



कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
 अधिसूचना संस्थान, भारत सरकार  
**MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA**  
 मुख्य कार्यालय/Head Office  
 भविष्य निधि भवन, 14, भीकानजी कामा प्लेस, नई दिल्ली-110066  
 Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066  
 Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

File No:HRM-7/ISD-DEPUTATION(5055)/2022/5874

Dated: 29 FEB 2024

### Office Memorandum

**Subject: Filling up of the posts on deputation basis in EPFO – Regarding**

Applications are invited from the eligible candidates to fill up the following posts in the Information Services (IS) cadre of Employees' Provident Fund Organisation (EPFO) on deputation basis at the following locations:-

| Sl. No. | Name of the post        | Scale of Pay                                     | No. of posts | Location of the Headquarters for these posts |
|---------|-------------------------|--------------------------------------------------|--------------|----------------------------------------------|
| 1.      | Joint Director (IS)     | Level-12 in the Pay Matrix [Rs. 78,800-2,09,200] | 06           | Delhi/Hyderabad                              |
| 2.      | Deputy Director (IS)    | Level-11 in the pay matrix [Rs. 67,700-2,08,700] | 12           | Delhi/Hyderabad                              |
| 3.      | Assistant Director (IS) | Level-10 in the pay matrix [Rs. 56,100-1,77,500] | 24           | Delhi/Hyderabad                              |

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

2. **Eligibility conditions for the post of Joint Director (Information services):-**

**Officers under the Central Government or State Government**

- a(i) Holding analogous posts on regular basis in the parent cadre or department;  
**or**  
 (ii) With five (05) years' service in the grade rendered after appointment thereto on a regular basis in posts in level-11 in the Pay Matrix [Rs. 67,700-2,08,700] in the parent cadre or department  
**and**  
 (b) Possessing the Educational qualification and experience prescribed as under:-

### **Essential Qualification:**

**(A)(i)** Master's Degree in Computer Applications or Master of Science (Computer Science or Information Technology) from a recognized University or Institute; or

Bachelor of Engineering or Bachelor of Technology (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute.

**(ii)** Eight years post qualification experience in one or more out of Database Management or Operating Systems or Network Systems of Programming or Information System in a Government Office including such experience in Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized Institution.

OR

**(B)(i)** Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University.

**(ii)** Eight years' experience in Electronic Data Processing out of which at least 1 year experience should be in actual Programming.

**Note1:** Qualifications are relaxable at the discretion of the Central Government for the reasons to be recorded in writing, in case of candidates, otherwise well qualified.

**Note2:** The qualification regarding experience is relaxable at the discretion of the Central Government, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if, at any stage of selection the Central Government is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

**Note3:** The period of deputation (including Short Term Contract) including period of deputation (including Short Term Contract) in another ex-cadre post held immediately preceding the appointment in the same or some other Organisation or department of the Central Government shall ordinarily not exceed five years.

**Note4:** The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**Note5:** For the purpose of appointment on deputation (Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix or pay scale and where this benefit will extend only for the post(s)

for which that level in the pay matrix or pay scale is the normal replacement grade without any upgradation.

### **3. Eligibility Conditions for the post of Deputy Director (IS)**

#### **Officers under the Central Government or State Government:**

- (a)(i) Holding analogous posts on regular basis in the parent cadre or Department;
- or**
- (ii) With five years regular service in the grade in posts in level-10 in the Pay Matrix [Rs.56,100-1,77,500] in the parent cadre or department; and
- (b) Possessing the educational qualifications and experience prescribed as under:-

#### **Essential Qualification:-**

- (A) (i) Master's Degree in Computer Applications **or** Master of Science (Computer Science or Information Technology) from a recognized University or Institute; **or** Bachelor of Engineering or Bachelor of Technology (Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology) from a recognized University or Institute.
- (ii) Five years post qualification experience in relevant areas\* of Programming or Information System in a Government Office including such experience in Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized institution.

\*relevant areas mean one or more out of Database Management or Operating Systems or Network Systems

#### **OR**

- (B) (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University.
- (ii) Five years' experience in Electronic Data Processing out of which at least 1 year experience should be in actual Programming.

**Note 1:** Qualifications are relaxable at the discretion of the Central Government, for the reasons to be recorded in writing, in case of candidates, otherwise well qualified.

**Note 2:** The qualification regarding experience is relaxable at the discretion of the Central Government, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if, at any stage of selection the Central Government is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

**Note 3:** The period of deputation (Including Short Term Contract) including period of deputation (including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or department of the Central Government shall ordinarily not exceed five years.

**Note 4:** The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**Note 5:** For the purpose of appointment on deputation (Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in the pay matrix or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in the pay matrix or pay scale and where this benefit will extend only for the posts for which that level in the pay matrix or pay scale is the normal replacement grade without any upgradation.

#### **4. Eligibility conditions for the post of Assistant Director (IS):**

##### **Officers under the Central Government or State Government:**

- (a)(i) Holding analogous posts on regular basis in the parent cadre or Department;  
**or**
- (ii) With 03 years' service in the grade rendered after appointment thereon on a regular basis in posts in level-8 in the Pay matrix [Rs.47,600-1,51,100] in the parent cadre or department; and
- (b) Possessing the educational qualifications and experience prescribed as under:-

##### **Essential Qualification:-**

- (A)(i) Master's Degree in Computer applications or Master of Science (Computer Science or Information Technology) from a recognized University or Institute; **or** Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognized University or Institute.
- (ii) Three years post qualification experience in relevant areas\* of programming or Information System in a Government Office including such experience in Public Sector Undertaking or Autonomous Body or Statutory Body or in any recognized Institutions.

\*Relevant areas means one or more out of Database Management or Operating Systems or Network Systems.

**OR**

- (B)(i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communication Engineering from a recognized University.
- (ii) Three years' experience in Electronic Data Processing out of which at least 01 year experience should be in actual Programming.

**Note 1:** Qualifications are relaxable at the discretion of the Central Government, for the reasons to be recorded in writing, in case of candidates, otherwise well qualified.

**Note 2:** The qualification regarding experience is relaxable at the discretion of the Central Government, for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if, at any stage of selection the Central Government is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

**Note 3:** The period of deputation (Including Short Term Contract) including period of deputation (including Short Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or department of the Central Government shall ordinarily not exceed five years.

**Note 4:** The maximum age limit for appointment by deputation (Including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**Note 5:** For the purpose of appointment on deputation (Including Short Term Contract) basis, the service rendered on a regular basis by an officer prior to 1<sup>st</sup> January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding level in pay matrix or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common level in pay matrix or pay scale and where this benefit will extend only for the posts for which that level in pay matrix or pay scale is the normal replacement grade without any upgradation.

## **5. 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 be exceeding 56 years as on the closing date of receipt of applications.

- 2) 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 within one year or less, Transfer TA/DA already paid, if any is also liable to be recovered.
- 3) Willing and eligible officers if wishes may forward their applications neatly typed in the proforma given in **Annexure-I** in advance. However, the application through proper channel must reach the designated officer in HRM Division **within 45 days** from the date of the 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 respect with requisite documents namely APARs, latest Vigilance clearance, Integrity Certificate, list of major/minor penalty imposed, if any, during the last 10 years **within 45 days** from the date of publication of this advertisement.
- 5) The duties and responsibilities of various Information Services posts in the Organisation requires supervision and formulating policies in respect of hardware and maintenance, software development and maintenance, networking and security, program implementation & system audit and database & network administration.
- 6) 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 Deepak Arya, Regional Provident Fund Commissioner-II (HRM-II), Bhavishya Nidhi Bhawan, 14 Bhikaiji Cama Place, New Delhi-110066.** The envelop containing the application should clearly super scribe the post applied for.
- 7) 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 APARs duly attested for the preceding five years and 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 format given in **Annexure-II**. It is to be noted that mere possession of the qualification does not entitled 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.



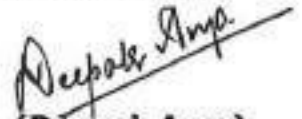
**(Deepak Arya)**  
**Regional P.F Commissioner-II (HRM-II)**

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.
6. RPFC (NDC), Dwarka, New Delhi for uploading the O.M. in the Official website.

  
(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:<br>Separate Application 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:<br>i.e. Whether it is Central Government /State Government and Name of the Ministry/Department: |         |
| 07.     | Date of Birth<br>(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 application submitted through proper channel                                                                  |  |
| 18. | Also state whether 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:

\_\_\_\_\_