



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

द्वितीय तल, ब्लॉक-II, ईस्ट किदवाई नगर, नई दिल्ली-110 023

Second Floor, Block II, East Kidwai Nagar, New Delhi-110 023

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



File No. HRM-X/7(2)2020/Jr.HT/DR-290

Date: 11-10-2024

To,

All the candidates as per merit list,

(Ref. UPSC Public Notice No. F.1/85(14)/2023-R.IV/SPC-I dated 19.09.2024).

**Subject: Appointment to the post of Junior Translation Officer (Direct Recruitment) in the Pay Matrix Level 6 (pre revised PB-2, Rs. 35,400- 1,12,400 with grade pay of Rs.4200/-) in Employees' Provident Fund Organisation - Completion of appointment formalities- - Regarding.**

Madam/Sir,

The Union Public Service Commission (UPSC) has declared the final results for 84 posts of Junior Translation Officer (Direct Recruitment) in Employees' Provident Fund Organisation (EPFO) vide Notice No. F.1/85(14)/2023-R.IV/SPC-I dated 19.09.2024. The recommendation of UPSC for their appointment has been received in EPFO vide letter no. F.1/85(14)/2023-R.IV/SPC-I dated 26.09.2024. The process of formal appointment of the candidates in the Merit List is to be commenced. All candidates in the Merit List are requested to carefully go through the content of this letter and complete the appointment formalities as per the instructions given below.

2. The 84 candidates in the Merit List are required to follow the instructions and complete the formalities for each stage so that the process of appointment can be completed in a smooth and time-bound manner.

**STAGE - I: Pre-appointment formalities of verification of original documents and submission of requisite forms.**

- a. **Based upon the address for correspondence given by the candidates at the time of filling up the UPSC form, the list of the candidates along with the soft copy of dossiers are being sent to the concerned Regional Offices, where the candidates are required to appear for verification of identity, documents and to fill and submit Annexures (at serial number vii, viii & ix).** The date and venue in this regard will be intimated by the concerned Regional Office to the candidates. The candidates will be required to report to the respective Regional Office on the appointed date along with original documents in support of educational qualifications, age, caste, etc. The list of original documents that is required to be produced by the candidate during verification is as follows:

- i. **Original Certificates of Educational Qualifications along with a set of self-attested copies**
  - ii. **Original Certificate of Age along with self-attested copy.**
  - iii. **No Objection Certificate(NOC) issued by the present employer, if any**
  - iv. **Original Caste Certificate in the case of SC/ST/OBC(NCL) along with self-attested copy.**
  - v. **EWS Candidates are required to produce original Income and Asset certificate from the prescribed authority valid for the year 2023-24 along with self-attested copy.**
  - vi. **PwBD candidates are required to produce the original Disability Certificate issued by the prescribed Medical Authority in accordance with the instructions issued by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Government of India, along with a self-attested copy.**
  - vii. **Original Form on Oath of allegiance to the Indian Constitution. (Annexure-I, format enclosed).**
  - viii. **Original Form on Declaration of Marital Status. (Annexure-II, Format enclosed).**
  - ix. **Application seeking exemption in terms of Rule 21 of CCS(Conduct) Rules, 1964 (Annexure-III, format enclosed), if applicable.**
  - x. **Original Aadhar Card and PAN Card (if available) along with self- attested copy.**
  - xi. **One recent passport size photograph.**
- b. After the verification of the original documents, the Regional Offices will issue the Letters of Offer of Appointment to the candidate on the same day and receive acknowledgement for the same. The candidate will be required to submit his/her letter of acceptance in **Annexure IV** to the offer of appointment latest within 7 days of the receipt of the Offer of appointment. Candidate, however, may submit his/her letter of acceptance at the time of receiving the letter of offer itself. If the candidate fails to submit the acceptance within 7 days, the appointment shall be cancelled by the concerned Regional Office after consulting the Head Office.
- c. The candidates are further informed that the post of JTO are located throughout India in various offices of the organisation and the post has rotational transfer liability. The initial allotment of a candidate to a City shall be purely based on administrative requirements. The Cities in which the cadre is borne are functioning under the jurisdiction of Zonal Offices.
- d. The Candidates in the merit list will record their choice of city in order of preference where they desire to be posted in and send the same on email id: dreoao.2022@epfindia.gov.in wherein candidates will clearly mention in the subject "**Preference of cities to be posted in JTO cadre**". Candidate will be required to complete the choice for preference by marking 1,2,3 and so on in front of the city they want to be posted. Candidates should provide their choices in the order of preference for all available cities as per **Annexure – V**. If a candidate wishes to request a preferred posting in accordance with DOPT rules, they may submit their request along with supporting documentation. The candidate may also take the help of concerned Regional Office in filling the option form and submitting the same to the above mentioned email. **The last date to submit the option form in Annexure-V is 17/10/2024.**



- e. If any candidate fails to submit his/her choices by the last date, it will be presumed that the candidate has no particular option and hence city of his/her posting will be decided by EPFO as per availability of vacancies after allotment of cities to the candidates who had filed their options.
- f. It may be understood that the choice of postings given by the candidates does not confer any right to the candidate for being considered for posting in the choices preferred by him/her. The posting to respective cities will be purely based on administrative requirements and the choices given by the candidates will be considered to the extent possible. The decision of EPFO will be final in the allotment of city to the selected candidates.

## **STAGE - II: Medical Examination**

After completion of the formalities of form filling, submission, verification of documents and identity as detailed above, the candidates will receive instructions from EPF Regional Offices for completing medical examination formalities. The candidates must present themselves before the **Medical Authorities** indicated in the communication for getting themselves medically examined.

**NOTE:** However, if the candidate is already in Government service, instead of obtaining a fresh medical report, they may produce this letter to their controlling authority to enable them to forward an attested copy of their medical examination report obtained at the time of the appointment, to the concerned Regional Office.

The candidates must ensure that the said medical examination report furnished by the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent.  
(\* This condition is optional for the candidates already in Government service. If the candidate wants, he/she can appear before CMO as directed by concerned Regional Offices and get the medical examination done afresh.)

**In case the candidates do not present themselves before the Medical Authorities for medical examination on the given time or timeframe by the Regional Offices or does not produce the Medical Examination Report from Previous employer (as the case may be), their candidature is liable to be cancelled.**

- i. On the receipt of medical report by the Regional Office, either from CMO or the previous Government Office of the candidate, the same shall be forwarded to the Head Office along with the copy of Offer of Appointment, Acceptance of the same by the candidates, other Annexures delineated at stage one and copy of Aadhar & Pan Card.
- ii. All the candidates are advised not to change, alter, disable or delete the email-id or Mobile number provided by them at the time of filling of the UPSC form till the completion of the recruitment process.

## **STAGE -III: Issue of Provisional / Final Letters of Appointment**

- i. On receipt of their Medical Fitness Certificate, the acceptance of the offer of appointment and other requisite documents, the posting of the candidates will be decided by the Head Office. After the posting is decided, the Regional Commissioner in charge of allotted Regional Office/ASD (or Regional Commissioner in charge of nearest Regional Office in case of Zonal Offices and Zonal Training Institutes) will issue Provisional Appointment



Letter to the candidate. The candidate will also be simultaneously asked by the Regional Commissioner of allotted office, to report at their place of posting.

- ii. The Final Appointment orders will be issued by the Regional Commissioner in charge of Regional Office/ASD on receipt of Verification of Character and Antecedents from concerned District Office/Police Authorities as well as Caste, EWS, PwBD certificates from the concerned issuing authorities in due course.
  - iii. Further instructions for on-the-job training and induction training will be issued by the respective Zonal Training Institutes, to the appointed JTOs.
3. All the candidates are advised to take note of the above instructions and see to it that they complete the actions as indicated. They will be informed of further instructions by means of email on their email IDs.

**Note:** All candidates should positively submit the preference form by 17/10/2024 through email to [dreoao.2022@epfindia.gov.in](mailto:dreoao.2022@epfindia.gov.in)

Yours faithfully,

Enclosure: As above



(PPS Maingi)

**Regional PF Commissioner-I, Recruitment Cell/Exam**

Copy by Web Circulation to: All Zonal Additional Central Commissioners for information and needful.

**FORM FOR OATH AND ALLEGIANCE TO THE CONSTITUTION OF INDIA**

I, \_\_\_\_\_ (full name) do swear/  
Solemnly affirm that I will be faithful and bear true allegiance to India and to the  
Constitution of India as by law established and that I will uphold the sovereignty and  
integrity of India, and that I will carry out the duties of my office loyally, and with  
impartiality.

Signature

Name

Application No.

Roll No.

Address:

**MARITAL DECLARATION**

*(To be obtained from new entrants to Government Service)*

I, Shri/Mrs./Ms. \_\_\_\_\_ declare as under:

- \*i) That I am an unmarried/a widower/a widow/spinster.
- \*ii) That I am married and I have only one spouse living.
- \*iii) That I have entered into and contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- \*iv) That I have entered into and contracted a marriage with another person during the lifetime of my spouse. Application for grant of exemption is enclosed (**Annexure III**).

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated:

**Signature:**

\*Please cross the clause/clauses not applicable.

**APPLICATION FOR GRANT OF EXEMPTION**  
*[Vide Paragraph I(iii)/ I(iv) of the declaration]*

To,

The Central Provident Fund Commissioner.  
Employees' Provident Fund Organisation  
Head Office, Second Floor, Block II, East  
Kidwai Nagar, New Delhi-110023

Madam/Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of one having more than one spouse living/a person who is married to a person already having one spouse or more living.

Reasons:

---

---

---

Yours faithfully,

Dated:

Signature

Application No.

To

The Regional Provident Fund Commissioner  
Region Office...../ASD, Head Office

Sub: Acceptance of offer of Appointment

Ref: Offer of Appointment No. \_\_\_\_\_ dated \_\_\_\_\_

Respected Sir/Madam,

I, \_\_\_\_\_ (Name) hereby convey my acceptance of the above referred offer of appointment to the post of Junior Translation Officer in Level 06 of Pay Matrix in the Employees' Provident Fund Organisation on the terms and conditions mentioned in the offer of appointment.

Yours faithfully,

(Signature)

Name:

Father's Name: \_\_\_\_\_

Rank: \_\_\_\_\_

UPSC Roll No.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



Cities for posting of DR JTOs		
Sr.	Cities	Choices
1	Rajamundry (Andhra Pradesh)	
2	Vijayawada (Andhra Pradesh)	
3	Vishakapatnam (Andhra Pradesh)	
4	Patna (Bihar)	
5	Delhi (Delhi)	
6	Goa (Goa)	
7	Ahmedabad (Gujarat)	
8	Bharuch (Gujarat)	
9	Vapi (Gujarat)	
10	Faridabad (Haryana)	
11	Gurgaon (Haryana)	
12	Karnal (Haryana)	
13	Rohtak (Haryana)	
14	Bengaluru (Karnataka)	
15	Chikamagalur (Karnataka)	
16	Gulbarga (Karnataka)	
17	Hubli (Karnataka)	
18	Raichur (Karnataka)	
19	Shimoga (Karnataka)	
20	Uduppi (Karnataka)	
21	Kannur (Kerala)	
22	Kollam (Kerala)	
23	Kottayam (Kerala)	
24	Thiruvananthapuram (Kerala)	
25	Bhopal (Madhya Pradesh)	
26	Gwalior (Madhya Pradesh)	
27	Ujjain (Madhya Pradesh)	
28	Mumbai (Maharashtra)	
29	THANE (Maharashtra)	
30	Pune (Maharashtra)	
31	Solhapur (Maharashtra)	
32	Shillong (Meghalaya)	
33	Guwahati (Assam)	
34	Tinsukia (Assam)	
35	Agartala (Tripura)	
36	Bhubneswar (Odisha)	
37	Keonjhar (Odisha)	

38	Amritsar (Punjab)	
39	Bhatinda (Punjab)	
40	Jalandhar (Punjab)	
41	Jaipur (Rajasthan)	
42	Udaipur (Rajasthan)	
43	Chennai (Tamil Nadu)	
44	Puducherry (Tamil Nadu)	
45	Vellore (Tamil Nadu)	
46	Coimbatore (Tamil Nadu)	
47	Nagercoil (Tamil Nadu)	
48	Salem (Tamil Nadu)	
49	Tirunelveli (Tamil Nadu)	
50	Hyderabad (Telangana)	
51	Karimnagar (Telangana)	
52	Patancheru (Telangana)	
53	Siddipet (Telangana)	
54	Agra (Uttar Pradesh)	
55	Bareilly (Uttar Pradesh)	
56	Gorakhpur (Uttar Pradesh)	
57	Kanpur (Uttar Pradesh)	
58	Dehradun (Uttarakhand)	
59	Haldwani (Uttarakhand)	
60	Port Blair (A&N Islands)	
61	Darjeeling (West Bengal)	
62	Jangipur (West Bengal)	
63	Kolkata (West Bengal)	