



## कर्मचारी भविष्य निधि संगठन

श्रम एवं रोजगार मंत्रालय, भारत सरकार

**Employees' Provident Fund Organisation**  
Ministry of Labour & Employment, Govt. of India

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भिकाजी कामा प्लेस, नई दिल्ली -110066

Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110066

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

No. HRM.V/HRM-II/24(01)09/RA/

83940

Dated: 04-02-2010

8 फरवरी 2010

### MEMORANDUM

**Sub: Applications for filling up of the Two posts of Research Assistant in the Scale of Pay of Rs.9300-34800 in Pay Band 2 with Grade Pay of Rs.4200 (Pre revised Rs.5500-175-9000) on Deputation basis in the Head Office of the EPF Organisation.**

It is proposed that the Two vacancies of Research Assistants in the present scale of pay of Rs.9300-34800 in the existing Grade Pay of Rs. 4200/- (Pre revised Rs.5500-175-9000) as per the existing eligibility requirements as per the Recruitment Rules for the post of Research Assistant.

03. As the first preference for appointment by transfer on Deputation is from the officers of the EPF Organisation and failing which only circulation and selection may be made from other category of employees from other departments, in the first instance Applications are invited from the officials who fulfill the eligibility conditions as per the requirements contained in the Recruitment Rules for the post of Research Assistant as reproduced for ready reference as under:

Officers of the Employees' Provident Fund Organisation, **failing which** under the Central Government / State Government /Universities / Recognised Research Institutions / Public Undertakings /Statutory, Semi-Government or Autonomous Organisations who shall have

(a) A Degree of a Recognised University or Equivalent; and

(b) Rendered at least Five Years of service in the pre revised scale of Pay of Rs.5500-175-9000 and in the Revised Scale of Pay of Rs.9300-34800 in PB 2 with Grade Pay of Rs.4200/ Rs.5000-150-8000 – pre revised and in the Revised Scale of Pay of Rs. Rs.9300-34800 in PB 2 with Grade Pay of Rs.4200/ or equivalent

### AND

Completed successfully or be eligible to undergo the Basic Management Service Course of the Institute of Work Study or a comparable training in any other Recognised Institution.

..... 2/-

04. The initial period of Deputation is 03 years. During the period of Deputation, the official may either select to have the Scale of Pay of the Post or opt for Deputation Allowance in the present pay in the scale of pay itself as admissible under the Rules.

05. It may be noted that the post of Research Assistant in the Finance Division of the Head Office requires detailed Work Study and preparation of Study Reports at short notices under the supervision and control of Junior analysts and RPFC (WSU now renamed as RPFC – Management Services) under the control of Financial Adviser and Chief Accounts Officer and involves frequent long travels.

06. Willing and Eligible candidates who fulfill the above requirements may submit their Applications in the Performa enclosed through their respective Head of the Region or RPFC (ASD) in Head Office so as to reach this office on or before 12-03-2010. Applications received after this date will not be considered.

Encls: 01.



(R.K. KUKREJA)

REGIONAL P.F. COMMISSIONER- I (HRM)

To

All Additional CPFCs ( Zones)  
All the Regional Provident Fund Commissioners  
All Zonal Training Institutes  
All Deputy Directors (Audit)  
The RPFC (ASD) in Head Office.

Copy to:

1. PS to CPFC
2. PS to FA & CAO
3. PS to CVO
4. PS to Chief Engineer.
5. All Additional CPFCs (Head Office)
6. The Director (NATRSS)
7. The Registrar, The EPF Appellate Tribunal.
8. Notice Board in Head Office.
9. RPFC (WSU) with reference to the UO No. WSU/23(1)09/RA, dated 14-09-2009.
10. The RPFC, NDC for placing a copy of this Memorandum with its enclosures on the Web Site of the Organisation.



(JAY KUMAR)

REGIONAL P.F. COMMISSIONER-II (HRM-V)

Application for the post of Research Assistant in the Revised scale of pay of Rs.9300-34800 in Pay Band 02 with Grade Pay of Rs. 4200/- (Pre revised Rs.5500-175-9000) in the Head Office of the Employees' Provident Fund Organisation, New Delhi.

Sl. No.	Requirements	Details Furnished
01.	Name of the Applicant in Capital letters.	
02.	Name of the Office and Name of the Region in which presently working.	
03.	Date of Birth:	
04.	Present Designation:	
05.	Present Scale of Pay	
06.	Whether SC or ST Category:	
07.	Date of Appointment in the Organisation and the post in which initially appointed:	
08.	<p>Requirements as per the Recruitment Rules for the post of Research Assistant:</p> <p>By Transfer on Deputation (including short term contract)</p> <p>Officers of the Employees' Provident Fund Organisation, <b>failing which</b> under the Central Government / State Government /Universities / Recognised Research Institutions / Public Undertakings /Statutory, Semi-Government or Autonomous Organisations who shall have</p> <p>(a) A Degree of a Recognised University or Equivalent; and</p> <p>(b) Rendered at least Five Years of service in the pre revised scale of Pay of Rs.5500-175-9000 and in the Revised Scale of Pay of Rs.9300-34800 in PB 2 with Grade Pay of Rs.4200/ Rs.5000-150-8000 -- pre revised and in the Revised Scale of Pay of Rs. Rs.9300-34800 in PB 2 with Grade Pay of Rs.4200/ or equivalent</p>	<p>Clearly indicate the Name of the Degree, Year of Passing and Name of the University from which acquired:</p> <p>Clearly indicate the Name of the post held, Whether on Regular or Adhoc basis and the Exact date from which working in that Scale of pay.</p>

	<b>AND</b>  Completed successfully or be eligible to undergo the Basic Management Service Course of the Institute of Work Study or a comparable training in any other Recognised Institution.	
09.	Details of Experience with period and exact date:	

Signature of the Applicant

Place:

Date:

[For Official use]

Ref.No.

Dated:

Sl. No.	Details required:	Details furnished
01.	Name and Address of the Forwarding Office.	
02.	Whether the above details are verified as per the Service Book and found correct.	
03.	Whether Vigilance Clearance is available.	
04.	Overall ACR Gradings for the last 05 years: i) 2008-2009 ii) 2007-2008 iii) 2006-2007 iv) 2005-2006 v) 2004-2005	

Name:( )

Signature of the RPFC-I