



Head Office

# Employees' Provident Fund Organisation

Ministry of Labour and Employment, Government of India  
 Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066  
 Telephone : 26198924 www.epfindia.gov.in; www.epfindia.nic.in

**Subject : Filling up of the post of Director (Information Services) 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 (Information Services)	Rs. 15600-39100 with Grade pay 7600/- in PB-3	New Delhi, (Head Office)	01 (One)

The eligibility conditions are as under :

Officers of the Employees' Provident Fund Organisation/Central Government/State Government.

(a) (i) Holding analogous posts on regular basis in the parent cadre or department;  
or

(ii) With five (05) years' regular service in posts in the Pay scale of ( Rs. 15600-39100) with Grade pay 6600/- in PB-3 or equivalent in the parent cadre or department.

**Possessing following Educational Qualification and Experience :**

A (i) Master's Degree in Computer Application/Computer Science or M.Tech. (with specialization in Computer Application) or BE/B.Tech. in Computer Engineering/Computer Science/Computer Technology of a recognized University or equivalent.

(ii) **For Programming :**

8 years' experience of Electronic Data Processing/Computer Oriented Optimization Information or Statistical System out of which at least 07 years should be in on actual Computer Programming and System Design.

**For Information System :**

8 years' experience of Electronic Data Processing Work, out of which at least 4 years experience should be in Design Development or Organizing Computerized Information Storage and Retrieval System.

or

B. (i) Degree in Computer Applications/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent.

**For Programming :**

(12 years' experience of Electronic Data Processing/Computer Oriented Optimization Information or Statistical System out of which at least 5 years experience should be in actual Computer Programming and System Design.

**For Information System :**

10 years' experience of Electronic Data Processing Work, out of which at least 5 years experience should be in Design Development or Organizing Computerized Information Storage and Retrieval System.

or

C. (i) Master's Degree of a recognized University or equivalent or Degree in Engineering of a recognized University or equivalent.

**For Programming :**

12 years' experience of Electronic Data Processing/Computer Oriented Optimization Information or Statistical System out of which at least 6 years experience should be in actual Computer Programming and System Design.

**For Information System :**

12 years' experience of Electronic Data Processing Work, out of which at least 6 years experience should be in Design, Development or Organizing Computerized Information Storage and Retrieval System.

**Terms of deputation in the Employees' Provident Fund Organisation**

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications. 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. 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 to reject any application without specifying any reason.

**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 belong to SC/ST/OBC
10. Number of documents enclosed. Indicate in a separate list.

Date : \_\_\_\_\_ Signature of the Candidate  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

**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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