



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)  
क्षेत्रीय कार्यालय, एस. सी. ओ. 4-7, सेक्टर - 17 डी, चण्डीगढ़ - 160017  
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आजादी का  
अमृत महोत्सव



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**CIRCULAR**

Sub: Filling up of the post of Statistical Assistant in EPF Organization, Regional Office, Chandigarh by transfer on deputation basis.

Application in the prescribed proforma, as per the Annexure-II are invited from eligible persons for appointment to the post of Statistical Assistant in the pay Band of PB-2 of Rs. 9300/- 34,800/- with grade pay of Rs. 4200/- in E.P.F Organization, Regional Office, Chandigarh by transfer on deputation basis. The deputation will be governed as per the instructions issued by the Department of Personnel & Training as applicable to Central Government Departments/Organizations. The particulars regarding the post are given in Annexure-I.

2. It is requested that applications (in the enclosed proforma) of such eligible candidates as are desirous of being considered for the post and who can be relieved immediately on selection may forward Vigilance Clearance, Integrity Certificate, details of major/minor penalty imposed, if any and send the attested photocopies of the ACR/APARs for the last 5 years to the undersigned so as to reach within a period of 15 days from the date of publication of this circular. Applicants will not be allowed to withdraw their candidature at a later date. No action will be taken on advance copies of the applications or application not received through proper channel.

(Issued with the approval of Regional P.F. Commissioner - I)

(Kushagra Sagar)

Regional P. F. Commissioner-II

To

1. Addl. Central P. F. Commissioner (PB. & HP.), Chandigarh for kind information please.
2. RPF, RO Ludhiana, Bathinda, Jalandhar and Amritsar for circulation among staff members.
3. District Offices - Patiala and Mandi Gobindgarh.
4. PS to R.P.F.C. - I/PA to R.P.F.C. - II
5. All Section Supervisors for circulation among Staff Members.
6. Webadmin-epfo - for uploading on the website.
7. Notice Board/Guard File.
8. Hindi Cell for Hindi version.
9. Gen. Sec. EPFSU, RO, Chandigarh

1	Name of the Post	Statistical Assistant
2	Number of Post	One
3	Classification	Ministerial, Group 'C' Non-gazetted
4	Scale of Pay	PB-2 of Rs 9300-34800+GP Rs. 4200/-
5	Period of Deputation	Three Years
6	Eligibility	<p><b>Essential Qualifications: -</b></p> <ol style="list-style-type: none"> <li>1. Degree from a recognized University with "Statistics" as one of the Subject.</li> <li>2. Should hold the post in the pay Band PB-2 Rs. 9300-34800 Rs. 4200/- or Should have rendered at least 5 years' service in the post in the Pay Band PB-1 Rs. 5200-20200 with Grade Pay of Rs. 2400/-</li> </ol> <p><b>Desirable: -</b></p> <ol style="list-style-type: none"> <li>1. Should have at least 3 years' experience of statistical work involving collection &amp; Compilation of Statistical data in the Employees' Provident Fund Organization/ Central Government Department</li> <li>2. Experience of filed enquiry for 3 years. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/Department shall ordinarily not exceed 3 years).</li> </ol>

PROFORMA

1. Post applied for :
2. Name and Address in Block Letters :
3. Date of Birth :
4. Date of Retirement under Central Govt. rules :
5. Educational Qualifications :
6. Whether educational and other qualifications Required for the post are satisfied? (If any Qualifications has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)

Qualification/Experience  
Required

Qualification/Experience  
Possessed

7. Please state clearly whether in the light of entries Made by you above, you meet the requirement of the post
8. Details of employment, in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department	Post	From	To	Scale of Pay and Basic pay	Nature of Duties

9. Nature of present employment i.e. ad-hoc or Temporary or quasi – permanent or permanent:
10. In case the present employment is held on Deputation basis/contract basis, please state :
  - a) The date of initial appointment
  - b) Period of appointment on deputation/contract
  - c) Name of the parent Office/Organization to which belong
11. Additional details about present employment  
Please state whether working under
  - a) Central Government
  - b) State Government
  - c) Autonomous Organization
  - d) Govt. Undertaking/Universities
  - e) Others

{(b) to (e) not applicable for adhoc}
12. Are you in the revised scale of Pay? If yes, Give the date from which the revision took Place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Whether belongs to SC/ST
15. Additional information. In any
16. Remarks, if any

**Signature of the candidate**  
**Address**

Service particulars given by the applicant are verified with reference to service records and found to be correct.

- i. It is certified that no vigilance case is either pending or being contemplated against the Official.
- ii. It is certified that no major/minor penalty has been imposed on the official during the Last 10 years,
- iii. It is certified that the Integrity of the official is beyond doubt.

**Signature with seal of the Competent Authority**