



# कर्मचारी भविष्य निधि संगठन

## Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour and Employment, Govt of India)

मुख्य कार्यालय/HEAD OFFICE

भविष्य निधि भवन/ BHAVISHYANIDHI BHAWAN

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No. HQ/HRM-VII/1(13)Audit/2018

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

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

**A. Post available in Audit Directorate.**

Sl. No.	Name of the Post	Scale of Pay	No. of Posts	Location of the Headquarters for these posts
01.	Dy. Director (Audit)	Level-11 of the Pay matrix [Pay Band-3 Rs. 15600-39100 with Grade Pay Rs. 6600/- (pre-revised)]	07	New Delhi, Hubli, Thiruvananthapuram, Chandigarh, Jaipur & Kolkata (WB).
02.	Assistant Director (Audit)	Level-10 of the Pay matrix [Pay Band-3 Rs. 15600-39100 with Grade Pay Rs. 5400/- (pre-revised)]	12	New Delhi, Hyderabad, Bengaluru, Ahmedabad, Bhopal, Mumbai-I, Jaipur, Kanpur & Kolkata
03.	Assistant Audit Officer	Level-7 of the Pay matrix [Pay Band-2 Rs. 9300-34800 Grade Pay Rs. 4600/- (pre-revised)]	21	New Delhi, Hyderabad, Bengaluru, Hubli, Bihar, Ahmedabad, Bhopal, Mumbai-I, Jaipur & Kanpur
04.	Auditor	Level-6 of the Pay matrix [Pay Band-2 Rs. 9300-34800 Grade Pay Rs. 4200/- (pre-revised)]	36	New Delhi, Vijayawada, Bangalore, Chennai, Ahmedabad, Chandigarh, Thiruvananthapuram, Hubli, Bhopal, Mumbai-I, Thane, Pune, Guwahati, Bhubaneshwar, Faridabad, Coimbatore, Hyderabad & Kanpur.

**B. Eligibility conditions for the posts advertised at (A):**

**(1) Deputy Director (Audit)**

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

(a) Having completed Graduation preferably B.Com.

(b) Having passed the SAS examination conducted by the IA & AD or other Central / State Government Organization, Accounts/ Audit Department.

(c) (i) Holding analogous posts on regular basis; or

(ii) With 5 years of regular Service in posts in the scale of pay of Rs. 8000-13500 (Pre-revised); or

(iii) With 7 Years regular service in posts in the scale of pay of Rs. 7500-11500 (Pre-revised) or equivalent; or

(iv) With 8 years regular service in posts in the scale of pay of Rs. 6500-10500 (Pre-revised).

**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.

**(2) 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 Scale of Pay of Rs. 7450-225-11500 (pre-revised) or

iv) with 05 years regular service in the posts of Assistant Accounts Officer/Assistant Audit Officer in the Scale of Pay of Rs. 6500-200-10500 (pre-revised); or

v) With 07 years regular service in the Scale of Pay of Rs. 5500-175-9000 (pre-revised); and

vi) Possessing the 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.

**(3) Assistant Audit Officer**

i) Officers of the Employees' Provident Fund Organisation/Central Government/ State Government:

ii) holding analogous posts on regular basis; or

iii) with 05 years regular service in posts in the Scale of pay of Rs. 5500-175-9000 (pre-revised) or equivalent;

iv) With (07) years regular service in the pay scale of Rs. 5000-150-8000; and

v) Possessing the 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.

**(4) Auditor**

i) Officers of the Employees' Provident Fund Organisation/Central Government/ State Government:

ii) holding analogous posts on regular basis; or

iii) with 05 years regular service in the Scale of pay of Rs. 4500-125-7000 (pre-revised) or equivalent; and

iv) Possessing the experience in Accounts/Audit of Public Funds.

(Working Knowledge in Computer preferred)

**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 Organization/Department of the Central Government shall ordinarily not exceed 4 years.

**(C) General Conditions and terms of deputation in the Employees' Provident Fund Organisation**

**(01)** 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 Organization will be further subject to acceptance of the terms and conditions of appointment issued by the Employees Provident Fund Organization, if found necessary. The maximum age limit of the applicant should not be exceeding 56 years as on the closing date of receipt of applications.

**(02)** In case the selected official seeks repatriation before completion of two years on deputation, no Transfer TA/DA will be paid on repatriation. Further, if any official seeks repatriation with in one year or less, Transfer TA/DA already paid, if any is also liable to be recovered.

**(03)** Willing and eligible officers may forward their applications neatly typed in the proforma given in Annexure-I and the advance copy of the application should reach the designated officer in HRM Division **within 30 days** from the date of advertisement. A note shall also be added stating clearly how the candidate finds himself/herself suitable for the post.

**(04)** The cadre controlling authority shall forward the application complete in all respect with requisite documents namely APARs, Vigilance Clearance, Integrity Certificate, list of penalty imposed, if any, during the last 10 years and Certificate of cadre controlling authority in Annexure-II within 45 days from the date of publication of the advertisement.

**(05)** The job of Dy. Director (Audit), Assistant Director (Audit), Assistant Audit Officer and Auditor requires extensive and continuous tours away from the headquarters for the purpose of conducting Audit of various Regional and Sub-Regional Offices.

**(06)** The application through proper channel should reach the EPFO, Head Office **within 45 days** from the date of publication of the advertisement by name to **Shri Sanjay Bisht, Regional Provident Fund Commissioner (HRM), Bhavishya Nidhi Bhawan, 14 Bhikaji Cama Place, New Delhi-110066.**

**(07)** Applications which are not received through proper channel and received after stipulated period will not be considered and rejected. The application should be accompanied with copies of ACRs duly attested for the preceding five years and Vigilance Clearance, Integrity Certificate and list of penalty, if any, imposed during the last 10 years. It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned posts. The Employees' Provident Fund Organization reserves the right to reject any application without specifying any reason.

(Sanjay Bisht)

Regional P.F. Commissioner-I (HRM)

Annexure-I

**PROFORMA FOR APPLICATION**

Sl. No.	Details required:	Details Furnished
01.	Post Applied for:- Separate Application required if applied for more than one post:	
02.	Name, Designation and Complete Postal Address of the Office in which working: along with the Telephone No. and Email I.D.	
03.	Status of the Department: i.e. Whether it is Central Government/State Government and Name of the Ministry/ Department:	
04.	Date of Birth (in Christian Era)	
05.	Educational Qualifications:	
06.	Details of employment in chronological order (Enclose a Separate Sheet, if required)	

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Sl. No.	Office/Institute/ Department/ Organisation	Post held (Regular)	From	To	Pay Band and Grade Pay	Period of Experience and nature of duties (Enclose a separate note on suitability)
07.	Nature of present Regular employment :					
08.	Nature & extent of other assignments (i.e. Short term, Deputation etc.):					
09.	Total emoluments per month now drawn:					
10.	Additional information, if any, in support of suitability for the post. Enclose a separate sheet, if the space is insufficient.					
11.	Whether belong to SC/ST/OBC:					
12.	Indicate Three choices of stations (in order of preference):					
13.	Particulars of documents enclosed: (indicate in a separate list)					

Place:

Date:

Signature of the Candidate

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

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

**Annexure-II****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. Copies of ACRs for \_\_\_\_ years are enclosed.

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

Office Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-Mail Id: \_\_\_\_\_