



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्य कार्यालय/ HEAD OFFICE



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NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-110023
Website: www.epfindia.gov.in, www.epfindia.nic.in

File No. HRM-IV/3(1)2020/AppointmentStenographer/114

Date: 25.07.2024

To,

All ACC (HQ, Zones), ACC (Zone), ACC (ASD), Head Office
RPFC-I (ASD), Head Office, RPFC-I, Office-Incharge of Regional Offices

Subject: Appointment to the post of Stenographer (Direct Recruitment) in Level-4 (Rs.25,500-81,100) in the Pay Matrix in Employees' Provident Fund Organisation- Regarding

Reference: Circular No. HRM-IV/3(1)2020/Appointment Stenographer/53 dated 30.05.2024

Sir/Madam,

Please refer to the subject cited above. Out of the 62 candidates selected for the post of Stenographer, 23 have already joined in different offices across India. In view of the above, the following actions are required to be initiated at the Regional Office (RO) level, since the appointing authority of Stenographers is RPFC-I of Regional Offices:

- 1. Extension of time for Document Verification(DV):** Those candidates who have requested for extension of time for Document Verification (DV)/Joining, the same may be granted in accordance with DoPT OM No. 35015/2/93-Estt.(D) dt. 09-08-1995, which allows for an extension of up to 3 months and, in exceptional cases, up to 6 months.
- 2. Cancellation of Appointment Offers for Express Refusals:** Concerned ROs are requested to cancel the appointment offers of candidates who have expressly given in writing, their refusal to join EPFO.
- 3. Warning for Non-Joining Candidates:** For candidates who have submitted emails of refusal, ROs are requested to warn them regarding the ensuing cancellation of their appointment through a speed post letter. If they still do not join, within 10 days, their offer of appointment may be cancelled.
- 4. Final Call for Non-Responsive Candidates:** For candidates who have failed to respond to the communications sent by ROs, the ROs are requested to issue them speed post letters as a final call. If they still fail to respond, their appointments may be cancelled.
- 5. Request for Change of Posting:** ROs are also requested to immediately forward any requests, if received from non-joining candidates for a change of their posting in accordance with their higher preference. Offers of appointment of such candidates should not be cancelled until further orders. Such requests may be forwarded to rpfc.exam@epfindia.gov.in.

(This issues with the approval of the Competent Authority)

Yours faithfully,

(P.P.S. Maingi)

Regional P.F. Commissioner-I (Recruitment/Exam)