



Head Office

# Employees' Provident Fund Organisation

Ministry of Labour and Employment, Government of India

Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066

www.epfindia.gov.in; www.epfindia.nic.in

**Subject: Filling up of the post of Director (Official Language) on deputation in Employees' Provident Fund Organisation, Head Office, New Delhi.**

Applications are invited from the eligible candidates to fill up the following post on deputation basis in Employees' Provident Fund Organisation, Head Office, Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi.

Sl. No.	Name of the post	Scale of pay	Place of posting	No. of post
1.	Director (Official Language)	Rs. 15600- 39100 with Grade pay 7600/- in PB-3	New Delhi	01(one)

**The eligibility conditions are as under:-**

Officers of the Central Government/State Government/EPF Organisation.

- (a) (i) Holding analogous posts on regular basis in the parent cadre or department; **OR**  
(ii) Having five (05) years' regular service in the Pay Rs. 15600-39100 with Grade pay 6600/- in PB-3 or equivalent in the parent cadre or department.

**Educational Qualification:-**

- (i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at degree level **or**  
Master's Degree of a recognized University or equivalent in English with Hindi as a subject at degree level **or**  
Master's Degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at degree level **or**  
Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at degree level.

- (ii) Five years' experience of terminological work in Hindi and / or translation work from English to Hindi or vice-versa preferably of scientific literature **or**  
Five years' experience of teaching, research, writing or journalism in Hindi.

**Desirable**  
(i) Knowledge of Sanskrit and or a modern Indian language.  
(ii) Administrative experience.  
(iii) Experience of organizing Hindi classes or workshops in noting and drafting.

**Terms of deputation in the Employees' Provident Fund Organisation**  
The deputation will be governed as per the instructions issued by the Department of Personnel & Training as applicable to Central Government Departments/organizations. The tenure of deputation will be initially for a period of three (3) years. The willing and eligible officers may forward the application neatly typed in the proforma given below through proper channel **within forty five (45) days** of the publication of this advertisement so as to reach by name to **Shri R.K. Kukreja, Regional Provident Fund Commissioner (HRM), Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066.** Application which are not received through proper channel and received after stipulated period will not be considered. The applications should be accompanied with copies of ACRs duly attested for the preceding five years and Vigilance Clearance/Integrity Certificate.

**Proforma for Application**

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth (In Christian Era)
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)
6. Details of employment in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Organization	Post held (Regular)	From	To	Pay Band and Grade Pay	Period of experience

7. Present Grade Pay, total emoluments per month now drawn
8. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
9. Whether belongs to SC/ST/OBC
10. Number of documents enclosed. Indicate in a separate list.

Signature of the Candidate  
Telephone No. ....

Date: \_\_\_\_\_  
Address \_\_\_\_\_

**Certificate**

1. Certified that the particular of the officer has been verified and found to be correct.
2. It is certified that no disciplinary proceedings are pending/contemplated against the officer. The Integrity of the officer is also certified. Copies of ACR \_\_\_\_\_ years are enclosed.  
(Signature of Cadre Controlling Authority/  
Head of the Department with Stamp)  
Telephone No. ....

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