



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

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No. HRM-X/7(2)2020/Jr.HT/DR-291

Date:11.10.2024

To,

All Zonal Addl. CPFCs (HQ)/ Zonal Addl. CPFCs.  
All RPFCs, OICs of Regional Offices  
RPFC(ASD)

**Subject:- Appointment to the post of Junior Translation Officer (Direct Recruitment) in the Pay Matrix Level 06 (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,

Kind attention is invited to Headquarters letter No. HRM-X/7(2)2020/Jr.HT/DR/290 dated 11-10-2024 on the above subject whereby the guidelines relating to pre-appointment formalities of the Candidates recommended for appointment to the post of Junior Translation Officer in EPFO by UPSC have been given to the candidates. In order to complete the pre-appointment formalities, the actions are now required to be taken by the Zonal Offices/Regional Offices as explained in the said letter.

2. The Zone-wise list of candidates sorted as per the address for correspondence given by the candidates at the time of filling up the UPSC form along with dossiers, are being sent to the Zonal Offices through E-mail separately. The Zonal Offices will forward dossiers to concerned Regional Offices where candidate is residing, for the purpose of verification of the identity of the candidate as well as original document verification and referral for their medical examination from the Medical Authorities. The following actions with the time lines are required to be undertaken by the concerned Zonal/Regional Offices as under:-

- i. Zonal Office on receiving of dossier of the candidate will forward the same through mail to the concerned Regional Office under whose jurisdiction candidate is residing.

- ii. Regional Office on receipt of dossiers from the Zonal Office, will issue communication to the candidates as per the details given in the list enclosed through e-mail/ speed post/ SMS/phone call to appear on a pre-appointed date for identity and document verification. It may be planned in such a way that the verification and medical examination are carried out smoothly. The identity of the candidate with photograph as provided in the dossier should also be verified. These tasks may be completed by 17/10/2024.
- iii. The Regional Offices after verifying the identity of the candidates and original documents, will issue offer of Appointment (format enclosed at **Annexure-A**) to the candidates. Letters of acceptance of the offer of Appointment may be accepted on the spot from the candidates.
- iv. Immediately contact and make arrangements with medical authorities for referring the candidates, as per government rules for medically examining the candidates and ascertaining their fitness to be appointed on JTO Post. A sample letter for referring the candidates to the medical authority for conduct of medical examination is enclosed in **Annexure-B**.
- v. The candidates may then be asked to proceed for Medical Examination with the Medical Authorities for medically examining the candidates and ascertaining their fitness to be appointed on JTO Post.
- vi. Regional Offices may also verify the veracity of below listed undertakings:-
  - a. The candidates belonging to OBC community will be required to furnish an undertaking that they did not belong to Creamy Layer as on the closing date of submission of application for the post i.e. on 13.07.2023 (**Undertaking enclosed as Annexure-C** ).
  - b. The candidates belonging to EWS will be required to furnish an undertaking that they had EWS status for the financial year 2023-24 (**Undertaking enclosed as Annexure-D** ).
- vii. The Regional Office would send Medical Examination Fitness Reports, Offer of Appointments, Acceptance letters, Annexure-I, Annexure-II, Annexure-III, Aadhar Card, PAN Card and NOC from previous department (if applicable) by the candidates to Head Office on email Id "dreaoa.2022@epfindia.gov.in".
- viii. On receipt of all requisite documents from the concerned Regional Office on email Id: 'dreaoa.2022@epfindia.gov.in', the candidates will be given posting orders from Head Office.
- ix. The Regional Commissioner in charge of the Regional Office/ASD where the candidate is posted will issue the provisional appointment letter to the candidate. If a candidate is posted to Zonal Office or Zonal Training Institute, the Regional Commissioner in charge of nearest Regional Office (to be decided by ACC(HQ)/ACC of the Zone) will issue the provisional appointment letter. If a candidate is posted to PDNASS, the Regional Commissioner in charge of ASD will issue the provisional appointment letter.

- x. On joining of the candidate, the concerned Zonal Office/Regional Office/Zonal Training Institute where the candidate has joined, will get the Character and Antecedents of the candidate verified from the concerned authorities by sending the Attestation Forms to the District /Police
- xi. Authorities where the candidate has resided for more than one year at a time during preceding five years.
- xii. On receipt of the verification report from District/ Police Authorities and on confirmation of the SC/ST/OBC/EWS/PwBD candidate from the concerned issuing authorities, the Regional Commissioner in Charge of Regional Office/ASD (Regional commissioner in Charge of nearest Regional Office as decided by Zonal Office in case of Zonal Office and Zonal Training Institute), will issue the Final Appointment letter to the candidate.

This issues with approval of the Competent Authority.

Yours faithfully,



**(Ajay K Mehra)**  
**Addl. Central PF Commissioner (Recruitment /Exam)**

No.: \_\_\_\_\_

**OFFER OF APPOINTMENT**

**Subject: Offer of appointment to the post of Junior Translation Officer in the Employees' Provident Fund Organization, Ministry of Labour and Employment in Level - 6 in the Pay Matrix as per 7<sup>th</sup> CPC, Non-gazetted Group 'B', Non-Ministerial.**

On the recommendation of the Union Public Service Commission, vide Public Notice dated **19.09.2024**, Shri/Smt./Kum. \_\_\_\_\_ is hereby offered provisional appointment to the post of Junior Translation Officer in Level 6 (Rs. 35,400 - 1,12,400) in the Pay Matrix as per 7<sup>th</sup> CPC, Non-Gazetted Group 'B', 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 6 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. The period of probation 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 Junior translation officer. 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 Junior Translation Officer, 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 or Department of Official Language, Ministry of Home Affairs, Government of India 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 Bharatiya Nyaya Sanhita 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 Junior Translation Officer.
- 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. 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 Commissioner In charge\_\_\_\_\_

To,

Sh./Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_

Copy to

1. Recruitment Division , Head Office
2. Zonal Office
3. The Secretary, U.P.S.C. Shahjaha Road, Dholpur House, New Delhi-110001 by name to Shri Maha Singh, Deputy Secretary(SPC-I) for information with reference to their letter no. F.1/85(14)/2023-R.IV/SPC-I dated 26-09-2024

No.

Dated:

To,

Chief Medical Officer/Civil Surgeon,  
\_\_\_\_\_ Government Hospital,  
\_\_\_\_\_

**Subject:- Medical examination of candidates for appointment as Junior Translation Officer (Group B) in the Employees' Provident Fund Organisation.**

Sir,

The undersigned is directed to say that the Union Public Service Commission has recommended candidates against Direct Recruitment for appointment as Junior Translation Officer a Level 6 post in Employees' Provident Fund Organisation, a statutory body under the Ministry of Labour & Employment, Govt. of India as per our requisition. In terms of Section 5 D(7) of the Employees Provident Fund & Misc. Provisions Act, 1952, the EPFO is observing the same service conditions as applied to corresponding Central Government employees. Before the candidates are appointed to the post, as per G.I. M.F. OM. No. 45(1)-E, V/54 dated 24<sup>th</sup> March, 1954; No. 5/6/54-RPS, dated 28.09.1956, D.P. & A.R. OM No. 15015/1/79-Estt.(D) dated 26-06-1979 and para 13 of Offer of Appointment, it is mandatory that they are declared medically fit for appointment to a **Group 'B'** post comparable to the corresponding category in Government of India.

2. As has been done in the past, it is requested that necessary action may kindly be taken for examining the physical fitness of the candidates as mentioned in the enclosed **Annexure** and to furnish to this office the individual report on their medical examination in the prescribed form at a very early date.

3. The prescribed fees are payable by the candidates themselves in the first instance and the same is reimbursable to them by this Organisation, in case they are found medically fit by the Medical Board and join the post. The candidates concerned are also being requested to appear for medical examination on the date and time to be fixed by you. The date, time and place at which the medical examination of the candidates to be done, may please be communicated to the candidates concerned directly to their addresses given in the **Annexure** under intimation to this office.

4. As we are required to fill a large number of vacancies, which are lying vacant for a long time, we solicit your immediate action in this regard. If any assistance is required in this regard, the undersigned may please be contacted at the contact number mentioned here in after.

Yours faithfully

Encl: As per the list appended

(\_\_\_\_\_)

Additional Central Provident Fund Commissioner

Ph: \_\_\_\_\_

Copy forwarded to:

1. Names and address of the candidates concerned as per list enclosed. The candidate is requested to carry a copy of this letter and to get in touch with the above officer or authorized officer for taking an appointment for medical examination at the above mentioned address. In case of any difficulty he/she may contact the undersigned for any assistance at the contact number mentioned here in after.

(\_\_\_\_\_)

Regional Commissioner in charge

Ph.: \_\_\_\_\_

Candidates for Medical Examination

<u>Sl.No.</u>	<u>Roll No.</u>	<u>Name</u>	<u>Address</u>	<u>Mobile No.</u>	<u>Email ID</u>
1.					
2.					



**Annexure-C**

**Declaration/undertaking- by OBC Candidates only**

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri..... resident of village/town/city..... district..... state .....hereby declare that I belong to the..... community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93- Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections(Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt.(Res.) dated 27th May, 2013.

Signature of the candidate:.....  
Full Name:.....  
Place:.....  
Date:.....

Declaration/undertaking not signed by Candidate will be rejected

**Annexure-D**

**Declaration/undertaking by EWS Candidates only**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
hereby declare that I belong to Economically Weaker Sections.

2 That the gross annual income (covering income from all sources i.e. salary, agriculture, business, profession, etc.) of my family (including me, my parents and siblings below the age of 18 years and that of my spouse and children below the age of 18 years) is below **Rs. 8 lakhs (Rupees Eight Lakh only)** for the **financial year 2023-24**.

3 That my family does not own or possess any of the following assets including /clubbing all assets at different places/cities:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq yards and above in areas other than the notified municipalities.

4. That I, \_\_\_\_\_ belong to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature of the Candidate

( \_\_\_\_\_ )  
(Name in Block Letters)

Roll No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Address:

Place:

Date:

**NOTE-I: DECLARATION/UNDERTAKING NOT SIGNED BY CANDIDATE WILL BE REJECTED.**

**NOTE-II: THE ABOVE DECLARATION IS SUBJECT TO VERIFICATION BY THE COMPETENT AUTHORITY. FALSE DECLARATION/UNDERTAKING MAY LEAD TO SUITABLE ACTION AGAINST THE CANDIDATE.**