



Secretary to Govt. of India

**MINISTRY OF LABOUR & EMPLOYMENT
SHRAM SHAKTI BHAVAN
NEW DELHI - 110001**

२२/०२/६ श्रम एवं रोजगार मंत्रालय
श्रम शक्ति भवन
नई दिल्ली-110001

E-mail : secy-labour@nic.in

February 17, 2016

Employees Provident Fund Organization is an autonomous body under the Ministry of Labour & Employment. The financial/ accounts matter in the EPFO are looked after by FA & CAO which is in PB-4, GP: Rs. 10,000/-. The post of FA & CAO has fallen vacant on 29.12.2015 due to repatriation of its incumbent and is required to be filled on deputation/ short term contract basis. This Ministry has already issued a vacancy circular (copy enclosed) for the said post and the same has also been published in Employment News dated 6-12 February, 2016. The said vacancy circular is also available on the official website of this Ministry.

2. I shall be grateful, if you could kindly arrange to circulate the same amongst all eligible officers of organized Group 'A' service under your Ministry/ Department and forward applications of interested & eligible officers to this Ministry before last date to receive such application-i.e. 21.03.2016.

With regards,

Yours sincerely,

Haul on

(Shankar Aggarwal)

Encl: As above.

Shri Sanjay Kothari

Secretary,

Department of Personnel & Training,

Ministry of Personnel, Pub. Grievances & Pensions,

North Block,

New Delhi.

E-O

Qu 23/2
DS (Adm)

24/2/16
Sh. Naveen

2/23/2
B3/mw2
Laise
23/2 500

“बाल श्रम रोकें”

"STOP CHILD LABOUR"

128

F.No. A-12026/05/2015 - SS.I
Government of India/Bharat Sarkar
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

New Delhi, dated the 13 January 2016

VACANCY CIRCULAR

Subject: Application for the post of Financial Adviser & Chief Accounts Officer (PB-4- Rs-37400-67000 Plus grade Pay Rs.10,000) on deputation/short term contract basis in Employees' Provident Fund Organization – reg.

Applications are invited for filling up of one post of Financial Adviser & Chief Accounts Officer(PB-4- Rs-37400-67000 plus grade Pay Rs.10,000) to be filled on deputation/short term contract basis in Employees' Provident Fund Organization under the administrative control of Ministry of Labour & Employment, New Delhi.

2. Following officers are eligible to apply for the post:-

Officers of the Central Government (including Officers of the Organized Accounts Services)/Officers of the Employees' Provident Fund Organization failing which Officers of statutory or autonomous Organization who are :-

- (a)(i) holding analogous post on regular basis; or
- (ii) with 6 years' regular service in the pay band of Rs.37,400-67,000 or equivalent in the grade pay of Rs.8700/- and
- (b) possessing minimum 5 years' experience in budget, establishment and accounts matters;

Notes:

1. Period of deputation/contract including 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 not exceed 5 years.
2. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.
3. The Pay and allowance of the selected officer shall be regulated as per Deptt of Pers. & Trang OM No- 6/8/2009-Estt(Pay-II) dated 17.6.2010, as amended from time to time. Officers who volunteer for the post will not be permitted to withdraw their names subsequently.
4. It is requested that applications (in triplicate), in the prescribed proforma (Annexure) in respect of eligible and interested officers may be forwarded to Shri Manish Kumar Gupta, Joint Secretary, M/o Labour & Employment, Room No-106, Shram Shakti Bhawan, Rafi Marg, New Delhi through concerned Cadre Controlling Authorities along with following documents so as to reach within 45 days from the date of publication of this vacancy circular:-

- a) Attested copies of the ACRs/APARs for last 5 years i.e. 2011-12 to 2015-16
- b) Vigilance clearance
- c) No penalty certificate
- d) Integrity Certificate

5. Application received after prescribed date or without requisite documents will not be considered. Details of the Organization can be accessed at www.epfindia.com.



(Ajay Malik)

Under Secy to the Govt of India

Encl: As above.

To

1. All Ministries/Departments of the Govt. of India with the request to circulate the vacancy circular in their Ministry/Department and also autonomous/statutory bodies under their administrative control.
2. Technical Director, DoP&T, North Block with the request to upload the vacancy circular on the website of DoPT
3. Dir,NIC, M/o L&E. It is requested to upload the vacancy circular on the website of Ministry.
4. CPFC,EPFO for information and for uploading the circular on the website of the EPFO.

CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)					
2. Date of Birth (in Christian era)					
3. Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications 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)		Qualifications/ Experience required		Qualifications/ Experience possessed by the officer	
		<u>Essential:</u> (1) (2) (3)			
		<u>Desired:</u> (1) (2)			
6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9. In case the present employment is held on deputation/contract basis, please state:- a) The date of initial appointment b) Period of appointment on deputation/contract c) Name of the parent office/organization to which you belong					

<p>10. Additional details about present employment</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>	
<p>11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>	
<p>12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>	
<p>13. Total emoluments per month now drawn</p>	
<p>14. Additional information, if any, which you would like to mentioned in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>	
<p>15. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only of Short Term Contract)</p>	
<p>16. Whether belongs to SC/ST</p>	
<p>17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) wards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the</p>	

130

space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the candidate

Address _____

Countersigned

(Employer with Seal)