



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRD-I/6/2024/RR/HeadQuartersCadre/1084

Date:

09 SEP 2024

To,

All Addl. CPFC (Zones) including ACC (HQ)/ Director (PDNASS)
All Regional PF Commissioners,
In-charge of the Region,

Subject: Draft Recruitment Rules of Junior Secretariat Assistant, Senior Secretariat Assistant and Section Officers in EPFO - reg.

Ma'am/Sir,

As per the guidelines in DoP&T OM No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015, the Draft Recruitment Rules for the post of the **Junior Secretariat Assistant, Senior Secretariat Assistant and Section Officer** (Head Quarters Cadre) in EPFO are hereby placed on the Official Website of EPFO for inviting comments from the stakeholders.

Any suggestions/ comments/ views on the various clauses of the same along with supporting DoP&T guidelines and rule position etc may be intimated within 15 days. The same may be sent only to the mail id tp-ssa-comments@epfindia.gov.in. Comments forwarded on this issue to any other mail id shall not be taken into consideration.

(This has the approval of Competent Authority)

Yours faithfully,

Enclosures: As above

(Saurabh Tripathi)
RPFC-I (HRD-I)

Copy to:-

RPFC (NDC) with the request to upload on the website of EPFO.

(Saurabh Tripathi)
RPFC-I (HRD-I)

SCHEDULE

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Junior Secretariat Assistant	25* (2024) *Subject to variation dependent on workload	Central Board Group 'C' (Equivalent to Group 'C' of Central Government in corresponding Pay Level)	Level-2 in the Pay Matrix [Rs. 19,900 - 63,200]	Non-Selection	Not Applicable.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	(i) 70% by promotion. (ii) 30% by promotion through Limited Departmental Competitive Examination (LDCE).

In case of recruitment by promotion or deputation (ISTC) or absorption, grades from which promotion or deputation (ISTC) or absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>(i) By Promotion: 70% of the vacancies shall be filled on the basis of seniority from amongst the Multi Tasking Staff of Head Office, subject to the following conditions :-</p> <p>(i) rendered 3 years regular service in the post; and (ii) possess 10th class pass or equivalent qualification from a recognized board; and</p> <p>(iii) passed typing skill test with minimum speed of 30 Words per minute in English or 25 words per minute in Hindi. And (iv) completion of mandatory training program for promotion to the post of Junior Sectt. Assistant as prescribed by the EPFO from time to time.</p>	<p>Departmental Promotion Committee for considering Promotion consisting of:</p> <p>(i) Senior most Regional Provident Fund Commissioner-I of Headquarters - Chairman (ii) Regional Provident Fund Commissioner -II of Headquarters Administration - Member (iii) One officer not below the rank of Under Secretary from ESIC or other organisation of the Government of India - Member</p>	<p>Consultation with UPSC not necessary.</p>

<p>Provided that those persons who have not completed mandatory training for promotion before the date of meeting of Departmental Promotion Committee will also be considered subject to the condition that such persons shall complete the required training within one year of the date of meeting of Departmental Promotion Committee.</p> <p>Note 1: Those persons who are due to retire within two years shall be exempted from completion of such training for promotion.</p> <p>(2) By Promotion through Limited Departmental Competitive Examination LDCE): 30% of the vacancies shall be filled through Limited Departmental Competitive Examination from amongst the Multi Tasking Staff and other cadres of Head Office in Pay Level 1 in the Pay Matrix (18000-56900) or Pay Level 2 in the Pay Matrix[Rs.19,900 - 63,200] subject to the following conditions :-</p> <p>(i) rendered 3 years regular service in the post of Multi Tasking Staff or other cadres of Head Office in Pay Level 1 in the Pay Matrix (Rs. 18000-56900) or Pay Level 2 in the Pay Matrix[Rs.19,900 - 63,200]; and</p> <p>(ii) possess 12th pass or equivalent qualification from a recognized board; and</p> <p>(iii) passed typing skill test with minimum speed of 30 Words per minute in English or 25 words per minute in Hindi.</p>		
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(Ramesh Krishnamurthi)

Central Provident Fund Commissioner,
Central Board, Employees' Provident Fund

[No.....]

SCHEDULE

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Senior Secretariat Assistant	16* (2024) *Subject to variation dependent on workload	Central Board Group 'C' (Equivalent to Group 'C' of Central Government in corresponding Pay Level)	Level-4 in the Pay Matrix [Rs.25,500- 81,100] Senior Secretariat Assistant shall be eligible for placement in the Non-Functional Selection Grade in level-6 in the pay matrix [Rs.35,400-1,12,400] on completion of five years of regular service as Senior Secretariat Assistant subject to the condition that the total number will be restricted to 30% of the sanctioned strength of Senior Secretariat Assistant.	Non-Selection	Not Applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Not applicable.	Not applicable.	Not applicable.	(i) 75% by Promotion. (ii) 25% by promotion through Limited Departmental Competitive Examination (LDCE)

In case of recruitment by promotion or deputation (ISTC) or absorption, grades from which promotion or deputation (ISTC) or absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
(1) By promotion: 75% vacancies shall be filled on the basis of seniority subject to the rejection of the unfit from amongst Junior Secretariat Assistants subject to the following conditions :- (i) rendered 8 years regular service in the post. (ii) completion of mandatory training program for promotion to the post of Senior Sectt. Assistant as prescribed by the EPFO from time to time.	Departmental Promotion Committee for considering Promotion consisting of: (i) Senior most Regional Provident Fund Commissioner-I of Headquarters- CHAIRMAN (ii) Regional Provident Fund Commissioner -II of Headquarters Administration - MEMBER (iii) One officer not below the rank of Under Secretary from ESIC or other organisation of	Consultation with UPSC not necessary.

Provided that those persons who have not completed mandatory training for promotion before the date of meeting of Departmental Promotion Committee will also be considered subject to the condition that such persons shall complete the required training within one year of the date of meeting of Departmental Promotion Committee.

Note 1: Those persons who are due to retire within two years shall be exempted from completion of such training for promotion.

(2) By Promotion through Limited Departmental Competitive Examination (LDCE): 25% vacancies shall be filled through LDCE from amongst Junior Secretariat Assistants and other cadres of Head Office in Pay Level 2 in the Pay Matrix [Rs.19,900 - 63,200] subject to the following eligibility conditions –

(i) rendered 5 years regular service in the cadre of Junior Secretariat Assistants or other cadres of Head Office in Pay Level 2 in the Pay Matrix [Rs.19,900 - 63,200]; and

(ii) possess 12th class or equivalent qualification from a recognized board;

the Government of India – **MEMBER**

(Ramesh Krishnamurthi)

Central Provident Fund Commissioner,
Central Board, Employees' Provident Fund

[No.....]

SCHEDULE

Name of post	Number of post	Classification	Level in the pay matrix	Whether selection post or Non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
Section Officer	196* (2024) *Subject to variation dependent on workload	Central Board Group 'B' (Equivalent to Group 'B' of Central Government in corresponding Pay Level)	Level-8 in the Pay Matrix [Rs.47600 -151100] Section Officers shall be eligible for placement in the Non-Functional Selection Grade in Level-9 in the Pay Matrix [Rs. 53100 – 167800] on completion of four years of regular service as Section Officer.	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable	(i) 50% by Promotion. (ii) 50% by Limited Departmental Competitive Examination.

In case of recruitment by promotion or deputation (ISTC) or absorption, grades from which promotion or deputation (ISTC) or absorption to be made	If a departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(11)	(12)	(13)
<p>(1) By Promotion: 50% of the vacancies shall be filled by promotion on the basis of seniority subject to rejection of the unfit from amongst Assistant Section Officers subject to the following conditions :-</p> <p>(i) rendered 5 years regular service in the post. (ii) completion of mandatory training program for promotion to the post of Section Officer as prescribed by the EPFO from time to time.</p> <p>Provided that those persons who have not completed mandatory training for promotion before the date of meeting of Departmental Promotion Committee will also be considered subject to the condition that such persons shall complete the required training within one year of the date of meeting of</p>	<p>Departmental Promotion Committee for considering Promotion consisting of:</p> <p>(i) Additional Central Provident Fund Commissioner (HQ) (HR)- Chairman</p> <p>(ii) Regional Provident Fund Commissioner-I (HRM) –Member <i>(to be nominated by the Appointing Authority)</i></p> <p>(iii) One officer not below the rank of Deputy Secretary</p>	<p>Consultation with UPSC not necessary.</p>

<p>Departmental Promotion Committee.</p> <p>Note 1: Those persons who are due to retire within two years shall be exempted from completion of such training for promotion.</p> <p>Note 2: Where Juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>(2) By limited Departmental Competitive Examination: 50% of the vacancies shall be filled by limited Departmental Competitive Examination from amongst the Assistant Section Officers having rendered five years regular service in the post.</p>	<p>from ESIC or other organisation of the Government of India- Member</p>	
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(Ramesh Krishnamurthi)

Central Provident Fund Commissioner,
Central Board, Employees' Provident Fund

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