



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  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066  
Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRM-II/1(23)/New/DD/AD/Audit/2024 /5075

Date: 29 FEB 2024

**OFFICE MEMORANDUM**

**Subject:- Filling up of the posts on deputation basis.**

Applications are invited from the eligible candidates to fill up the following posts in various offices of the Employees' Provident Fund Organisation on deputation basis:

Sl. No.	Name of the Post	Scale of Pay	No. of vacant posts	Location of the Headquarters for these posts.
01.	Dy. Director (Audit)	Level-11 of the Pay Matrix (PB-3 Rs. 15600-39100 with GP Rs. 6600/-(pre-revised)	13	Hyderabad, Bengaluru, Delhi, Hubli, Ahmedabad, Bhopal, Bandra, Pune, Chandigarh, Chennai, Kolkata, Head Office.
02.	Assistant Director (Audit)	Level-10 of the Pay Matrix (PB-3 Rs. 15600-39100 with GP Rs. 5400/-(pre-revised)	15	Bengaluru, Patna, Delhi, Hubli, Ahmedabad, Bandra, Pune, Kanpur, Head Office.

**Note: The number of vacancies and the place of posting are subject to change in exigencies.**

**I. Eligibility conditions for the post of Deputy Director (Audit)**

Officers of the Employees' Provident Fund Organisation/Central Government/State Government.

- Having completed Graduation preferably B.Com.
- Having passed the SAS examination conducted by the IA & AD or other Central / State Government Organisation, Accounts/Audit Department.
- (i) Holding analogous posts on regular basis; or

- (ii) With 5 years of regular service in posts in the Level-10 of the Pay matrix [PB- 3 Rs. 15600-39100 with GP Rs. 5400/- (pre-revised)] [Rs.8000-13500 (5<sup>th</sup> CPC)]; or
  - (iii) With 7 Years regular service in posts in the Level-8 of the Pay matrix [PB-2 Rs. 9300-34800 with GP Rs.4800/- (pre-revised)] [Rs. 7500-250-12000 (5<sup>th</sup> CPC)] or equivalent; or
  - (iv) With 8 years regular service in posts in the Level-6 of the Pay matrix [PB- 2 Rs. 9300-34800 with GP Rs. 4200/- (pre-revised)] [Rs. 6500-10500 (5<sup>th</sup> CPC)].
- (d) Possessing experience in dealing with Audit and Accounts and financial matters.

**Note:** Period of deputation/Contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same Organisation/Department of the Central Government shall ordinarily not exceed 3 years).

## **II. Eligibility conditions for the post of Assistant Director (Audit)**

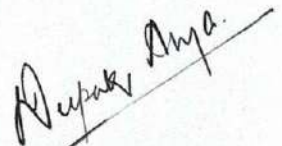
- i) Officers of the Employees' Provident Fund Organisation/Central Government/State Government:
- ii) holding analogous posts on regular basis; or
- iii) with 03 years regular service in posts of Accounts Officer/Audit Officer in the Level-7 of the pay matrix [PB-2 Rs.9300-34800 with GP Rs. 4600 (pre-revised)] [Rs.7450-11500 ( 5<sup>th</sup> CPC)]or
- iv) with 05 years regular service in the posts of Assistant Accounts officer/Assistant Audit Officer in the Level-6 of the pay matrix [PB-2 Rs. 9300-34800 with GP Rs. 4200/- (pre-revised)] [Rs.6500-10500 (5<sup>th</sup> CPC)]; or
- v) With 07 years regular service in the Level-6 of the pay matrix [PB-2 Rs. 9300-34800 with GP Rs. 4200/- (pre-revised)] [Rs. 5500-175-9000 (5<sup>th</sup> CPC)]; and
- vi) Possessing experience in Accounts/Audit of Public Funds.

**Note:-** Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed 4 years.

## **General conditions and terms of deputation in the Employees' Provident Fund Organisation.**

- 1) The Deputation will be governed as per the instructions issued by the Department of Personnel & Training from time to time and also as per the provisions of the Recruitment Rules of the respective cadre and the tenure of deputation will be initially for a period of three (03) years. The matter of pay and allowances will be governed strictly by the orders of the Central Government for such comparable posts. Preference will be given to the officers whose pay and allowances are governed by the Central Government rules including GPF Rules. The candidates should be holding the analogous post on substantive basis. The appointment in Employees' Provident Fund Organisation will be further subject to acceptance of the terms and conditions of appointment issued by the Employees' Provident Fund Organisation, if found necessary. The maximum age limit of the applicant should not exceed 56 years as on the closing date of receipt of applications.

- 2) In case the selected official seeks repatriation before the completion of two years on deputation, no Transfer TA/DA will be paid on repatriation. Further, if any official seeks repatriation within one year or less, the Transfer TA/DA already paid, if any is also liable to be recovered.
- 3) Willing and eligible officers may forward their applications neatly typed in the proforma given in **Annexure-I** and through proper channels in **hard copy** and the application should reach the designated officer in the HRM Division within **45 days** from the date of advertisement. A note shall also be added stating clearly how the candidate finds himself/herself suitable for the post.
- 4) The cadre controlling authority shall forward the application complete in all respects with requisite documents namely APARs Vigilance Clearance, Integrity Certificate, list of the penalty imposed, if any, during the last 10 years, and Certificate of cadre controlling authority as given in **Annexure-II** with **45 days** from the date of publication of the advertisement.
- 5) The Job of Deputy Director (Audit) and Assistant Director (Audit), requires extensive and continuous tours away from the headquarters to conduct Audits of various Regional and Sub-Regional Offices.
- 6) The Hard copy of the application through the proper channel only should reach the EPFO, Head Office within 45 days from the date of publication of the advertisement by name to **Shri Deepak Arya, Regional Provident Fund Commissioner-II (HRM-II), Bhavishya Nidhi Bhawan, 14 Bhikaiji Cama Place, New Delhi-110066. The envelope containing the application should clearly super scribe the post applied for.**
- 7) Applications which are not received through the proper channel and received after the stipulated period will not be considered and will be rejected. The application should be accompanied with copies of APARs duly attested for the preceding five years and the latest Vigilance Clearance, Integrity Certificate, list of major/minor penalty imposed, if any, during the last 10 years and Certificate to be issued by the cadre controlling authority in the format given in **Annexure-II**. It is to be noted that mere possession of the qualification does not entitle a candidate for appointment to the aforesaid posts on deputation terms. The Employees' Provident Fund Organisation reserves the right to reject any application without specifying any reason.



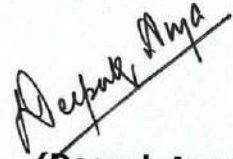
**(Deepak Arya)**  
**Regional P.F Commissioner-II(HRM-II)**

To:

1. All Chief Secretaries of all State Government/Union Territories.
2. The Secretary, Ministry of Information & Broadcasting, Govt. of India, Shashtri Bhawan, New Delhi.
3. The Secretary, Department of Personnel & Training, Govt. of India, New Delhi.
4. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi-110001.
5. The Secretary, Ministry of Road Transport & Highways, Transport Bhawan, Parliament Street, New Delhi.
6. The Secretary, Ministry of Housing & Urban Affairs, Nirman Bhawan, Maulana Azad Road, New Delhi.
7. The Secretary, Central Board of Exercise & Customs, Department of Revenue, Ministry of Finance, Room No.131, North Block, New Delhi.
8. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No.154-A, North Block, New Delhi.
9. Directorate General, CPWD, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi.
10. Directorate General (Planning), CPWD, A-Wing, Nirman Bhawan, Maulana Azad Road, New Delhi.
11. The Director General, National Informatics Centre, CGO Complex, A-Block, Lodhi Road, New Delhi.
12. The Chairman, Telecom Commission-Cum Secretary, Sanchar Bhawan, New Delhi.
13. The Director General, Defence Research & Development, South Block, New Delhi.
14. The Secretary, Department of Electronics, Electronic Niketan, 6 CGO Complex, New Delhi.
15. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi.
16. Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi.
17. The Registrar General, Census, Man Singh Road, New Delhi.
18. The Chairman, Railway Board, Rail Bhawan, New Delhi.
19. The Secretary, Department of Science & Technology, Technology Bhawan, New Delhi Mehrauli Road, New Delhi.
20. The Director General, Defence Scientific Information & Documentation Centre, Metcalf House, Timarpur, New Delhi.
21. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.
22. Director General, ESIC, Ministry of Labour & Employment, Panchdweep Bhawan, Comrade Inderjeet Gupta Road, New Delhi-110002.

Copy to: (Through EPFO Website)

1. All Addl. CPFCs in the Zones/Director (PDNASS).
2. All Regional P.F. Commissioners/Zonal Training Institutes.
3. All Addl. CPFCs(HQ)/Addl. CPFC(HQ)(IS)/Addl. CPFC(IS), Head Office
4. RPFC (ASD) in Head Quarters for necessary action.
5. Chief Vigilance Officer, Head Office for information.

  
(Deepak Arya)

**Regional P.F Commissioner-II (HRM-II)**

**PROFORMA FOR APPLICATION**

Sl. No.	Details required:	Details
01.	Name of the applicant	
02.	Present designation	
03.	Pay Level	
04.	Post Applied for: A separate Application is required if applied for more than one post:	
05.	Name and Complete Postal Address of the Office in which working along with the Telephone No. and Email I.D.	
06.	Status of the Department: i.e. Whether it is Central Government /State Government and the Name of the Ministry/Department:	
07.	Date of Birth (in Christian Era)	
08.	Educational Qualifications:	
09.	Mobile and e-mail ID of the applicant	

10. Details of employment in chronological order (Enclose a Separate Sheet, if required)

Sl. No.	Office/Institute/ Department/ Organisation	Posts Held (Regular)	From	To	Pay and Pay	Band Grade	Period of Experience* and nature of duties

11.	Nature of present Regular employment:	
12.	Nature & extent of other assignments (i.e. Short term, Deputation etc.):	
13.	Total emoluments now drawn per month:	
14.	Additional information, if any, in support of suitability: for the post. Enclose a separate sheet, if the space is insufficient.	
15.	Whether belong to SC/ST/OBC:	
16.	Particulars of documents enclosed: (indicate in a separate list)	
17.	Also, state whether the application submitted through the proper channel	
18.	Also, state whether the certificate of Cadre Controlling Authority enclosed.	

**Place:**  
**Date:**

**Signature of the Candidate**

**Certificate (To be given by the Cadre Controlling Authority)**

1. Certified that the particulars of the officer as furnished above have been verified and found to be correct.
2. The officer is holding the post / analogous post on regular basis.
3. Certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the Officer is also certified.
4. A list of major/minor penalties imposed, if any are enclosed. Copies of APARs for the years \_\_\_\_\_ are enclosed.

Encl:-

Signature of the Cadre Controlling Authority/  
Head of the Department with Seal

Office Telephone No.  
E-Mail Id:

\_\_\_\_\_