-preference principle in allotting the Regional Offices to the EO/AOs allotted to them by the EPFO Head Office from the batch of 418 EO/AOs. They may further call for choice of options of Regional Offices under the Zone from the EO/AOs allocated to their Zones. The Zonal ACCs shall further ensure that distribution among ROs should be in

proportion to the sanctioned strength and availability of EO/AOs. DoP&T instructions regarding posting of candidates to Regional Offices may be followed in this regard.

11) All reports as well as communications in this regard may be made by the concerned Zonal Office by email only at dedicated email **ID** at **dreao.2022@epfindia.gov.in**.

12) The Regional Offices where the candidate joins after allocation shall strictly follow the instructions laid down by the Head office vide circular no. A-12011/12/2024-EPFO-HQ/RC/328 dated 07-11-2024 for verification of character and antecedents of the candidates. The procedure of getting character and antecedents of the candidates verified from the concerned District/Police authorities as well as verification of caste/EWS/PwBD certificates from the issuing authorities should be completed within 06 months of the joining of the candidate.

The contents of this letter shall be followed both in letter and spirit.

**{This issues with the approval of the Central P.F. Commissioner}**



**(Ajay K. Mehra)**

**Addl. Central PF Commissioner (Recruitment/Exam)**

**Copy to:**

1. Assistant Director (Official Language), EPFO Head Office is requested to forward translated version in Hindi Language within 03 days.
2. Guard File

(Letter Head of the Zonal Office)

**Subject: Offer of appointment to the post of Enforcement Officer/Accounts Officer in the Employees' Provident Fund Organization, Ministry of Labour and Employment in Level – 8 in the Pay Matrix as per 7<sup>th</sup>CPC, Non-Gazetted Group 'B', Non-Ministerial.**

On the recommendation of the Union Public Service Commission, vide Public Notice F.I/188(38)/2022/R-IV/SPC-II, Shri/Smt./Kum.\_\_\_\_\_ is hereby offered provisional appointment to the post of Enforcement Officer/Accounts Officer in Level 8 (Rs. 47,600 – 1,51,100) in the Pay Matrix as per 7<sup>th</sup>CPC (Pre-revised PB 9300-34800), Non-Gazetted Group 'B', Non- Ministerial, in the Employees' Provident Fund Organization, Ministry of Labour and Employment, Government of India.

The appointment to the said post is subject to the following terms & conditions:-

- I. This is a Level 8 post in Pay Matrix of 7<sup>th</sup> CPC. If the candidate is already in Government service, his/her pay will be fixed in the above scale in accordance with the extant rules and provisions. 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. The period of probation 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 which includes passing of probationary examination as per rules, the candidate will be considered for confirmation in the substantive post of Enforcement Officer/Accounts Officer. Further failure to complete the probation period 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 Enforcement Officer/Accounts Officer, 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, 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. On administrative grounds, the candidates are also liable to be re-allocated anywhere in India by the competent authority of EPFO.
- VIII. No Travelling Allowance 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.
- X. The candidate already employed in Government/Autonomous/Statutory Bodies/PSUs etc. should produce original relieving / discharge order from the last employer before joining EPFO.
- XI. The candidate belonging to a category of Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (Non-Creamy Layer) (OBC-NCL), Economically Weaker Section (EWS) or belonging to the Persons with Benchmark Disability (PwBD)/Ex Serviceman (Ex-SM) who have taken age relaxation as envisaged in Para 5 of UPSC Recruitment Special Advertisement number 51/2023, should produce a certificate issued in the prescribed form by any of the appropriate Judicial/Revenue/Medical/Defence Authorities mentioned under the law. The appointment of such candidate will be provisional and it is subject to verification of the Caste/Tribe/EWS/PwBD/Ex-SM certificate through proper channel. If the claim belonging to SC/ST/OBC-NCL/EWS/PwBD/Ex-SM is found to be false, the services of such candidate will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the Bharatiya Nyaya Sanhita for production of false certificate. Any change of religion, after appointment should be intimated immediately to the Appointing and Administrative Authority concerned.
- XII. A candidate claiming to be a Government servant or employee of EPFO and thus seeking age relaxation would be required to produce a Certificate in the prescribed Proforma-VII issued from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Government Servant and fulfilling the conditions regarding age relaxation as envisaged in Para 5 of UPSC Recruitment Special Advertisement number 51/2023.
- XIII. In accordance with the relevant rules in force in regard to the recruitment to services under the Government of India.
  - (a) No person who has more than one wife living or who, having a spouse living, contracts a second marriage, though such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to service, provided that the Central Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.
  - (b) No such women whose marriage is void by reason of its taking place during the life-time of her spouse or who has married to such a person whose wife is living at the time of marriage shall be eligible for appointment in service unless the Government of India has granted exemption to such a woman in accordance with this rule after being satisfied that there are special grounds for ordering so.

This offer of appointment is, therefore, conditional upon candidate satisfying the requirement mentioned above and furnishing of declaration in the prescribed form. If however, the above conditions are not fulfilled and the candidate still desires to be exempted from the above-mentioned rules for any reason, a representation in this behalf should be made/forwarded immediately in the prescribed form. This offer of appointment shall in that case be treated as cancelled and a further communication will be sent to the candidate in due course, if upon consideration of the aforesaid representation, it is decided to offer this appointment to the candidate to the post of EO/AO in EPFO.

- XIV. 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 Enforcement Officer/Accounts Officer in EPFO.
- XV. If any declaration given or information furnished by the candidate is proved to be false or any material information is found to have been willfully suppressed or any unfair means used in the whole selection/verification process, the candidate will be liable for removal from service and/or other action as the Union Government and /or EPFO may deem fit.
- XVI. If the candidate accepts the offer on the above terms and conditions, a written acceptance may be forwarded to the undersigned immediately. The acceptance on this offer of appointment shall be submitted to the undersigned not later than 07 days of issuance of this offer, failing which it shall be presumed that the candidate is not willing to join the EPFO on the post of Enforcement Officer/Accounts Officer.

Yours faithfully,

(Name of the ACC),  
Addl. CPFC(HQ)/Addl. CPFC  
Name of Zonal Office

To,

Shri/Smt. \_\_\_\_\_  
Address: \_\_\_\_\_  
Rank: \_\_\_\_\_  
UPSC Roll No. \_\_\_\_\_

Copy to

1. Recruitment Division, EPFO Head Office
2. The Secretary, UPSC Shahjahan Road, Dholpur House, New Delhi-110069 [By Name to Shri N.K. Swamy, Deputy Secretary (SPC-II)] for information with reference to their letter no. F.1/188(38)/2022-R.IV/SPC-II dated 30-01-2025.

No.

Dated:

To

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

**Subject: - Medical examination of candidates for appointment as Enforcement Officer/Accounts 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 Enforcement Officer/Accounts Officer (a Level 8 post) in Employees' Provident Fund Organisation (EPFO). The EPFO is 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' "Non-Gazetted"** 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 authorized Medical Officer 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,

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

Regional PF Commissioner-I (Name of Zone)

Contact Number:

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.

(Name of RPFC-I)

Zonal Office \_\_\_\_\_

Contact No: \_\_\_\_\_

Candidates for Medical Examination

Sl.No.	Roll No.	Name	Address	Mobile No.	Email ID
1.					
2.					



**Annexure-C**

**Declaration/undertaking- by OBC(NCL) Candidates only**

**Form of declaration to be submitted by the OBC (NCL) 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

**Annexure-D**

**Declaration/undertaking- by EWS Candidates only**  
**Form of declaration to be submitted by EWS candidate**

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:.....

Full Name:.....

Place:.....

Date:.....

Declaration/undertaking not signed by Candidate will be rejected