



कर्मचारी भविष्य निधि संगठन,
EMPLOYEES' PROVIDENT FUND ORGANISATION,
श्रम एवं रोजगार मंत्रालय, भारत सरकार,
MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA
मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



File No. HRM-IV/3(1)2020/Appointment Stenographer /53

Date: 30.05.2024

To,

All the candidates as per merit list,

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 - Completion of appointment Formalities-Regarding.

Reference: Circular No. HRM-IV/3(1)2020/Appointment Stenographer/44 dated 16.05.2024

Sir/Madam,

This is with reference to the subject cited above. It is informed that cities have been allocated to the successful candidates on the basis of their merit in the final result and options/ preferences submitted by the candidates subject to availability of the vacancies. The list containing the details of the candidates alongwith allocated office is enclosed as **Annexure 'A'**.

2. The process for formal appointment of the selected candidates is to be commenced. All candidates in the list are requested to carefully go-through the contents of this letter and complete the appointment formalities as per the instructions given below. It is noted that the candidature of candidates is purely provisional and subject to verification of documents, Medical examination, Character and Antecedent Verification and other eligibility criteria.

3. It may be noted that for candidates allotted to Head Office and PDNASS, RPFC-I (ASD) will complete all the pre-joining formalities and issue Offer of Appointment, Provisional Appointment and Final Appointment. For the candidates allotted to Zonal Offices and ZTIs, following RPFC-I in-charge of the Regional Office will complete all the pre-joining formalities and issue Offer of Appointment, Provisional Appointment and Final Appointment.

S.N	Candidate's Name	Allotted ZO/ ZTI	Name of the ROs who will complete the formalities and issue Offer of Appointment, Provisional Appointment and Final Appointment
1	AANCHAL KUMARI	ZO Patna	RO Patna
2	SACHIN VERMA	ZO Kanpur	RO Kanpur
3	RITESH SINGH	ZO Coimbatore	RO Coimbatore
4	SHUBHAM UPADHYAY	ZO Bhopal	RO Bhopal
5	ANIKET KAHAR	ZO Chennai	RO Chennai (North)
6	SAURAV KUMAR	ZO Kolkata	RO Kolkata
7	DEEPAK KUMAR	ZTI EAST (Kolkata)	RO Kolkata

8	KRITI	ZO Chandigarh	RO Chandigarh
9	VARTIKA SINGH	ZO Bhubaneswar	RO Bhubaneswar
10	EKTA KUMARI	ZO Delhi	RO Delhi (Central)
11	GULABSHA	ZO Delhi	RO Delhi (Central)
12	NAVEEN KUMAR	ZO Faridabad	RO Faridabad
13	ANISHA JYOTI	ZTI WEST (Ujjain)	RO Indore
14	MUKESH KUMAR	ZTI NORTH(Faridabad)	RO Faridabad
15	IRFAN ALI	ZO Coimbatore	RO Coimbatore
16	ANURADHA KUMARI	ZO Jaipur	RO Jaipur
17	AMIT KUMAR TIWARI	ZO Bandra	RO Bandra
18	JAVED ALI	ZO Hyderabad	RO Hyderabad (Barkatpura)
19	PRINCE KUMAR	ZO Hyderabad	RO Hyderabad (Barkatpura)
20	KAUSHAL KUMAR	ZO Bengaluru	RO Bengaluru(Central)
21	SHIVANI NAMA	ZO Ahmedabad	RO Ahmedabad
22	POOJA SONI	ZO Ahmedabad	RO Ahmedabad
23	NISHANT GAURAV	ZO Pune	RO Pune(Cant)
24	MANISH GARG	ZO Pune	RO Pune(Cant)
25	SOMESH KUMAR	ZO Guwahati	RO Guwahati
26	NITISH KUMAR	ZO Bandra	RO Bandra
27	ABHIMANYU	ZO Thane	RO Thane(South)
28	SUJEET KUMAR	ZO Guwahati	RO Guwahati
29	KIRTI TATAWAT	ZO Hubli	RO Hubli
30	CHAPALA TEJASWINI	ZO Vijaywada	RO Guntur
31	ALFARHEEN MUKHTAR	ZO Bengaluru	RO Bengaluru (Central)
32	BIJOY MONDAL	ZO Thiruvananthapuram	RO Thiruvananthapuram
33	SAIRAJ SANJAY KARANDE	ZO Chennai	RO Chennai (North)
34	REENA MEENA	ZTI South (Chennai)	RO Chennai (North)

4. For candidates allotted to the rest of the Regional Offices (as per Annexure- A), the concerned RPFC-I in-charge of the Regional Office will complete all the pre-joining formalities and issue Offer of Appointment, Provisional Appointment and Final Appointment.

5. The following instructions for each stage are brought to the attention of all the candidates so that the process of appointment can be completed in a smooth and time-bound manner:

STAGE I: Verification of original documents and submission of requisite forms - Action by ASD, Head Office and concerned Regional Offices and Candidates

- (a) Head Office (ASD)/ Concerned Regional Office will intimate to their respective allotted candidates about the date & time of verification of original documents and submission of requisite forms.

- (b) The candidates will be required to report to the Head Office (ASD)/ Respective Regional Offices on the appointed date along with original documents in support of educational qualifications, caste certificate, EWS etc. for verification of identity, documents and to fill and submit Annexures (at serial number vi, vii, viii & ix below).
- (c) Head Office (ASD)/ Regional Office will also collect a copy of Aadhar Card and PAN Card (if available) of the candidate and certify their identity.
- (d) The list of original documents required to be produced by the candidates during verification are 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. **Original Relieving order from the present employer, if any is required to be produced by the candidates at the time of joining the post of Stenographer. However, No Objection Certificate (NOC) issued by the present employer is required to be produced by the candidate during verification of documents.**
 - iv. **Original Caste Certificate in the case of SC/ST/OBC/EWS along with self-attested copy.**
 - v. **Any other certificate, i.e. physically handicapped certificate, if applicable along with self-attested copy.**
 - vi. **Original Form on Oath of allegiance to the Indian Constitution. (Annexure-I, format enclosed)**
 - vii. **Original Form on Declaration of Marital Status in the form enclosed. (Annexure-II, format enclosed)**
 - viii. **Application seeking exemption in terms of Rule 21 of CCS(Conduct) Rules, 1964 (Annexure-III, format enclosed) (if, applicable)**
 - ix. **Attestation Form (Annexure-IV enclosed)**
 - x. **Original Aadhar Card and PAN Card (if available) along with self- attested copy**
 - xi. **One recent passport size photograph**
- (e) Head Office (ASD)/ Regional Offices will also verify the veracity of below listed undertakings:
- (i) The candidates belonging to OBC community will be required to furnish an undertaking that they do not belong to Creamy Layer as on the closing date of submission of application for the past i.e. on 26.04.2023 (Undertaking to be submitted by the candidates).
 - (ii) The candidates belonging to EWS (who are not in possession of EWS certificates for the year 2023-24) will be required to furnish an undertaking that they had EWS status for the financial year 2023-2024. (Undertaking to be submitted by the candidates)

STAGE-II: Issue of Offer of Appointment & submission of Acceptance Letter – Action by ASD, Head Office/ Regional Offices

After the verification of the original documents, submission of requisite forms and certification of identity, the Head Office (ASD)/ Regional Offices will issue Offer of Appointment (Format for the same is enclosed as **Annexure- V**) to the candidates on the same day and receive acknowledgement for the same. The candidates will be required to submit their letter of acceptance(format enclosed) to the offer of appointment **latest within 07 days of the receipt of the Offer of appointment.** Candidates, however, may submit their letter of acceptance at the time of receiving the letter of offer itself.

STAGE-III: Conduct of Medical Examination - Action by ASD, Head Office/ Regional Offices and Candidates

ASD, Head Office/ Regional Offices will make arrangements with medical authorities for fixing dates for medical examination of the candidates. The candidates shall proceed for Medical Examination with the medical authorities arranged by the Head Office/ Regional Office and present themselves before the authorities for completing medical examination formalities.

STAGE-IV: Issue of Provisional Appointment Order - Action by ASD, Head Office/ Regional Offices

On receipt of their Medical Fitness Certificate and the acceptance of the offer of appointment, ASD, Head Office/ Regional Office will issue the Provisional Appointment Order (Format for the same is enclosed as **Annexure- VI**) to the candidate. The Provisional Appointment Order will be issued by the Appointing Authority i.e. Regional Provident Fund Commissioner-I (ASD)/ Regional Provident Fund Commissioner-Incharge of the Regional Office. In respect of the candidates allotted to PDNASS, ZOs and ZTIs, the RPFC-I (ASD)/ RPFC-Incharge as per the table given under Para 3 above will issue the Provisional Appointment Letter.

STAGE-V: Issue of Final Appointment Letters - Action by ASD, Head Office/ Regional Offices

The Final Appointment orders will be issued by the Appointing Authority (as in case of Stage-IV above) after receipt of medical fitness certificate, verification of caste certificate from issuing authority and Verification of Character and Antecedents certificates from the concerned authorities in due course. Each ZO/RO will coordinate with the respective State Government authorities for getting Character and Antecedent Certificates of their candidates.

6. All the candidates are advised to take note of the above instructions and see to it that they complete the actions as indicated.

Encls: As above

Yours faithfully,



(Ajay K Mehra)

Addl. CPFC (Recruitment/Exam)

Copy to through web circulation: for information and needful action as indicated above.

1. PS to Central P.F Commissioner.
2. PS to FA & CAO/CVO/All Addl. CPFCs (HQ)(Head Office & Zones)/ Director, PDNASS.
3. All Addl. CPFCs Head Office/Zones.
4. RPFC-I/Officer-In-charge of Regional Offices including RPFC-I (ASD).
5. All ZTIs/Sub-ZTI.
6. Secretary General, EPF Officers' Association, Ludhiana.
7. Secretary General, EPF Staff Federation, Chennai.
8. RPFC (NDC) for uploading on the website.
9. Director (OL) for Hindi Version.



(P.P.S. Maingi)

RPFC-I (Recruitment/Exam)

Annexure- A

Sl no.	Name of the Candidate	Father Name	Application No.	Roll No.	Office Alloted
1	HIMANSHU VATS	PANKAJ VATS	235210040515	DL01005513	Head Office, Delhi
2	AANCHAL KUMARI	JITENDRA KUMAR KAMAL	235210075325	BR05000356	ZO, Patna
3	SACHIN VERMA	RAM BAHADUR VERMA	235210072948	UP12001570	ZO, Kanpur
4	TANYA CHOUBEY	ASHWANI KUMAR CHOUBEY	235210122646	DL01005759	Head Office, Delhi
5	VIVEK KUMAR MAURYA	RAMESH MAURYA	235210065619	UP12001791	RO, Kanpur
6	RITESH SINGH	RAJENDRA SINGH	235210094585	UP12004078	ZO, Coimbatore
7	UPASANA KUMARI	MITHLESH PRASAD	235210068720	BR07003981	RO, Patna
8	SHIVANI SHARMA	GOPAL SHARMA	235210068075	RJ06004334	Head Office, Delhi
9	YOGESH BHATIA	BRIJ MOHAN BHATIA	235210066683	DL01012065	Head Office, Delhi
10	SHUBHAM UPADHYAY	DHRUV KUMAR UPADHYAY	235210072796	MP03005149	ZO, Bhopal
11	ANIKET KAHAR	ASHOK KAHAR	235210153373	MP03001306	ZO, Chennai
12	HIMANSHI CHAWLA	SUBHASH CHANDER CHAWLA	235210043035	DL01008704	Head Office, Delhi
13	KAMAL	UDAYBHAN SINGH	235210091217	UP11002237	Head Office, Delhi
14	SATYAM KUMAR	ARVIND KUMAR	235210080654	BR07000450	Head Office, Delhi
15	SHIVANI KASAUNDHAN	SUNEEL KUMAR KASAUNDHAN	235210069346	UP12006560	Head Office, Delhi
16	BALRAM SINGH	GHANSHYAM SINGH	235210047921	UP03001709	Head Office, Delhi
17	SAURAV KUMAR	SANJAY KUMAR GUPTA	235210091729	BR07000879	ZO, Kolkata
18	MOHD FAIZ SIDDIQUI	MOHD HAROON SIDDIQUI	235210141518	UP12001448	Head Office, Delhi
19	VARUN KUMAR	MANOJ KUMAR	235210010404	DL01004897	Head Office, Delhi
20	BHUVNESH KUMAR MITRA	SHYAM BIHARI	235210060911	UP11001612	PDNASS, Delhi
21	KRISHAN KUMAR GOLA	JASPAL SINGH	235210062522	HR04000983	PDNASS, Delhi
22	SABA ANSARI	MOHD AHSAN	235210019434	UK01000181	PDNASS, Delhi
23	DEEPAK KUMAR	MAHESH PRASAD	235210080617	BR07002248	ZTI EAST, Kolkata
24	SHIVSHANKAR KUMAR	BIRENDRA PRASAD	235210114650	BR07004126	RO, Kolkata
25	SHANKAR KUMAR	UDAY SAO	235210087579	BR07001100	PDNASS, Delhi
26	KRITI	PAWAN KUMAR	235210055112	CH01000313	ZO, Chandigarh
27	VARTIKA SINGH	RAVINDRA PRATAP SINGH	235210091351	UP03001775	ZO, Bhubaneswar
28	EKTA KUMARI	ARVIND KUMAR NIRALA	235210043159	BR07000982	ZO, Delhi
29	GULABSHA	TAMIZUDDIN	235210026832	DL01008001	ZO, Delhi
30	GARIMA	LATE TRIBHUWON NATH	235210132563	UP03000513	RO, Delhi(Central)
31	RITU ANAND	ARUN KUMAR GUPTA	235210002191	BR07001301	RO, Gurugram(East)
32	NAVEEN KUMAR	BALESHWAR SAHNI	235210094236	BR07003719	ZO, Faridabad
33	ANISHA JYOTI	AMRENDRA KUMAR	235210083087	BR07002506	ZTI WEST, Ujjain
34	MUKESH KUMAR	RAJENDRA PRASAD	235210138550	BR07004123	ZTI NORTH, Faridabad

35	IRFAN ALI	JAFAR ALI	235210123683	RJ06001117	ZO, Coimbatore
36	ANURADHA KUMARI	GANGA VISHNU MALAKAR	235210089415	BR07004695	ZO, Jaipur
37	AMIT KUMAR TIWARI	HARI OM TIWARI	235210098578	UP11001185	ZO, Bandra
38	SHIVAM	RAMESH CHANDRA	235210033919	UP11001272	RO, Jaipur
39	JAVED ALI	JAKIR HUSSAIN	235210086484	DL01008382	ZO, Hyderabad
40	PRINCE KUMAR	SURESH KUMAR	235210068132	BR07001491	ZO, Hyderabad
41	KAUSHAL KUMAR	KAPIL PRASAD	235210151997	BR05000540	ZO, Bengaluru
42	ABHISHEK	SATISH KUMAR	235210029470	HR04000347	RO, Coimbatore
43	SHIVANI NAMA	CHANDRA KUMAR	235210058721	RJ06003894	ZO, Ahmedabad
44	POOJA SONI	HARIMOHAN SONI	235210103150	MP06001443	ZO, Ahmedabad
45	SATYAM VERMA	SANAJAY VERMA	235210154034	UP03000636	RO, Ahmedabad
46	NISHANT GAURAV	SANJAY KUMAR	235210037747	BR05000515	ZO, Pune
47	MANISH GARG	SHRIKRISHAN GARG	235210009758	MP06000683	ZO, Pune
48	SOMESH KUMAR	SURESH PASWAN	235210072741	BR07003411	ZO, Guwahati
49	NITISH KUMAR	RAM BHAVAN	235210102276	UP03003800	ZO, Bandra
50	ABHIMANYU	GIAN CHAND	235210004723	DL01006491	ZO, Thane
51	SUJEET KUMAR	PRAMANAND PRASAD	235210117549	BR07000959	ZO, Guwahati
52	ABHISHEK RAJ	SHASHI RANJAN PRASAD	235210073831	BR07003373	RO, Guwahati
53	AKANKSHA TIWARI	RAMESWAR TIWARI	235210057817	MP06000344	RO, Bandra
54	KIRTI TATAWAT	HARI SINGH	235210061356	DL01005827	ZO, Hubli
55	CHAPALA TEJASWINI	CHAPALA RAMESH BABU	235210024309	AP17000799	ZO, Vijaywada
56	AMAN VERMA	MANOJ KUMAR VERMA	235210008853	DL01006696	RO, Hyderabad(Barkatpura)
57	JATIN	SATISH KUMAR	235210059729	DL01003737	RO, Thane,South
58	ALFARHEEN MUKHTAR	ALI MUKHTAR HUSAIN	235210031364	DL01000818	ZO, Bengaluru
59	GOPAL JEE	AWADH KISHOR LAL	235210104045	BR07004191	RO, Bengaluru, Central
60	BIJOY MONDAL	KHOKAN MONDAL	235210013899	WB10004275	ZO, Thiruvananthapuram
61	SAIRAJ SANJAY KARANDE	SANJAY MANOHAR KARANDE	235210093008	MR16000258	ZO, Chennai
62	REENA MEENA	HARI SINGH MEENA	235210050105	DL01005471	ZTI SOUTH, Chennai

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.

Annexure-III

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, 14, Bhikaji Cama Place,
New Delhi-110066

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.

Annexure –IV

ATTESTATION FORM

WARNING: THE FURNISHING OF FALSE INFORMATION OR SUPPRESSION OF ANY FACTUAL INFORMATION IN THE ATTESTATION FORM WOULD BE A DISQUALIFICATION, AND IS LIKELY TO RENDER THE CANDIDATE UNFIT FOR EMPLOYMENT UNDER THE GOVERNMENT.

Affix signed passport size (5 cm x 7 cm copy of recent photograph)

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc. Subsequent to the completion and submission of this form, the details be communicated immediately to the authorities to whom the attestation form has been sent earlier, falling which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished in the Attestation Form, comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block capital letters) with aliases, if any (Please indicate if you have added or dropped at any stage any part of your name or surname).	
2.	Present address in full (i.e. Village, Thana and Distt. Or House No., Lane / Street Road and Town)	
3.	(a) Permanent Home address in full (i.e. Vill., Thana and Distt. Or House No., Lane / Street / Road and Town and Distt. Hqr.	
	(b) If originally a resident of Pakistan / Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union.	

4. Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From (Month & Year)	To (Month & Year)	Residential address in full (i.e. Village, Thana & District or House No. & Street / Road and Town	Name of the District Hqtr., of the place mentioned in the preceding column

5.	Name (in full & aliases , if any)	Nationality (by Birth or by domicile)	Place of Birth	Occupation (if employed) (Give designation & official address.)	Present postal address (if not alive, give last Address)	Permanent Home Address (if different than Present address or else write same)
(a) Father						
(b) Mother						
(c) Spouse						
(d) Brother(s)						
(e) Sister(s)						

5. (a) Information to be furnished with regard to sons and / or daughters in case they are studying / living in a foreign country.

Name, Nationality which (By Birth and / Or by Domicile)	Place of Birth	Country in which studying / living with Full Address	Date from which Studying / Living in the country mentioned in the previous column

6. Nationality of the Candidate :

7. (a) Date of Birth of the Candidate :

(b) Present Age :

(c) Age at matriculation :

8. (a) Candidate's Place of Birth, Distt., and State in which situated :

(b) Distt. And State to which Candidate belongs :

(c) Distt. And State to which Candidate's Father originally belonged :

(d) Religion of the candidate :

(e) Are you a member of a SC/ST/OBC(NCL)/EWS/PwD (If Yes Please mention category) :

9. Educational qualification showing place of education with years in schools and colleges since 15th year of age.

Name of School/College with Full Address	Date of Entering	Date of leaving	Examination passed

11. (a) Are you holding or have any time held an appointment under the Central Govt. or State Govt. or a quasi-Govt. body or an Autonomous body or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment up to date				
Period		Designation, emoluments & Nature of employment	Full name / address of Employer	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Govt. of India / State Govt./an undertaking owned or Controlled by the Govt. of India or a State Govt. an Autonomous Body / University / Local Body, if you had left service on giving one month's notice under Rule 5 of the Central Service (temporary service) Rules 1965 or any similar corresponding rules or where any disciplinary proceeding framed against you, or had you been called upon to explain you conduct in any matter at the time you give notice of termination of service or at a subsequent date (s) before your service. Yes/No

- | | | | |
|-----|------|--|--------|
| 12. | (a) | Have you ever been arrested? | Yes/No |
| | (b) | Have you ever been prosecuted? | Yes/No |
| | (c) | Have you ever been kept under detention? | Yes/No |
| | (d) | Have you ever been bound down? | Yes/No |
| | (e) | Have you ever been fined by a Court of Law? | Yes/No |
| | (f) | Have you ever been convicted by a Court of law for any offence? | Yes/No |
| | (g) | Have you ever been debarred from any Examination or restricted by any University or any other educational authority / institution? | Yes/No |
| | (h) | Have you ever been debarred /disqualified by any Public Service Commission / Staff Selection Commission for any of its examination / selection? | Yes/No |
| | (i) | Is any case pending against you in any Court of Law at the time of filling up this Attestation Form? | Yes/No |
| | (j) | Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form? | Yes/No |
| | (k) | Whether discharged / expelled/withdrawn from any training / institution under the Government or otherwise? | Yes/No |
| | (ii) | If the answer to any of the above mentioned question is “Yes” (give full particulars of the case / arrest / detention / fine / conviction / punishment, etc. and /or the nature of the case pending in the Court / University / Educational Authority, etc. at the time of filling up this Attestation Form. | |

- NOTE:**
- i) Please also see the “Warning” at the top of this AttestationForm.
 - ii) Specific answers to each of the questions should be given by striking out “Yes” or “No” as the case maybe.

13. Name and Address of two responsible persons of your locality or two references to whom you are known to.

1.

2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of the Candidate

Place:

Date:

IDENTITY CERTIFICATE

(Certificate to be signed by any of the following)

- i. Gazetted Officer of Central Government or StateGovt.
- ii. Members of Parliament or State Legislative belonging to the constituency where the candidate or his parent / guardians ordinarily resident.
- iii. Sub-Divisional Magistrate /Officers.
- iv. Tehsildars or Naib Deputy Tehsildars authorized to exercise magisterial power.
- v. Principal / Headmaster of the recognized School/College/Institution where the candidate studiedlast.
- vi. Post Masters
- vii. Block Development Officer
- viii. Panchayat Inspectors.

Certified that I have known Shri / Smt./Kum. _____
_____ Son / Daughter of Shri _____
_____ for the last _____ Years _____ months
and that to the best of my knowledge and belief the particulars furnished by him / her are correct.

Signature
Designation or Status & Address

Place:

Date:

TO BE FILLED BY OFFICE

- i) Name, Designation and Full Address of the appointment authority
- ii) Post for which the candidate is being considered.

No.: _____

OFFICE MEMORANDUM

Subject: Offer of appointment to the post of Stenographer in the Employees' Provident Fund Organization, Ministry of Labour and Employment in Level - 4 in the Pay Matrix as per 7th CPC, Non-gazetted Group 'C', Non-Ministerial.

On recommendation of the National Testing Agency, vide Public Notice dated **26.02.2024**, Shri/Smt./Kum. _____ is hereby offered provisional appointment to the post of Stenographer in Level 4(Rs. 25,500 – 81,100) in the Pay Matrix as per 7th CPC, Non-Gazetted Group 'C', Non-Ministerial, in the Employees' Provident Fund Organization, Ministry of Labour and Employment, Government of India.

2. The appointment to the said post is subject to following terms & conditions: -
 - I. This post carries a Level 4 post in Pay Matrix. If the candidate is already in Government service, his/her pay will be fixed in the above scale in accordance with rules and conditions prevailing at the time. If the candidate is not a Government servant, he/she will be entitled to the minimum of the level in the pay matrix. Dearness and other allowances will be admissible under the rules governing the grant of such allowance in force from time to time.
 - II. The appointment of the candidate will be purely on a temporary basis until further orders.
 - III. The service of the candidate will be terminable on one month's notice from either side, if post is held on temporary basis. In terms of Regulation 10 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulation 2008, the notice period from either side will be of 3 months, if post is held on permanent basis. The appointing authority, however, reserves the right of terminating the services of the candidate forthwith or before the expiration of the stipulated period of notice by making payment to the candidate of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
 - IV. The candidate will be on probation for two years from the date of appointment, for which period may be extended at the discretion of the Competent Authority in terms of Regulation 7 of the Employees' Provident Fund (Officers & Employees' Conditions of Services) Regulations 2008. On completion of probationary period satisfactorily including passing of probationary examination as per rules, the candidate will be considered for confirmation in the substantive post of Stenographer. Further failure to complete the probation to the satisfaction of competent authority or if during the period of probation or extension thereof as the case may be, the appointing authority is of the opinion that the candidate (Probationer) is not fit for permanent appointment to the said post of Stenographer, such authority may discharge/ terminate the candidate from the service, for reasons to be recorded in writing.

- V. The candidate shall be required to undergo training, e.g. Foundation /Induction Course, refresher courses, mid-term career growth, in-service skill development, retirement planning course and other mandatory courses announced by EPFO from time to time.
- VI. The leave, Travelling Allowances, NPS and all other service matters connected with service conditions will be governed by the rules and order in force from time to time that are applicable to the employees of EPFO.
- VII. The candidate is liable to be posted/ transferred anywhere in India.
- VIII. No Travelling Allowances for joining the post will be paid unless the candidate is a permanent Government Servant or has completed three years of temporary service in government.
- IX. On joining the post, the candidate will be required to take an Oath of Allegiance to the Constitution of India or make a solemn affirmation to that effect.
- X. The candidate who is already employed should produce a valid relieving / discharge order from the last employer.
- XI. The candidate belonging to a category of Scheduled Caste (SC), Scheduled Tribe (ST) or Other Backward Classes (OBC) or Economically Weaker Section (EWS) or belonging to the Physically Handicapped (PwBD)/Ex Serviceman (Ex-SM) quota should produce a certificate issued in the prescribed form by any of the Judicial/Revenue/Medical/Defence Authorities mentioned therein. The appointment of such candidate will be provisional and it is subject to verification of the Caste/Tribe certificate through proper channels and that if the claim to belong to SC/ST/OBC/EWS is found to be false, the services will be terminated forthwith without assigning any reason and without prejudice to such further action that may be taken under the India Penal Code for production of false certificate. Any change of religion, after appointment should be intimated immediately to the Appointing and Administrative Authority concerned.
- XII. In accordance with the existing instructions, a person shall not be eligible for appointment under the Central Board, if he has entered into or contracted a marriage with a person having a spouse living or who having a spouse living has entered into or contracted marriage with any person, provided that the Central Board may, if satisfied that there are special reasons for doing so, exempt any person from the operation of this rule. This provisional offer of appointment is therefore, conditional upon satisfying the requirements mentioned above and also furnishing to this department a declaration to that effect in the prescribed proforma at the time of joining. If, however, you desire to be exempted from the operation of this rule for any special reason (s), you should make a representation in this behalf immediately.
- XIII. This offer of appointment is further subject to the medical certificate of fitness issued by the appropriate Medical authority for appointment to the post of Stenographer.

- XIV. If any declaration given or information furnished by the candidate is proved false or any material information is found to have been willfully suppressed, the candidate will be liable for removal from service and other penal actions as may be deemed necessary.
- XV. The place of posting as Stenographer is offered to you at _____(HO/PDNASS/ZO/ZTI/RO).
- XVI. If the candidate accepts the offer on the above terms and conditions, a written acceptance/intimation may be forwarded to the undersigned immediately.

Yours faithfully,

(_____)
Regional P.F. Commissioner-I _____

To,

Sh./Smt./Kum. _____

Copy to

Sh./Smt./Kum. _____ [Permanent Address]

PROVISIONAL APPOINTMENT ORDER

Subject: Provisional appointment to the post of Stenographer in Level-4 of Pay Matrix in the Employees' Provident Fund Organisation.

Consequent upon selection to the post of **Stenographer in Level-4(Rs.25,500 – 81,100) of Pay Matrix (Stage-I)**, Sh./Smt./Ms. «Name» is provisionally appointed as Stenographer in _____(Head Office/PDNASS/ZO/ZTI/RO) «Name» and «Address of City», Employees' Provident Fund Organisation, on acceptance of the terms and conditions issued vide Head Office (ASD)/Regional Office, «RO») Letter. No. «Letter_No» dated «dated».(Offer of Appointment)

2. Sh./Smt./Ms.«Name» shall be on probation for a period of two (02) years from the date of his /her joining the post. The successful completion of the period of probation not only requires passing the requisite departmental probationary examination for Stenographer but also completion of prescribed training programmes. His / Her services are liable to be terminated in case he/she fails to qualify the probationary examination within the period of probation or extended period of probation. On successful completion of probation, he/she would be considered for appointment on a substantive basis to the post of Stenographer in the Employees' Provident Fund Organisation.

3. Your seniority among other candidates selected by the Employees' Provident Fund Organisation will be determined in accordance with the rank assigned by the National Testing Agency(NTA) in the select list and is further subject to the provisions contained in the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulations, 2008 and Employees' Provident Fund Staff (Fixation of Seniority) Regulations, 1989.

4. The appointment is provisional and is subject to verification of the Scheduled Caste (SC)/ Scheduled Tribe (ST)/Other Backward Class-Non Creamy Layer (OBC-NCL)/ Economically Weaker Section (EWS) /Person with Benchmark Disabilities (PwBD)/Ex-Servicemen (Ex-SM) category certificate through proper channel. If the verification reveals that the claim of SC / ST / OBC/ EWS/PwBD/ Ex-SM, as the case may be, is false, the services of the official will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under provisions of the Indian Penal Code for production of false certificates. On your appointment to the post of Stenographer, your pay will be fixed as per rules.

5. The provisional appointment is further subject to the satisfactory receipt of Police Verification Report from concerned District Authorities as per the details indicated by you in the 'Attestation Form'. In case character and antecedents of the candidate are found not verified or any false information is given by the candidate in his/her self-declaration, the provisional appointment letter will be cancelled forthwith and other criminal /legal action will also be taken, as a consequence. Further, in case any of the information is found incorrect, or in case, the verification confirms that facts given by the candidate were not correct, the Appointing Authority shall cancel the appointment letter forthwith. The candidate shall be rendered unfit for any employment under Central Board and Appointing Authority shall undertake other criminal /civil/legal action, as per provisions or Indian Penal Code (IPC) etc. as deemed fit.

6. In case, the candidate fails to join by **DD/MM/YYYY**, (one month from the date of issuance of Provisional Appointment Letter) his/her candidature will stand cancelled without any further notice and in accordance with DoPT (Government of India) OM no. 35016/2/93-Estd.(D) dated 09.08.1995 .

Signature:

**(Regional P.F. Commissioner-I (ASD), Head Office/ Regional
P.F. Commissioner-in-Charge of the Regional Office,_____**

To

Sh./Smt./Kum. «**Name**»

Roll No. _____

Application. No. _____

Address«Address1»