दूरभाष/Telepone : 26198924

मुख्यालय / HEAD OFFICE
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय , भारत सरकार
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
भविष्य निधि भवन, 14 भीकाजी कामा प्लेस नई दिल्ली-110066
Bhavishya Nidhi Bhawan , 14, Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in; www.epfindia.nic.in

No.HRM-I/A-26(1)/2008 35/16 Dated: 28 अप्रैल APR 2011

OFFICE MEMORANDUM

Subject: **Application for filling up of the post of Director (Official Language) in the scale of pay of Rs. 15600-39100 with Grade pay 7600/- in PB-3 on transfer on deputation in Employees' Provident Fund Organisation, Head Office, New Delhi.**

The undersigned is directed to say that one post of Director (Official Language) in the scale of Pay of Rs. 15600-39100 with Grade pay 7600/- in PB-3 is required to be filled up on transfer on deputation basis in Employees' Provident Fund Organsation, Head Office, Bhavishya Nidhi Bhawan,14, Bhikaji Cama Place, New Delhi.

The eligibility conditions are as under:-

Officers of the Central Government/ State Government/ EPF Organisation.

(a) (i) Holding analogous posts on regular basis in the parent cadre or department;

OR

(ii) Having five (05) years' regular service in the Pay Rs.15600-39100 with Grade pay 6600/- in PB-3 or equivalent in the parent cadre or department.

EducationalQualification:-

(i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at degree level or

Master's Degree of a recognized University or equivalent in English with Hindi as a subject at degree level or

Master's Degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at degree level or

Master's Degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at degree level

(ii) Five year's experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferably of scientific literature.
Or
Five year's experience of teaching, research, writing or journalism in Hindi.

Desirable

(i) Knowledge of Sanskrit and or a modern Indian language.
(ii) Administrative experience.
(iii) Experience of organizing Hindi classes or workshops in noting and drafting.

Terms of deputation in the Employees' Provident Fund Organisation

The deputation will be governed as per the instructions issued by the Department of Personnel & Training as applicable to Central Government Departments/Organizations. The tenure of deputation will be initially for a period of three (3) years. The applications of willing officers fulfilling the above conditions may please be arranged to be forwarded in the enclosed proforma with photocopies of Annual Confidential Reports for the last five years duly attested and Vigilance clearance/ integrity certificate clearly stating that there is no vigilance case pending or contemplated as on date, by name to **Shri R.K.Kukreja, Regional Provident Fund Commissioner (HRM), Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066 within forty five days from the date of issue of this Office memorandum.** Applications which are not received through proper channel and received after stipulated period will not be considered.

It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned post. The Employees' Provident Fund Organisation reserves the right of criteria and mode of selection.

(R.K. KUKREJA)
Regional PF Commissioner (HRM)

To

1. All Chief Secretaries of all State Governments/Union Territories.
2. The Secretary, Ministry of Information & Broadcasting, Govt. of India, 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, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi.
6. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No. 154-A, North Block, New Delhi.
7. The Director General, National Informatics Centre, CGO Complex, A Block, Lodhi Road, New Delhi
8. The Chairman, Telecom Commission-cum-Secretary, Sanchar Bhawan, New Delhi.
9. The Director General, Defence Research & Development, South Block, New Delhi
10. The Secretary, Department of Electronics, Electronic Niketan, 6, CGO Complex, New Delhi
11. The Director, Min. of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi
12. Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi.
13. The Registrar General, Census, Mansingh Road, New Delhi.
14. The Chairman, Railway Board, Rail Bhawan, New Delhi
15. The Secretary, Dept. of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi.
16. The Director General, Defence Scientific Information & Documentation Centre, Metcalfe House, Timarpur, New Delhi
17. The Secretary, Planning Commission, Yojana Bhawan, Parliament Street, New Delhi-110 001
18. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.

Copy to

1. All Zonal Addl. CPFCs.
2. All Regional PF Commissioners.
3. All Officers-in-Charge of Sub-Regional Offices.
4. RPFC (ASD) in Headquarters for necessary action.
5. Addl. CPFC (OL), Head Office for information.
6. Assistant Director (OL) for Hindi version of the same.
7. RPFC (NRPO) for uploading the same in the website.

(M.M. ASHRAF)
Regional PF Commissioner-II (HRM-I)

PROFORMA FOR APPLICATION

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth (In Christian Era)
4. Educational Qualifications
5. Whether educational and other qualification required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)
6. Details of employment in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Organization	Post held (Regular)	From	To	Pay Band and Grade Pay	Period of experience

7. Present Grade Pay, total emoluments per month now drawn
8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
9. Whether belong to SC/ST/OBC
10. Number of documents enclosed. Indicate in a separate list.

Signature of the Candidate
Telephone No.

Date: _____ Address _____

CERTIFICATE

1. Certified that the particular of the officer has been verified and found to be correct.

2. It is certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the officer is also certified. Copies of ACR _____ years are enclosed.

(Signature of Cadre Controlling Authority/
Head of the Department with Stamp)
Telephone No.