



EMPLOYEES' PROVIDENT FUND ORGANISATION (EPFO)

(Ministry of Labour & Employment, Govt. of India)

Head Office

Bhavishya Nidhi Bhavan, 14, Bhikaiji Cama Place, New Delhi-110 066

Employees' Provident Fund Organisation invites ON-LINE Applications from Indian Nationals for recruitment to the following post:

Name of the Post	Pay Band	Vacancies (Approx.)	Nature of Duties
Social Security Assistant	PB-1 5,200-20,200 Grade Pay 2,400 (Pre-revised Scale 4,000-6,000)	1867 + 76	Maintenance of Accounts and Compliance Records and Settlement of Claims; Preparation of Reports, Cash Books, R & P Accounts etc. and assisting functions of EDP and Administration.

Candidates should ensure that they fulfill the eligibility criteria for the post. Candidates are requested to apply on-line through the organization's website www.epfindia.com and www.epfindia.gov.in. For applying on-line, the candidates should have a valid e-mail id which should be kept alive during the recruitment process as the call letters and other information shall also be given on-line only.

(1) BASIC DETAILS:

- DATE OF WRITTEN EXAMINATION: 15.04.2012 (SUNDAY)
- DATES FOR ON-LINE REGISTRATION OF APPLICATIONS FROM 14.02.2012 TO 09.03.2012
- DATE FOR DEPOSITION OF APPLICATION FEES FROM 13.02.2012 TO 08.03.2012
- DATE FOR DOWNLOADING OF CALL LETTERS FROM 03.04.2012 TO 15.04.2012

(2) DETAILS OF VACANCIES

DETAILS OF REGION-WISE VACANCIES FOR THE POST OF SOCIAL SECURITY ASSISTANTS:

S.No.	Name of the Region	GEN	SC	ST	OBC	Total	XS	PH
01	Andhra Pradesh	54	12	00	43	109	09	03
02	Bihar	02	15	09	03	29	02	02
03	Chhattisgarh	02	01	02	00	05	00	00
04	Delhi	104	09	13	10	136	08	07
05	Goa	10	00	00	02	12	00	00
06	Gujarat	49	14	05	76	144	14	05
07	Haryana	05	01	19	00	25	02	00
08	Himachal Pradesh	02	00	02	22	26	02	02
09	Jharkhand	37	05	29	00	71	02	04
10	Karnataka	60	11	07	00	78	00	00

11	Kerala	15	06	01	00	22	02	02
12	Madhya Pradesh	21	18	16	08	63	06	02
13	Maharashtra	290	05	13	00	308	30	10
14	North Eastern Region	18	04	04	08	34	04	02
15	Orissa	27	08	05	12	52	03	01
16	Punjab	46	25	00	18	89	08	03
17	Rajasthan	00	07	00	00	07	00	02
18	Tamil Nadu	206	73	01	103	383	38	11
19	Uttarakhand	04	00	02	02	08	00	00
20	Uttar Pradesh	44	23	41	41	149	15	05
21	West Bengal	00	50	04	63	117	12	03
Total		996	287	173	411	1867	157	64

Description of physical requirements of the post and categories of Disablement suitable for the job is as under:

Physical requirement		Categories of Disablement	
S	SITTING	OA	ONE ARM
ST	STANDING	OL	ONE LEG
W	WALKING	OAL	ONE ARM & ONE LEG
MF	MANIPULATION BY FINGERS	BL	BOTH LEG
SE	SEEING	B	BLIND
RW	READING & WRITING	LV	LOW VISION
C	COMMUNICATIONS	HH	HEARING HANDICAPPED

The region-wise vacancies in **sports quota**, in addition to above vacancies, are as under:

S.No.	Name of the Region	No. of Vacancies for Sports Quota
01	Andhra Pradesh	05
02	Bihar	01
03	Chhattisgarh	00
04	Delhi	05
05	Goa	00
06	Gujarat	06
07	Haryana	01
08	Himachal Pradesh	01
09	Jharkhand	01
10	Karnataka	04
11	Kerala	00
12	Madhya Pradesh	03
13	Maharashtra	16
14	North Eastern Region	01
15	Orissa	02
16	Punjab	03
17	Rajasthan	00
18	Tamil Nadu	16
19	Uttarakhand	00
20	Uttar Pradesh	07

21	West Bengal	04
Total		76

Note: The above vacancies are provisional and subject to variation. EPFO reserves the right to vary the vacancies including reserved vacancies as per further assessment of requirements.

Abbreviations: SC=Scheduled Caste, ST = Schedule Tribe, OBC = Other Backward Classes. GL = General, PH = Physically Handicapped, XS = Ex-Serviceman.

(3) ELIGIBILITY CRITERIA :

(i) Educational Qualifications:

Essential:-

- Must possess the Degree of a recognized University or equivalent on the closing date of application.
- Possessing a speed of at least 5000 Key depressions per hour for Data Entry Work.

Desirable:-

Should possess a Computer Training Certificate from a recognized Institute.

(ii) Age Limit:

Between 18 to 27 years as on 09.03.2012. (last date of submitting application).

Age relaxation is applicable as per Government of India Guidelines. The age is Relaxable for:

- SC/ST upto 5 years,
- OBC upto 3 years,
- Employees of Central Government & employees of Employees' Provident Fund Organisation

General	upto 40 years of age
SC/ST	upto 45 years of age,
OBC	upto 43 years of age,

d) Ex-Servicemen

Category	Relaxation in upper age limit	
XS + General	3 years	After deduction of the military service rendered from the actual age as on the closing date.
XS + OBC	6 years (3 years + 3 years)	
XS + SC/ST	8 years (3 years + 5 years)	

e) Physically Handicapped

Category	Relaxation in upper age limit
PH + General	10 years
PH + OBC	13 years
PH + SC/ST	15 years

f) Sports Quota

Category	Relaxation in upper age limit
Sports +General	5 years
Sports +OBC	8 years (5 + 3)
Sports +SC/ST	10 years (5 + 5)

(iii) Details of eligibility for Sports Person

Sportspersons will be considered meritorious with reference to the following criteria as per the DOPT instructions issued vide O.M. No. No. 14015/1/76-Estt.D dated 04.08.1980.

i) Sportspersons who have represented a State or the country in the National or International competition in any of the sports /games mentioned in the list given below.

ii) Sportspersons who have represented their University in the Inter-University tournaments conducted by the Inter-University Sports Boards in any of the sports/games shown in the list referred above.

iii) Sportspersons who have represented the State Schools Teams in the National Sports/games for schools conducted by the All India School Games Federation in any of the sports/games shown in the list referred above.

iv) Sportspersons who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

NOTE 1 : All candidates who desire to apply under this category should take care that no appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for, and in particular in regard to age, educational or experience, qualification prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of class/category of persons to which the applicant belongs.

NOTE 2 : In the event of a candidate who has applied and qualified under the Category of Sportsperson is found to be ineligible for the said category, the candidature shall stand cancelled even if the candidate qualifies in the written Examination and Skill Test.

NOTE 3 : It is brought to the notice of all candidates who wish to apply under the Sportsperson category that employees' Provident Fund Organisation has the following team events : **Cricket, Football, Volleyball, Basketball and Athletics.**

NOTE 4: The list of games / sports as per the DOPT instructions is given below:

Sl.No	Game / Sports	Sl.No	Game / Sports	Sl.No	Game / Sports
1.	Archery	16.	Golf	31.	Squash
2.	Athletics (including Track and Field Events)	17.	Gymnastics (including Body-Building)	32.	Swimming
3.	Atya-Patya	18.	Handball	33.	Table Tennis
4.	Badminton	19.	Hockey	34.	Taekwondo
5.	Ball-Badminton	20.	Judo	35.	Tenni-koit
6.	Basketball	21.	Kabaddi	36.	Tennis
7.	Billiards and Snooker	22.	Karate-DO	37.	Volleyball
8.	Boxing	23.	Kayaking and Canoeing	38.	Weight lifting
9.	Bridge	24.	Kho-Kho	39.	Wrestling
10.	Carrom	25.	Polo	40.	Yatching
11.	Chess	26.	Powerlifting	41.	Ice – Skiing
12.	Cricket	27.	Rifle Shooting	42.	Ice-Hockey
13.	Cycling	28.	Roller Skating	43.	Ice-skating
14.	Equestrian Sports	29.	Rowing		
15.	Football	30.	Soft Ball		

(4) SELECTION PROCEDURE:

The Recruitment process will have **two stages**:

i) **STAGE I - Written examination :-**

Candidates will be required to appear for the written examination, comprising the following Objective Type Tests :-

Sr. No.	Test	No. of Questions	Marks	Time
1.	Test of Reasoning	50	100	Composite Time of Two Hours
2.	Test of English Language	50	00*	
3.	Test of Numerical Ability	50	100	
4.	Test of Office Aptitude	50	75	
TOTAL ::::::		200	275	

Note :

- *Test of English is only qualifying and marks obtained in it will not be reckoned for merit ranking.
- There will be Penalty for wrong answers. For every wrong answer marked by the candidates, 1/4th of the marks assigned to that question will be deducted.
- Candidates will mark the answers on a separate OMR Answer-Sheet using HB Pencil.
- The Answer-Sheets will be scanned by the Optical Mark Reader (OMR) and scores will be generated.
- Cut-Offs {Minimum Qualifying Marks} on Objective Tests will be decided based on the Group performance.
- The candidates will be short-listed for Skill Test in the ratio of 1:3.

ii) **STAGE II - Skill test**

Candidates will be required to appear for the Skill Test to assess speed and accuracy for Data Entry Work. Minimum requirement is 5000 key depressions per hour. Candidates short-listed for Skill Test will have to appear for a Skill test carrying 50 marks. Minimum qualifying marks on Skill Test will be 25 out of 50.

(5) HOW TO APPLY (ON-LINE APPLICATION):

- All eligible candidates should apply on-line before the last date for registration of application from our website www.epfindia.com and www.epfindia.gov.in. No other means / mode of application will be accepted.
- Candidates are required to have a valid personal e-mail id which should be kept active during the currency of the recruitment process. The candidates should ensure that the e-mail id is not shared or mentioned to any other person nor use any other persons e-mail id. In case a candidate does not have a valid personnel e-mail id, he/she should create his/her new e-mail id before applying on-line.
- Candidates should first confirm their eligibility. Candidates who are eligible are required to go to the website of EPFO www.epfindia.com and www.epfindia.gov.in.
- Candidates should download and take a print out of the entire Recruitment Notification, including the 'FEES PAYMENT CHALLAN'.

5. Candidates should fill in the Fee Payment Challan in a clear and legible handwriting in **BLOCK LETTERS**. Care is to be taken that the name should be filled as it will be filled in the application form and there should not be any difference between the two since the same will be tallied.
6. Candidates should go to the nearest Branch of **State Bank of India** with the **Fee Payment Challan** duly filled in and pay in **Cash** only the appropriate Application Fee in the prescribed Challan **with any Branch of SBI**.
7. The amount of fee to be paid is as under:

Category	TOTAL AMOUNT PAYABLE	Details of Fee Payable		
		Application Fee for EPFO	Postage for EPFO	Bank Charges for SBI
SC/ST/PH/Ex-servicemen	90/-	0/-	50/-	40/-
For all others	315/-	225/-	50/-	40/-

8. Candidates should obtain the counterfoil (Applicant's Copy) and EPFO copy of the Fee Payment Challan duly received by the Bank with **(a) Branch Name & Code Number (b) Journal No (c) Date of Deposit & Amount** filled by the Branch Official. Candidate should submit the EPFO copy of the Challan at the time of Written Examination in original.
9. Candidates should ensure that the details to be filled in by the State Bank of India officials are filled in complete form in all three copies of the challan alongwith the seal and signature of the Bank Official of the Branch, **failing which candidate will not be allowed to appear for the written examination.**
10. Candidates will have to submit the original payment challan (EPFO copy) **at the time of Written Test in the Examination Hall failing which candidate will not be allowed to appear for the Written Examination.**
11. The candidates are advised to get three photo copies of the challan for future use ie. For submitting at the time of skill test, etc.
12. Candidates may note that no other form of payment of application fees like; Demand Draft, Cheque, Money Order, Postal order, etc. will be accepted under any circumstances. EPFO will not be responsible for any remittance may in any form other than the method prescribed above.
13. Candidates are now ready to apply Online through the website www.epfindia.com and www.epfindia.gov.in by clicking on below given link:

[CLICK HERE TO APPLY ONLINE](#)

14. Candidates are required to carefully fill in the necessary details from the Fee Payment Challan in the Online Application Form at the appropriate places.
15. After filling up all the mandatory fields the applications should be submitted. All the mandatory fields should be filled in, otherwise system will not accept the application.
16. On submitting the application form, the candidates will get the Registration No. and Password which should be noted and remembered by the candidates for future use.

17. The Registration No. and Password can be used to view and print the application form. The candidate should take a print out of the system generated application form and retain it for future reference. The print out of the application form with a copy of the recent passport size photograph (same as photograph which has been affixed in call letter for written examination) has to be submitted at the time of skill test.
18. The candidates should ensure that they submit the on-line application immediately after payment of fees since the same is non-refundable. No representation / request / demand for refund of application fees will be entertained if the candidate fails to apply on-line after payment of application fees.
19. Applications which are submitted in any other method like; by post etc. will **not** be entertained under any circumstances.
20. Candidates with valid applications shall be issued call letters. They can be downloaded by the candidates directly from the website by entering their Registration No. and Password or Date of Birth. **Call letters will not be sent by post.**
21. The candidate will have to affix a recent passport size coloured photograph on the call letter and produce it at the time of written examination alongwith the original EPFO copy of Fee Payment Challan. Additional copies of the same photograph are to be retained by the candidate for submission in future stages – print out of application, call letter for skill test, etc.
22. Further instructions regarding the Written Test etc. will be given to the candidate alongwith the call letter as information Hand out.

(6) EXAMINATION CENTRES

Stage I : Written examination will be held at the following centres:

S.No.	Name of Region	Sl.No. of Centre	Examination Centre	Code No.
1.	Andhra Pradesh	1	Hyderabad	11
		2	Guntur	12
2.	Bihar	3	Patna	13
3	Chhattisgarh	4	Raipur	14
4.	Delhi	5	Delhi	15
5	Goa	6	Panjim	16
6.	Gujarat	7	Ahmedabad	17
		8	Vadodara	18
		9	Surat	19
7.	Haryana	10	Faridabad	20
8.	Himachal Pradesh	11	Shimla	21
9.	Jharkhand	12	Ranchi	22
10.	Karnataka	13	Bangalore	23
		14	Gulbarga	24
11.	Kerala	15	Thiruvananthapuram	25
12	Madhya Pradesh	16	Bhopal	26

13.	Maharashtra	17	Mumbai	27
		18	Thane	28
		19	Pune	29
		20	Nagpur	30
14.	North Eastern Region	21	Guwahati	31
15.	Orissa	22	Bhubaneswar	32
16.	Punjab	23	Chandigarh	33
17.	Rajasthan	24	Jaipur	34
18.	Tamil Nadu	25	Chennai	35
		26	Coimbatore	36
		27	Madurai	37
19.	Uttarakhand	28	Dehradun	38
20.	Uttar Pradesh	29	Kanpur	39
		30	Lucknow	40
21.	West Bengal	31	Kolkata	41
		32	Jalpaiguri	42

Note: A candidate can choose any one examination centre of the region. He would be considered only for the vacancies within the region where he takes the examination. No request for change of date/centre of Examination will be entertained. The EPFO, however, reserves the right to change the venue and / or Centre and / or cancel any centre at its discretion. RECRUITMENT TO VACANCIES IN DIFFERENT REGIONS IS A SEPARATE RECRUITMENT FOR ALL PURPOSES. A COMMON WRITTEN EXAMINATION IS HELD ON SAME DAY FOR ADMINISTRATIVE REASON ONLY.

(7) EMOLUMENTS:

Selected candidates will be on probation for a period of two years. They will draw a corresponding Pay Bands of Rs.5,200-20,200/- and a Grade Pay of Rs.2,400/- for Social Security Assistants. They will also be eligible for D.A. & H.R.A. as per rules in force from time to time. In addition, they will get the perquisites which include LTC/ Provident Fund / Medical facilities / Pension, as applicable from time to time, etc. as admissible to the posts.

(8) ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are warned that they should not furnish any particulars that are false, tampered/fabricated or should not suppress any material information while filling up the application form.

At the time of written examination, if a candidate is (or has been) found guilty of:

- i) using unfair means during the examination or
- ii) impersonating or procuring impersonation by any person or
- iii) misbehaving in the examination hall or taking away the question booklet (or any part thereof)/answer sheet from the examination hall or
- iv) resorting to any irregular or improper means in connection with his / her candidature for selection or

- v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:
- to be **disqualified** from the examination for which he / she is a candidate.
 - to be **debarred**, either permanently or for a specified period, from any examination or recruitment conducted by EPFO.
 - for **termination** of service, if already joined the EPFO.

(9) GENERAL INSTRUCTIONS:

- Only those candidates who are willing to serve anywhere in India need apply.
- Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date.
- OBC Certificate in the format as prescribed by GOI and issued by the competent authority inter-alia specifically stating that the candidate does not belong to the socially advanced sections excluded from the benefits of reservations for OBCs in civil posts and services under the GOI with 'CREAMY LAYER' clause should be kept ready to be submitted at the time of Skill Test based on the income of the financial year preceding the date of application. Candidates belonging to OBC category but coming in the 'CREAMY LAYER', hence, **are not entitled to OBC reservation and age relaxation should indicate their category as "General"**.
- Attested copy of caste/category certificate will have to be submitted in case of SC/ST/XS/PH candidates and original certificates will have to be produced for verifications at the time of skill test.
- Candidates will have to produce proof of their educational qualifications (photocopy for submission and original for verification) at the time of Skill Test.
- Candidates serving in Government / Public Sector Undertaking (including banks) should bring their "No Objection Certificate" from their Employers at the time of Skill Test.
- All candidates will have to appear for the written examination(s) at their own cost.
- Decision of the EPFO in all matters regarding eligibility, conduct of examination and selection would be final and binding on all candidates. No correspondence whatsoever would be entertained by the EPFO in this regard.
- The candidates must ensure that they fulfill all the eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere admission to the test of a candidate does not imply that the EPFO has been satisfied beyond doubt about the candidate's eligibility. In case it is detected at any stage of selection that a candidate does not fulfill any of the eligibility criteria, and/or that he/she has furnished any incorrect information or has suppressed material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is / are detected even after appointment, his/her services will be summarily terminated.
- Appointment of selected candidates is subject to his/her being declared medically fit by Medical Officer(s) approved by the EPFO.
- As the applications are to be submitted on-line, candidates are to ensure that all the details are correctly filled in before submitting the application form.
- The English version of the advertisement will be final in case of any discrepancy between the translated versions and English versions.
- CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
