

कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार मार्ग, पालम, दिल्ली छावनी-110010

ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

No. AN/II/2407/2015

Dated: 9th March 2015

Speed-post

To

All the Pr.CsDA/CsDA/P.C. of A. (Fys.) Kolkata

Subject: Filling up the twelve posts of Dy. Director (Audit) in Pay scale of Rs. 15,600-39,100/- with Grade Pay of Rs. 6,600/- in various offices (located at various stations) of the Employees' Provident Fund Organisation (Ministry of Labour, GOI) head office, Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066, on deputation basis.

A copy of Employees' Provident Fund Organisation head office, Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110 066 letter/office memorandum no. HRM-VI/15(2)2010/Audit dated 29.01.2015 regarding filling up the twelve posts of Dy. Director (Audit) with Pay Scale of Rs. 15,600-39,100/- with grade pay Rs. 6,600/-, in various offices (located at various stations) of Employees' Provident Fund Organisation (Ministry of Labour, Government of India), Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110066 on deputation basis, is uploaded on CGDA's web site. The said letter along with the enclosure may please be downloaded for necessary action as stated below.

2 It is requested that the names of volunteers may be called for amongst the Sr.AOs/AOs for filling up the posts of Dy. Director (Audit) in Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110 066.


3 Applications in respect of willing and eligible Sr. AOs/AOs (in triplicate), as per proforma enclosed with the advertisement, duly filled and countersigned by the present employer (with seal), disciplinary/vigilance clearance certificate, NOC, integrity certificate, detail of major/minor penalty(ies), if any, imposed during the last 10 years, certificate(s) in support of educational qualification(s)/professional qualifications, detail of experience/service profile (in chronological order) along with the APAR/MTPAR/ACR gradings for the last five years etc., may please be forwarded to this office. Officers who have earned atleast good and above reports during the last five years should only be recommended, so as to reach this office by 13.03.2015.

4 While sponsoring name(s), it may kindly be ensured that the particulars furnished by the officer(s) are correct and applicant(s) meet the eligibility criteria. The disciplinary/vigilance clearance certificate, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are also enclosed with the application(s). Attested photocopies of the APARs/MTPARs/ACRs (on each page) for the past five years, must accompany the application form/resume.

5 Of late, it has also been observed that inspite of the clear instructions, applications are received without the attested photocopies of APARs/MTPARs/ACRs and without disciplinary/vigilance clearance certificate and other documents in support of the educational qualifications/academic qualifications/experience etc., causing unnecessary correspondence and invalidation of applications. Hence, it is reiterated that while forwarding application(s), it may please be ensured that application(s)/resume(s) are complete in all respect and all the supporting documents/photocopies of certificates of educational/academic qualifications/experience etc. are duly enclosed. Applications received after the last date or otherwise found incomplete and without countersigned by the present employer (with seal) will not be considered.

6 It is also requested to kindly ensure before forwarding names to this office, that the age of the concerned officer do not exceed 56 years as on the closing date and that he/she has completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation post.

7 Please acknowledge receipt.


(Sangeet)
Dy. CGDA (Admn)

Copy to:

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|---|-----------------------|----|--|
| 1 | The EDP Wing (Local) | -- | Along with a copy of Employees' Provident Fund Organisation Head Office, Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi-110 066 letter/office memorandum no. HRM-VI/15(2)2010/Audit dated 29.01.2015, with kind request to upload the same on office of the CGDA's website. |
| 2 | AN-IV section (Local) | -- | For kind information and necessary action please. |

(Sangeet)
Dy. CGDA (Admn)



कर्मचारी भविष्य निधि संगठन
(श्रम मंत्रालय भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour, Govt. Of India)

मुख्य कार्यालय / Head Office
भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14- Bhikaji Cama Place, New Delhi - 110066
www.epfindia.gov.in; www.epfindia.nic.in

No. HRM-VI/15(2)2010/Audit

Dated:

29 JAN 2015

Office Memorandum

Subject: Filling up of the posts on deputation basis in EPFO.

Applications are invited from the eligible candidates to fill up the following posts in various offices of the Employees' Provident Fund Organization on deputation basis as per the details given below:

Sl. No.	Name of the Post	Scale of Pay	No. of Posts*	Location of the Headquarters for these posts.*
01	Dy. Director(Audit)	Rs. 15600-39100+GP Rs.6600/-	12	Head Office-(2), New Delhi, Kanpur, Bangalore, Jalpaiguri, Kolkata, Ahamdabad, Indore, Mumbai, Ranchi & Goa
02.	Assistant Director (Audit) - Group -A	Rs.15,600-39,100 + G P Rs.5400/-	19	New Delhi(2), Jaipur, Kanpur, Chandigarh, Hyderabad(2), Bangalore(2), Chennai, Jalpaiguri, Kolkata(2), Ahmedabad, Indore, Mumbai(2), Ranchi & Goa.
03.	Assistant Audit Officer - Group B - Ministerial	Rs.9300-34800 + G P Rs.4600/- (pre-revised) (Rs.6500-20010500)	22	New Delhi, Jaipur(2), Kanpur(2), Chandigarh, Bangalore(2) Trivandrum, Jalpaiguri(2), Kolkata(2), Ahmedabad(2), Indore(2), Mumbai-1(2), Ranchi & Goa (2)
04.	Auditor - Group C	Rs.9300-34800 + G P Rs.4200/- (pre-revised) Rs.5500-1759000	28	New Delhi(2), Jaipur(2), Kanpur(2) Chandigarh, Hyderabad(2), Bangalore(2), Chennai(2), Trivandrum(2), Jalpaiguri (2), Kolkata, Ahmedabad(2), Indore(2), Mumbai-1(2), Ranchi(2)& Goa (2)

Eligibility Conditions for Dy. Director (Audit)

- (A) Officers of the Employees' Provident Fund Organisation/Central Government/State Government
- (a) Having completed Graduation preferably B.Com.

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- (b) Having passed the SAS examination conducted by the IA & AD or other Central / State Government Organization , Accounts/ Audit Department.
 - (c) (i) Holding analogous posts on regular basis ; or
 - (ii) With 5 years of regular Service in posts in the scale of pay of Rs.8000-13500(Pre- revised); or
 - (iii) With 7 Years regular service in posts in the scale of pay of Rs. 7500-11500(Pre revised) or equivalent; or
 - (iv) With 8 years regular service in posts in the scale of pay of Rs. 6500-10500(Pre-revised).
 - (d) Possessing experience of dealing with Audit and Accounts and Financial matters.

Eligibility Conditions for Assistant Director (Audit)

- (A) Officers of the Employees' Provident Fund Organisation/Central Government/State Government:
 - (i) holding analogous posts on regular basis; or
 - (ii) with 03 years regular service in posts of Accounts Officer/Audit Officer in the Scale of Pay of Rs.7450-225-11500 (pre revised); or
 - (iii) with 05 years regular service in the posts of Assistant Accounts Officer/Assistant Audit Officer in the Scale of Pay of Rs.6500-200-10500 (pre revised); or
 - (iv) With 07 years regular service in the Scale of Pay of Rs. 5500-175-9000 (pre revised) ; and
- (B) Possessing the experience in Accounts /Audit of Public Funds.

Eligibility Conditions for Assistant Audit Officer

- (A) Officers of the Employees' Provident Fund Organisation/Central Government/State Government:
 - (i) holding analogous posts on regular basis; or
 - (ii) with 05 years regular service in posts in the Scale of pay of Rs.5500-175-9000 (pre revised) or equivalent; and
- (B) Possessing the experience in Accounts /Audit of Public Funds.

Eligibility Conditions for Auditor

- (A) Officers of the Employees' Provident Fund Organisation/Central Government/State Government:
 - (i) holding analogous posts on regular basis; or
 - (ii) with 05 years regular service in the Scale of pay of Rs.4500-125-7000 (pre revised) or equivalent ; and
- (B) Possessing the experience in Accounts /Audit of Public Funds.
(Working Knowledge in Computer preferred)

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Candidates applying for the above posts should not have attained 56 years of age as on the last date for submission of Application.

Terms of Deputation in the Employees' Provident Funds Organisation:

1. The job of Dy. Director(Audit), Assistant Director (Audit), Assistant Audit Officer and Auditor requires extensive and continuous tours away from the above Headquarters for the purpose of Audit of various Regional and Sub-Regional Offices.
2. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation / Department of the Central Government shall ordinarily not exceed 4 years.
3. The Deputation will be governed as per the instructions issued by the Department of Personnel & Training from time to time and also as per the provisions of the Recruitment Rules of the respective cadre and the tenure of deputation will be initially for a period of three (03) years.
4. In case the selected official seeks repatriation before completion of Two years on deputation, no Transfer TA/DA will be paid on repatriation. Further, if any official seeks repatriation within one year or less, Transfer TA/DA already paid, if any is also liable to be recovered.
5. The official applying for the above post/s must ensure that the application is forwarded through Proper Channel by not below the rank of Officer Competent to relieve him / her in case of Selection.

The applications of willing officers fulfilling the above conditions may please be arranged to be forwarded along with the bio-data in the enclosed proforma with photocopies of Annual Confidential Reports for the last five years duly attested and integrity certificate clearly stating that there is no vigilance case pending or contemplated as on date, by name to **Shri Uday Baxi, Regional Provident Fund Commissioner (HRM-I), Bhavishya Nidhi Bhawan, 14, Bhlkaiji Cama Place, New Delhi - 110066** within forty five (45) days from the date of publication of this advertisement. The application should be accompanied with copies of ACRs for the preceding five years and Vigilance Clearance Certificate Applications not received through proper channel or received after stipulated period will not be considered.

It is to be noted that mere possession of the qualification does not entitle a candidate for appointment for the aforementioned posts. The Employees' Provident Fund Organisation reserves the right of criteria and mode of selection.

Encl: Application Proforma


(Uday Baxi)
Regional PF Commissioner-I

To

1. All Chief Secretaries of all State Government / Union Territories.
2. The Secretary, Ministry of Information & Broadcasting, Govt. of India, New Delhi.
3. The Secretary, Department of Personnel & Training, Govt. of India, New Delhi.

4. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi - 110 001.
5. The Secretary, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi.
6. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No. 154-A, North Block, New Delhi.
7. The Director General, National Informatics Centre, CGO Complex, A Block, Lodhi Road, New Delhi.
8. The Chairman, Telecom Commission-cum-Secretary, Sanchar Bhawan, New Delhi.
9. The Director General, Defence Research & Development, South Block, New Delhi.
10. The Secretary, Department of Electronics, Electronic Niketan, 6, CGO Complex, New Delhi.
11. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi.
12. Director General, Central Statistical Organization, Sardar Patel Bhawan, Sansad Marg, New Delhi.
13. The Registrar General, Census, Man Singh Road, New Delhi.
14. The Chairman, Railway Board, Rail Bhawan, New Delhi.
15. The Secretary, Department of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi.
16. The Director General, Defence Scientific Information & Documentation Centre, Metcalfe House, Timarpur, New Delhi.
17. The Secretary, Planning Commission, Yojana Bhawan, Parliament Street, New Delhi - 110 001.
18. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi.
19. O/o the CGDA, Ulan Batar Road, Palam, Delhi Cantt - 110 010.
20. Indian Audit and Accounts Department, Office of the Principal Director of Audit, Northern Railway, Baroda House, New Delhi- 110 001.
21. O/o the Director General of Audit Central Revenues, AGCR Building, I.P. Estate, New Delhi - 110 002.

Copy to: (Through EPFO web site)

1. FA & CAO in Head Office
2. All Regional PF Commissioners
3. Deputy Director (Audit) Head Office.
4. All Officers-in-Charge of Sub-Regional Offices.
5. RPF (ASD) in Headquarters for necessary action.
6. Chief Vigilance Officer, Head Office for information.
7. Regional PF Commissioner (NDC): For uploading on the website.

(Uday Baxi)

Regional PF Commissioner-I

PROFORMA FOR APPLICATION

Sl. No.	Details required:	Details furnished
01.	Post Applied for: Separate Application required if applied for more than one post:	
02.	Name, Designation and Complete Address of the Office in which working along with the Telephone No.	Postal
03.	Status of the Department: i.e. Whether it is Central Government /State Government and Name of the Ministry/Department:	
03.	Date of Birth (in Christian Era)	
04.	Educational Qualifications:	

05. Details of employment in chronological order (Enclose a Separate Sheet, if required)

Sl. No.	Office/Institute/ Department/ Organisation	Posts Held (Regular)	From	To	Scale of Pay and last Basic Pay	Nature of duties.

06.	Nature of present Regular employment :	
07.	Nature & extent of other assignments (i.e. Short term, Deputation etc):	
08.	Total emoluments per month now drawn:	
09.	Additional information, if any, in support of suitability:	
10.	Whether belong to SC/ST/OBC:	
11.	Indicate Three choices of stations (in order of preference):	
12.	Particulars of documents enclosed:	

Place:

Date:

For use in the Office of the Cadre Controlling Authority:

Office Address :

Ref No.:

Certified that the particulars of the officer as furnished above have been verified and found to be correct.

Certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the Officer is also certified. Copies of ACRs for the years are enclosed.

Signature of the Cadre Controlling Authority/

Head of the Department with Seal.

Office Telephone No.

Fax No.

E-Mail Id: