

F.No. A-12026/05/2015-SS.I  
Government of India/Bharat Sarkar  
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya

New Delhi, dated the 18 August, 2017.

**VACANCY CIRCULAR**

**Sub-: Application for the post of Financial Adviser & Chief Accounts Officer (PB-4-Rs-37400-67000) Plus grade Pay Rs. 10,000) (pre-revised) on deputation/short term contract basis in Employees' Provident Fund Organization - reg.**

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Applications are invited for filling up of one post of Financial Adviser & Chief Accounts Officer in level 14 in the pay matrix (Rs,144200-Rs 218200) to be filed up on deputation / short term contract basis in Employees' Provident Fund Organization under the administrative control of Ministry of Labour & Employment, New Delhi.

2. Following officers are eligible to apply for the post:-

Officers of the Central Government (including Officers of the Organized Accounts Services)/Officers of the Employees' Provident Fund Organization failing which Officers of statutory or autonomous Organization who are:-

(a)(i) holding analogous post on regular basis; or

(ii) with 6 years' regular service in level 13 in pay matrix (Rs. 123100-215900); and

(b) possessing minimum 5 years' experience in budget, establishment and accounts matters;

**Note:**

1. Period of deputation/contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall not exceed 5 years.
2. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.
3. The Pay and allowance of the selected officer shall be regulated as per Deptt of Pers. & Training OM No-6/8/2009-Estt(Pay-II) dated 17.6.2010, as amended from time to time. Officers who volunteer for the post will not be permitted to withdraw their names subsequently.
4. It is requested that applications (in triplicate), in the prescribed proforma (Annexure) in respect of eligible and interested officers may be forwarded to Joint Secretary, Ministry of Labour & Employment, Room No-111, Shram Shakti Bhawan, Rafi Marg, New Delhi through concerned Cadre Controlling Authorities along with following documents so as to reach within 45 days from the date of publication of this vacancy circular in the Employment News/Rozgar Samachar.

- a) Attested copies of the ACRs/APARs for last 5 years i.e. 2012-13 to 2016-17
- b) Vigilance clearance
- c) No penalty certificate
- d) Integrity Certificate

5. The officers who have applied earlier for the post with reference to this Ministry's vacancy circular dated 13.01.2016 and the advertisement published in the Employment News 06-12 February 2016, shall have to apply afresh, if they so desire.

6. Application received after prescribed date or without requisite documents will not be considered. Details of the Organization can be accessed at [www.epfindia.com](http://www.epfindia.com)

  
(Samir Kumar Das)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Govt. of India with the request to circulate the vacancy circular in their Ministry/Department and also autonomous/statutory bodies under their administrative control.
2. Technical Director, DoP&T, North Block with the request to upload the vacancy circular on the website of DoP&T.
3. Director(NIC), Ministry of Labour & Employment. It is requested to upload the vacancy circular on the website of Minisrty.
4. CPFC, EPFO for information and for uploading the circular on the website of the EPFO.

**BIO - DATA/CURRICULAM VITAE PROFORMA**

1. Name and Address (In Block Letters)					
2. Date of Birth (in Christian era)					
3. i) Date of entry into service ii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	Qualifications/Experience required as mentioned in the advertisement/vacancy circular.	Qualifications/Experience possessed by the officer			
	<b>Essential:</b>  (A) (B)  <b>Desirable:</b>  (A) (B)	<b>Essential:-</b>  (A) (B)  <b>Desirable:-</b>  (A) (B)			
<p><b>5.1 Note :</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualification Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>					
6. Please State clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
<p><b>6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b></p>					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held	From	To	Level in the Pay Matrix	Nature of duties (in detail) highlighting experience required for the post applied for

<p><b>8. Nature of present employment i.e.</b> Ad-hoc or Temporary or Quasi-Permanent or Permanent</p>					
<p><b>9. In case the present employment is held on deputation/contract basis, please state:-</b></p> <p>a) The date of initial appointment b) Period of appointment on deputation/contract. c) Name of the parent office/organization to which you belong. d) Name of the post and Pay of the post held in substantive capacity in the parent organization.</p> <p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p> <p><b>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</b></p> <p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>					

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn.		
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
<p>16.A Additional information, if any, relevant to the post applied for support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement (Note: Enclose a separate sheet, if the space is insufficient).</p> <p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects; (ii) Award/Scholarships/Official Appreciation; (iii) Affiliation with the professional bodies/institutions/societies; (iv) Patents registered in own name or achieved for the organization; (v) Any research/innovative measure involving official recognition; and (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		

<p><b>17.</b> Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment basis). # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only of Short Term Contract).</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p><b>18.</b> Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date\_\_\_\_\_

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

**Certificate by the Employer/Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.\_\_\_\_\_
- ii) His/Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

Date\_\_\_\_\_