



# EMPLOYEES' PROVIDENT FUND ORGANISATION (EPFO)

(Ministry of Labour, Govt. of India)

Head Office

Bhavishya Nidhi Bhavan, 14, Bhikaiji Cama Place, New Delhi-110 066

**Invites Applications for recruitment to the following posts:**

Sl. No.	Name of the Post	Pay Band	Vacancies (Approx.)	Nature of Duties
1.	<b>Junior Engineer (Civil)</b>	PB-2 9,300-34,800 Grade Pay 4,200 (Pre-revised Scale 5,500-9,000)	11	Maintenance of existing assets and monitoring of running projects. Extensive touring required to oversee outstation projects.
2.	<b>Social Security Assistant</b>	PB-1 5,200-20,200 Grade Pay 2,400 (Pre-revised Scale 4,000-6,000)	2382	Maintenance of Accounts and Compliance Records and Settlement of Claims; Preparation of Reports, Cash Books, R & P Accounts etc. and assisting functions of EDP and Administration.

**DATE OF WRITTEN EXAMINATION: 06.09.2009 (SUNDAY)**

**LAST DATE FOR RECEIPT OF APPLICATIONS : 08.07.2009 [15.07.2009 for far - flung areas ]**

**DETAILS OF VACANCIES FOR SOCIAL SECURITY ASSISTANTS:**

S.No.	Name of the Region	GEN	SC	ST	OBC	Total	XS	PH
01	Andhra Pradesh	87	26	13	46	172	17	05
02	Chhattisgarh	10	03	01	05	19	02	00
03	Delhi	88	08	16	38	150	10	08
04	Goa	03	08	00	03	14	00	01
05	Gujarat	148	42	20	76	286	29	08
06	Haryana	47	16	02	25	90	05	09
07	Himachal Pradesh	17	04	02	08	31	03	01
08	Karnataka	103	14	07	40	164	25	05
09	Kerala	00	00	00	69	69	06	01
10	Madhya Pradesh	00	04	09	28	41	04	06
11	Maharashtra	276	181	22	151	630	50	18
12	North Eastern Region	03	09	00	14	26	03	05
13	Punjab	73	45	00	32	150	13	04
14	Rajasthan	76	22	10	39	147	04	07
15	Tamil Nadu	175	62	03	88	328	32	09
16	Uttarakhand	05	00	02	08	15	04	01
17	West Bengal	25	11	03	11	50	05	01
	<b>Total</b>	<b>1136</b>	<b>455</b>	<b>110</b>	<b>681</b>	<b>2382</b>	<b>212</b>	<b>89</b>

## DETAILS OF VACANCIES FOR JUNIOR ENGINEERS (CIVIL):

Name of the Region	GEN	SC	OBC	PH	TOTAL
The vacancies pertain to Bihar, Delhi, Gujarat, Goa, Haryana, North Eastern Region, Orissa, Madhya Pradesh, Chhattisgarh, Uttar Pradesh and West Bengal Regions.	08	01	02	01 (GEN)	11

### **Note:**

(1) EPFO reserves absolute rights to vary upwards or downwards the vacancies including reserved vacancies as per further assessment of requirements.

(2) 5 percent posts of Social Security Assistants are earmarked for Meritorious Sportspersons who meet the criteria laid down in Govt. of India O.M. No. 14015/1 /76-Estt. (D) Dated: 04.08.1980.

**Abbreviations:** SC=Scheduled Caste, ST = Schedule Tribe, OBC = Other Backward Classes. GL = General, PH = Physically Handicapped, XS = Ex-Serviceman.

### **I. ELIGIBILITY CRITERIA:**

#### **(A) For Social Security Assistant:**

##### **(i) Educational Qualifications:**

###### **Essential: -**

- a) Must possess the Degree of a recognized University or equivalent on the closing date of application.
- b) Possessing a speed of at least 5000 Key depressions per hour for Data Entry Work.

###### **Desirable: -**

Should possess a Computer Training Certificate from a recognized Institute.

##### **(ii) Age Limit:**

Between 18 to 27 years as on **08.07.2009**.

Age relaxation is applicable as per Government of India Guidelines. The age is Relaxable for:

- a) SC/ST upto 5 years,
- b) OBC upto 3 years,
- c) Employees of Central Government & employees of EPFO
  - i) General upto 40 years,
  - ii) SC/ST upto 45 years,
  - iii) OBC upto 43 years,
- d) Meritorious sportsperson upto 5 years (10 years in case of SC/ST). This concession will be available only to those sportspersons who satisfy all other eligibility conditions relating to educational qualifications, etc., and furnish a certificate in the Form and from an authority prescribed in the O.M., dated 4-8-1980.

#### **(B) For Junior Engineer (Civil):**

##### **(i) Educational Qualifications:**

###### **Essential: -**

Diploma in Civil/Electrical Engineering from an Institute / Board recognized by the Central Government or equivalent qualification.

**Desirable:-**

Experience in Estimation, Drawing & Design will be preferred.

**(ii) Age Limit:**

Between 18 to 27 years as on 08.07.2009.

Age relaxation is applicable as per Government of India Guidelines. The age is Relaxable for:

- a) SC/ST upto 5 years,
- b) OBC upto 3 years,
- c) Employees of Central Government & employees of EPFO
  - i) General upto 40 years,
  - ii) SC/ST upto 45 years,
  - iii) OBC upto 43 years,

**II. SELECTION PROCEDURE:**

**(A) For Social Security Assistant:**

The Recruitment process will have two stages:

- i) Written examination (multiple choice objective type - English language, test of reasoning, numerical ability, office work aptitude).
- ii) Skill test to assess speed and accuracy for Data Entry Work. Minimum requirement is 5000 key depressions per hour.

**(B) For Junior Engineer (Civil):**

The Recruitment process will have two stages:

- i) Written examination (multiple choice objective type - Professional Knowledge (Civil), Test of Reasoning, Quantitative Aptitude, English language).
- ii) Personal Interview

**III. DATE OF OBJECTIVE TYPE WRITTEN EXAMINATION FOR BOTH POSTS:  
06.09.2009 (SUNDAY)**

APPLICATIONS COMPLETE IN ALL RESPECTS SHOULD BE SENT BY ORDINARY POST TO THE POST BOX NO.8463, MANDAPESHWAR, BORIVALI (WEST), MUMBAI 400 103 SO AS TO REACH ON OR BEFORE 08.07.2009 (15.07.2009 for far-flung area candidates)

**IV. EXAMINATION CENTRES**

**Stage I : Written examination will be held at the following centres:**

**NOTE: THOSE CANDIDATES WHO DO NOT RECEIVE CALL LETTERS LATEST BY 04.09.2009 SHOULD CONTACT IN PERSON AT THE FOLLOWING ADDRESS INDICATED AGAINST EXAMINATION CENTRE OPTED BY THE CANDIDATE ALONGWITH PHOTOCOPY OF THE DEMAND DRAFT ENCLOSED TO THE APPLICATION ON 05.09.2009 BETWEEN 2.00 PM TO 5.00 PM TO COLLECT DUPLICATE CALL LETTER. NO ACTION SHALL BE POSSIBLE IF CONTACTED AFTER 5.00 PM ON 05.09.2009.**

S.No.	Name of Region / Examination Centre	Code No.	Address of the Recruitment Cell from where duplicate call letter can be obtained on 05.09.2009 (2.00 to 5.00 pm)
1.	<b>Andhra Pradesh</b> Hyderabad	11	EPFO, No.3-4-763, Barkatpura Chaman, Hyderabad - 500 027
	Guntur	12	EPFO, Krishna Nagar, 3 <sup>rd</sup> Lane, Guntur - 522 006
2.	<b>Chhattisgarh</b> Raipur	13	EPFO, D-Block, Scheme No.32, Indira Gandhi Commercial Complex, Pandri, Raipur - 492 001
3.	<b>Delhi</b>	14	EPFO, Bhavishya Nidhi Bhawan, 28, Wazirpur Industrial Area, Delhi 110 052
4.	<b>Goa</b> Panaji	15	EPFO, Bhavishya Nidhi Bhawan, 24, Patto Plaza, Panaji , Goa- 403 001
5.	<b>Gujarat</b> Ahmedabad	16	EPFO, Bhavishya Nidhi Bhawan, Near income Tax Circle, Ashram Road, Ahmedabad - 380 014
	Vadodara	17	EPFO, Bhavishyanidhi Bhawan, B/H VMC Ward Office No.6, Akota Stadium Road, Akota, Vadodara - 390 020
	Rajkot	18	EPFO, Bhavishyanidhi Bhawan, Panchayat Nagar Chowk, University Road, Rajkot - 360 005
6.	<b>Haryana</b> Faridabad	19	EPFO, Bhavishya Nidhi Bhawan, Sector 15-A, Near Fire Brigade, Faridabad - 121 007
	Karnal	20	EPFO, Bhavishya Nidhi Bhawan, S.C.O. 5-8, Sector - 12, (New Mini Secretariat), Karnal - 132 001
7.	<b>Himachal Pradesh</b> Shimla	21	EPFO, Bhavishya Nidhi Bhawan, Block No.34, SDA Complex, Kasumpti, Shimla - 171 009
8.	<b>Karnataka</b> Bangalore	22	EPFO, Bhavishyanidhi Bhawan, No.13, Raja Ram Mohan Roy Road, Bangalore - 560 025
	Mangalore	23	EPFO, Bhavishya Nidhi Bhawan, Silva Road Highlands, Mangalore - 575 002
9.	<b>Kerala</b> Thiruvananthapuram	24	EPFO, Bhavishya Nidhi Bhawan, Pattom, Thiruvananthapuram - 695 004
10.	<b>Madhya Pradesh</b> Bhopal	25	EPFO, Sub Regional Office, 132, Zone-II, Maharana Pratap Nagar, Bhopal - 462 011
	Indore	26	EPFO, 6-9 <sup>th</sup> Floor, Pradhikaran Bhawan, 7 Race Course Road, Indore - 452 003
11.	<b>Maharashtra</b> Mumbai	27	EPFO, Bhavishyanidhi Bhawan, 341, Bandra (East), Mumbai - 400 051
	Thane	28	EPFO, Vardan Commercial Complex, 6 <sup>th</sup> Floor, MIDC Road No.16, Wagle Estate, Thane - 400 604

	Nagpur	29	EPFO, No.132-A, Ridge Road, St. Tukdoji Square, Raghuji Nagar, Nagpur - 440 009
	Pune	30	EPFO, 2 <sup>nd</sup> and 3 <sup>rd</sup> Floor, Pune Cantonment Board Building, Near Golibar Maidan, Pune - 411 001
	Aurangabad	31	EPFO, Bhavishyanidhi Bhavan, Plot No.2, Town Centre Commercial Area, CIDCO, New Aurangabad - 431 003
12.	<b>North Eastern Region Guwahati</b>	32	EPFO, Bhavishyanidhi Bhawan, G.S. Road, Near Bharalu Bridge, Bangagarh, Guwahati - 781 005 (Assam)
13.	<b>Punjab Chandigarh</b>	33	EPFO, S.C.O. 4 - 7, Sector 17-D, Chandigarh - 160 017
	Ludhiana	34	EPFO, Bhavishya Nidhi Bhawan, Sham Nagar, Near General Bus Stand, Ludhiana - 141 001
14.	<b>Rajasthan Jaipur</b>	35	EPFO, Nidhi Bhawan, Jyoti Nagar, Jaipur - 302 005
15.	<b>Tamil Nadu Chennai</b>	36	EPFO, No.37, Royapettah High Road, Chennai - 600 014
	Coimbatore	37	EPFO, Bhavishyanidhi Bhawan, Dr. Balasundaram Road, Coimbatore - 641 018
	Madurai	38	EPFO, Bhavishyanidhi Bhawan, 1, Lady Doak College Road, Chokkikulam, Madurai - 625 002
16.	<b>Uttarakhand Dehradun</b>	39	EPFO, Bhavishyanidhi Bhawan, Vyomprasth, Kanwali, GMS Road, Dehradun - 248 002
17.	<b>West Bengal Kolkata</b>	40	EPFO, Bhavishyanidhi Bhawan, DK Block, Sector - II (Near Karunamoyee Bus Stop), Salt Lake City, Kolkata - 700 091
	Jalpaiguri	41	EPFO, Bhavishyanidhi Bhawan, Siliguri-Jalpaiguri Development Authority Building, Dina Bazar, P.O. & Distt. Jalpaiguri - 735 101

**Note:** A candidate can choose any one examination centre of the region. He would be considered only for the vacancies within the region where he takes the examination. No request for change of date/centre of Examination will be entertained. The EPFO, however, reserves the right to change the venue and / or Centre and / or cancel any centre at its discretion. RECRUITMENT TO VACANCIES IN DIFFERENT REGIONS IS A SEPARATE RECRUITMENT FOR ALL PURPOSES. A COMMON WRITTEN EXAMINATION IS HELD ON SAME DAY FOR ADMINISTRATIVE REASON ONLY.

## V. EMOLUMENTS:

Selected candidates will be on probation for a period of two years. They will draw a corresponding Pay Bands of Rs.5,200-20,200/- and a Grade Pay of Rs.2,400/- for Social Security Assistants and corresponding Pay Bands of Rs.9,300-34,800/- and a Grade Pay of Rs.4,200/- for Junior Engineers (Civil). They will also be eligible for D.A. & H.R.A. as per rules in force from time to time. In addition, they will get the perquisites which include LTC/ Provident Fund / Medical facilities / Pension, as applicable, etc. as admissible to the posts.

## VI. APPLICATION FEE AND POSTAGE: (Non-Refundable)

Category	Fee	Amount towards Postage Rs.	Total (to be remitted by a single demand Draft / Banker's Cheque Rs.)
SC/ST/XS/PH	Nil	50/-	50/-
For ALL Others including OBC	150/-	50/-	200/-

Fee / amount towards Postage is payable by a SINGLE Demand Draft / Banker's Cheque (as applicable) only, having validity for 6 months, favouring **Regional Provident Fund Commissioner, Maharashtra** payable at **MUMBAI**. Cash, Cheques, Money orders, postal orders, postage stamps, etc. will NOT be accepted. Fee/postage once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection. Candidate's name and date of birth should be written on the reverse of the Demand Draft / Banker's Cheque.

## VII. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination, if a candidate is (or has been) found guilty of:

i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or (iv) resorting to any irregular or improper means in connection with his / her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:

- to be **disqualified** from the examination for which he / she is a candidate.
- to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by EPFO.
- for **termination** of service, if already joined the EPFO.

## VIII. GENERAL INSTRUCTIONS:

- Candidates submitting more than one application will be treated as ineligible.
- Candidates must ensure that their signatures on application, photographs and call letters etc. are identical. A recent passport size photograph should be

pasted (not stapled) on application and two copies of the same photograph should be retained for use at the time of Ist and IInd stages of selection. In the event of any discrepancy, the candidates shall not be allowed to appear for written examination / skill test/ personal interview, as the case may be.

- c) OBC Certificate in the format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in civil posts and services under the GOI with 'CREAMY LAYER' clause should be kept ready to be submitted at the time of interview based on the income of the financial year preceding the date of application. Candidates belonging to OBC category but coming in the 'CREAMY LAYER', hence, are not entitled to OBC reservation and age relaxation should indicate their category as "General".
- d) ATTESTED COPY OF CASTE/CATEGORY CERTIFICATE SHOULD BE ENCLOSED IN CASE OF SC/ST/XS/PH CANDIDATES. THE EPFO IS NOT RESPONSIBLE FOR RETURNING ANY ORIGINAL COPY(IES) OF CERTIFICATES/TESTIMONIALS SUBMITTED WITH APPLICATION.
- e) Only those candidates who are willing to serve anywhere in India need apply.
- f) All candidates will have to appear for the written examination(s) at their own cost.
- g) Incomplete or defective applications will be summarily rejected. Decision of the EPFO in all matters regarding eligibility, conduct of examination and selection would be final and binding on all candidates. No correspondence whatsoever would be entertained by the EPFO in this regard.
- h) The candidates must ensure that they fulfill all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere admission to the test of a candidate does not imply that the EPFO has been satisfied beyond doubt about the candidate's eligibility. In case it is detected at any stage of selection that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is / are detected even after appointment, his/her services will be summarily terminated.
- i) Appointment of selected candidates is subject to his/her being declared medically fit by Medical Officer(s) approved by the EPFO.
- j) If more than one application are sent in an envelope, all these applications will be rejected.
- k) The EPFO takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. The EPFO also takes no responsibility to connect any certificate / remittance sent separately.
- l) As the applications are to be processed by a Computerised System, it is essential that the application is strictly in accordance with the prescribed format and is properly & completely filled and contains no corrections / alterations / over writing. Particularly the name, address, date of birth and demand draft particulars should be in English
- m) **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

**IX. HOW TO APPLY:**

Applications typed or handwritten either in English or Hindi on both sides of one foolscap size paper strictly in the format given with a recent passport size photograph, pasted thereon, bearing full signature of the candidate across the same with date, should be sent by ORDINARY POST at the address given in Item no. III. The envelope containing the application should bear the superscription "APPLICATION FOR THE POST OF SOCIAL SECURITY ASSISTANT OR JUNIOR ENGINEER (CIVIL)" MENTIONING CATEGORY VIZ "SC/ST/OBC/GEN etc". AND THE "CENTRE" CHOSEN FOR THE TEST. Applications not accompanied by prescribed fee/ amount towards postage or attested copies of Caste/Category Certificate wherever applicable, will be summarily rejected. Further, an application incomplete in any respect is also liable to be summarily rejected and fees/postage paid, if any, will not be refunded in such cases.

**X. LAST DATE FOR RECEIPT OF APPLICATIONS: APPLICATION MUST REACH THE DESIGNATED ADDRESS GIVEN IN ITEM NO.III ON OR BEFORE 08.07.2009.**

(The applications in respect of candidates residing abroad or in Andaman, Nicobar, Lakshadweep and Minicoy Islands, Asom, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K State, Lahaul and Spiti Districts and Pangi Sub-division of Chamba district of Himachal Pradesh, will be accepted till **15.07.2009**.)

**APPLICATIONS RECEIVED AFTER THE LAST DATE i.e.08.07.2009 (15.07.2009 for Far-Flung area candidates) WILL NOT BE ENTERTAINED.**

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