



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
 (श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
 (MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)



मुख्य कार्यालय/Head Office  
 द्वितीय तल, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110 023  
 Second Floor, Block II, East Kidwai Nagar, New Delhi-110 023  
 website: www.epfindia.gov.in, www.epfindia.nic.in

No. EPFO/HO/REC/Deputation/Advt-04/2025

Dated: 11 8 JUL 2025

**OFFICE MEMORANDUM**

**Subject:- Regarding filling up of deputation posts in Physical Infrastructure Division of EPFO.**

Applications are invited from the eligible candidates to fill up the following deputation posts in Physical Infrastructure Division at various offices of Employees' Provident Fund Organisation:-

Sl. No.	Name of the post	Scale of pay	No. of Posts	Location
1.	Executive Engineer (Civil)	Level-11 of the Pay Matrix (67700-208700) [(Pay Band-3 Rs 15600-39100 with Grade Pay Rs 6600/- (pre-revised))]	01	Head Office (Delhi)
2.	Assistant Executive Engineer (Civil)	Level-10 of the Pay Matrix (56100-177500) [(Pay Band-3 Rs 15600-39100 with Grade Pay Rs 5400/- (pre-revised))]	16	1. Head Office (Delhi) 2. PDNASS, Delhi 3. Zonal Office (as under) i. Bengaluru (Bengaluru) ii. Delhi & Uttarakhand, Delhi iii. Maharashtra (Excluding Mumbai)(Pune) iv. Mumbai-1 (Bandra) v. Gujarat (Ahmedabad) vi. Mumbai-2 (Thane) vii. Telangana (Hyderabad) viii. Haryana (Faridabad) ix. Uttar Pradesh (Kanpur) x. Tamil Nadu (Excluding Chennai) (Coimbatore) xi. Madhya Pradesh & Chattisgarh (Bhopal)
3.	Assistant Executive Engineer (Electrical)	Level-10 of the Pay Matrix (56100-177500) [(Pay Band-3 Rs 15600-39100 with Grade Pay Rs 5400/- (pre-revised))]	02	Head Office (Delhi) National Data Centre (NDC)

4.	Junior Engineer (Civil)	Level-6 of the Pay Matrix (35400-112400) [(Rs 9300-34800 with GP 4200/- in PB-2 (5500-175-9000) (pre-revised)]	33	1.	Ahmedabad
				2.	Bandra, Mumbai
				3.	Bhubaneswar
				4.	Chandigarh
				5.	Chennai
				6.	Coimbatore
				7.	Delhi
				8.	Goa
				9.	Hubli
				10.	Jammu
				11.	Kanpur
				12.	Patna
				13.	Pune
				14.	Raipur
				15.	Shimla
				16.	Srinagar
				17.	Thane
				18.	Ujjain
				19.	Vijayawada
				20.	Faridabad
				21.	Kolkata
				22.	Dehradun
				23.	Bengaluru
				24.	Ranchi
				25.	Thiruvananthapuram
				26.	Jaipur
				27.	Hyderabad
				28.	Guwahati
				30.	New Delhi, Head Office
				31.	Agartala /Aizwal/ Imphal/
				32.	Gangtok/Shillong
				33.	Dimapur / Itanagar

**Note:** The number of vacancies and the place of posting are subject to change in exigencies.

**(I) Eligibility Conditions for the post of Executive Engineer (Civil)**

Group A/Group 'B' Civil Engineering Officers having qualification of degree in Civil Engineering or equivalent and serving under Central Government/State Government/Union Territory Administration, and

- (i) Holding analogous posts; or
- (ii) With five (05) years' regular service in the posts in Level-10 of the Pay Matrix (Rs. 56100-177500) [Pay Band 3 (Rs 15600-39100) with Grade Pay 5400/- (Rs 8000-275-13500)-Pre Revised)];or
- (iii) With eight (08) years' regular service in the posts in Level-7 of the Pay Matrix (Rs. 44900-142400) [Pay Band 2 (Rs 9300-34800) with Grade Pay 4600/- (Rs 6500-200-10500)-Pre Revised]]

**(II) Eligibility conditions for the post of Assistant Executive Engineer (Civil/Electrical)**

Civil Engineering/Electrical Engineering Officers under Central Government/State Government/Union Territory Administration; and

- (i) Holding analogous posts; or

- (ii) with three (03) years' regular service in the posts in Level-7 of the Pay Matrix (Rs. 44900-142400) [Pay Band 2 (Rs 9,300-34,800) with Grade Pay of Rs. 4600/- (Rs 6500-200-10500-Pre-revised)]

### **(III) Eligibility conditions for the post of Junior Engineer (Civil)**

Only officers of the Central/State Government departments, Statutory/Autonomous Bodies/Organisations/Public Sector Undertakings under the control of Central Government/State Government; and

- (A)**
  - (i) Holding analogous posts on regular basis; or
  - (ii) With three (03) years' regular service in the posts in Level-6 of the Pay Matrix (Rs. 35400-112400) [(Rs 9300-34800) with Grade Pay of Rs. 4200/- in PB-2 (Rs 5000-150-8000) pre-revised] or equivalent; and
- (B) Possessing the following educational qualification and experience**  
Diploma in Civil Engineering from an institute/Board recognized by the Central Government or equivalent qualification

**Note: 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 three years.**

### **3. General terms & conditions of deputation in Employees' Provident Fund Organisation**

- (i) The deputation will be governed as per the instructions issued by the Department of Personnel & Training from time to time as per the provisions of the Recruitment Rules of the respective cadre and the tenure of deputation will be initially a period of three (03) years and extendable as per DoP&T guidelines. The matter of pay and allowances will be governed strictly by the orders of the Central Government for such comparable posts. Preference will be given to the officers whose pay and allowances are governed by the Central Government rules including GPF Rules. The candidates should be holding the analogous post on substantive basis. Deputation allowance shall be admissible as per DoP&T guidelines only. The appointment in Employees' Provident fund Organisation will be further subject to acceptance of the terms and conditions of appointment issued by the Employees' Provident fund Organisation, if found necessary. **The maximum age limit of the applicant should not be exceeding 56 years as on the closing date of receipt of applications.**
- (ii) 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 official seeks repatriation within one year or less, Transfer TA/DA already paid, if any is also liable to recovered.
- (iii) A note shall also be added stating clearly how the candidates finds himself/herself suitable for the post. Preference may be given to the candidates possessing experience in preparation of estimates, planning and designing of civil/electrical engineering works.
- (iv) The Organisation has assets in the form of land and building. The nature of duties and responsibilities of various Engineering posts in the Organisation requires supervision of physical assets in the form of land & office building and their maintenance including monitoring of running projects will be essential duties on need basis. Touring might be needed to monitor outstation projects. For Junior Engineer (Civil), experience in estimation, drawing & design will be preferred.



- (v) The officer/officials shall be posted in the Zonal Offices/Regional Offices/Special States Office under the overall jurisdiction of Zonal Addl. Central P.F. Commissioner as per administrative exigency requirement.
- (vi) Willing and eligible officials must neatly fill **Annexure-I** of this advertisement and shall forward the same alongwith the application through proper channel to EPFO. A note shall also be added starting how the candidate finds himself/herself suitable for the post.
- (vii) The **Cadre Controlling Authority** shall forward the application complete in all respect with requisite documents namely **last 5 year APARs**, Annexure-I, duly filled in Certificate [Annexure-II], latest Vigilance Clearance Certificate within **60 days** from the date of publication of the advertisement.
- (viii) The **HARD COPY** of the application **THROUGH PROPER CHANNEL** must be sent **within 60 days** from the date of publication of the advertisement to Employees' Provident Fund Organisation, Head Office by name to **Shri Deepak Arya, Regional Provident Fund Commissioner-II (Recruitment Division), Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023.**
- (ix) Applications which are not received through proper channel and sent after the stipulated period are liable to be rejected. It may be noted that mere possession of the qualification does not entitled a candidate for appointment to the aforesaid posts on deputation terms. Employees' Provident Fund Organisation reserves the right to reject any application without specifying any reason.
- (x) In case the officer is already on deputation, the application of such officer should be forwarded by the parent cadre / department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

*Deepak Arya*

(Deepak Arya)  
Regional P.F. Commissioner-II  
Recruitment Division

**Copy to: (Through EPFO Website)**

1. P.S to CPFC for information.
2. All Addl. CPFCs in the Zones/Director (PDNASS).
3. All Regional P.F. Commissioners/Zonal Training Institutes.
4. All Addl. CPFCs(HQ)/Addl. CPFC(HQ)(IS)/Addl. CPFC(IS), Head Office
5. RPFC (ASD) in Head Quarters for necessary action.
6. Chief Vigilance Officer, Head Office for information.
7. RPFC (NDC), Dwarka, New Delhi for uploading the O.M. in the Official website.

*Deepak Arya*

Regional P.F. Commissioner-II  
Recruitment Division

**PROFORMA FOR APPLICATION****POST APPLIED FOR:** \_\_\_\_\_*(Separate application for each post in case applying for more than one post)*

S.No	Details required:	Details furnished																																										
1.	<b>Name of the applicant (in BLOCK letters):</b> Designation: Pay Level: Date of entry into service:																																											
2.	Date of Birth (in Christian Era)																																											
3.	Details of the Office in which the official is working alongwith postal address, Telephone No. and Email ID of the office.																																											
4.	Status of the Department: Whether it is Central Government /State Government and Name of the Ministry/Department:																																											
5.	Date of retirement on superannuation under Central/State Government rules																																											
6.	Educational Qualification:																																											
7.	<b>Details of employment in chronological order (Enclose a Separate Sheet, if required)</b>																																											
	<table border="1"> <thead> <tr> <th>Name of the Office</th> <th>Post Held (Regular)</th> <th>From</th> <th>To</th> <th>Pay Level of post held on regular basis as per 7<sup>th</sup> CPC</th> <th>Period of Experience and nature of duties</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of the Office	Post Held (Regular)	From	To	Pay Level of post held on regular basis as per 7 <sup>th</sup> CPC	Period of Experience and nature of duties																																					
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**Important:** Pay Level granted under MACP/NFSG/NFU are personal to the official and therefore, should not be mentioned. Only Pay Level/Pay Scale of the post held on regular basis to be mentioned. Details of financial upgradation under MACP/NFSG/NFU with present Pay Level/Pay Scale where such benefits have been drawn by the applicant may be indicated as below-

Organisation/Department	Pay Level drawn under MACP/NFU/NFSG Scheme	From	To

8.	Nature of present employment: i.e. Adhoc or Temporary or Quasi-Permanent or Permanent	
9.	In case the present employment is held on deputation/contract basis, please state: <ul style="list-style-type: none"> <li>The date of initial appointment</li> <li>Period of appointment on deputation/contract</li> </ul>	

	<ul style="list-style-type: none"> <li>Name of the parent office/Organisation to which the applicant belongs</li> <li>Name of the post and Pay of the post held in substantive capacity in the parent Organisation</li> </ul>											
10.	Whether being on deputation earlier (Yes/No) If Yes, details thereof Whether mandatory cooling-off period completed after completion of deputation period (Yes/No). If yes, date of completion of cooling-off period											
11.	Total emoluments drawn per month											
12.	Whether belong to SC/ST/OBC:											
13.	Last 05 years APAR grading <table border="1"> <tr> <th>2019-20</th> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> <th>2023-24</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	2019-20	2020-21	2021-22	2022-23	2023-24						
2019-20	2020-21	2021-22	2022-23	2023-24								
14.	Indicate max. three choice of stations (in order of preference) in case applying for the post of Assistant Executive Engineer (Civil) / Junior Engineer (Civil)											
15.	Additional information, if any, in support of suitability for the post. Enclose a separate sheet, if the space is insufficient.											

**Undertaking:** I have carefully gone through the vacancy circular / advertisement and the information / details furnished by me are correct and true to the best of my knowledge and no material fact has been suppressed / withheld.

**Place:**  
**Date:**

**Signature of the Candidate**  
**Mobile No:**  
**E-mail ID:**

**ANNEXURE-II**

**Certificate (To be given by the Cadre Controlling Authority)**

1. Certified that the particulars of the officer as furnished above have been verified and found to be correct.
2. The officer is holding the post / analogous post on regular basis.
3. Certified that no disciplinary proceedings are pending/contemplated against the officer.
4. The integrity of the officer is also certified.
5. A list of major/minor penalties imposed during the last 10 years, if any are enclosed.
6. Copies of last 05 years APARs are enclosed.

Encl:-

Signature of the Cadre Controlling Authority/  
Head of the Department with Seal

Office Telephone No.  
E-Mail Id:

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