

MINISTRY OF LABOUR AND EMPLOYMENT , GOVERNMENT OF INDIA
(EMPLOYEES' PROVIDENT FUND ORGANISATION)

NOTIFICATION
NEW DELHI, THE 16th MAY 2013

GSR No. 123:- In exercise of the powers conferred by subsection 5(D) of Employees' Provident Funds and Miscellaneous Provisions Act 1952 read with proviso to Article 309 of the Constitution & in suppression of all earlier Group 'A' Recruitment Rules in respect of Additional Central Provident Fund Commissioner, Regional Provident Fund Commissioner (Grade I), Regional Provident Fund Commissioner (Grade II) and Assistant Provident Fund Commissioner, published by Government of India the Central Board of Trustees hereby make the following Rule

1) Short Title and Commencement:

- i) These Rules will be called Indian Social Security Service (Employees' Provident Fund) Group 'A' Rules 2013.
- ii) They shall come into force with effect from date of their publication in the Official Gazette.

2) Definitions-In these Rules, unless the context otherwise requires-

- a) "**Board**" means the Central Board of Trustees
- b) "**Commission**" means the Union Public Service Commission
- c) "**Controlling Authority**" means the Government of India, Ministry of Labour and Employment for all post except the post carrying junior time scale, for which the central Provident Fund Commissioner will be the controlling authority.
- d) "**Departmental Promotion Committee**" means a committee constituted to consider promotions and confirmations in any Grade of the service specified in Schedule I and the composition of such Committee shall be as specified in Schedule IV
- e) "**Examination**" means a competitive examination consisting of a written examination conducted by the commission for recruitment to the service or such other service or services as may be specified by the commission from time to time.
- f) "**Post**" means any post, whether permanent or temporary specified Under Rule 4
- g) "**Regular Service in relation to any post**", means the period or periods of service rendered after selection according to the prescribed procedure for the long-term appointment to that grade and includes any period or periods :-
 - Taken into account for the purpose of seniority in the case of those appointed at the initial constitution of the service
 - During which an officer would have held a post but for being on leave or otherwise not available for holding such post.
- h) "**Schedule**" means a schedule to these Rules.
- i) "**Service**" means the service of Indian Social Security Service (Employees' Provident Fund) Group "A"
- j) "**Schedule Castes and Scheduled Tribes**" shall have the meaning respectively assigned to them in clause (24) and (25) of the Article 366 of the Constitution.

- k) "**Other Backward Caste**" means having the same meaning and applicability as laid down in DoPT O.M.No. 36012/22/93-Estt (SCT) dt 08.09.1993 and as amended from time to time.
- l) "**Central Government**" means the Union Cabinet Minister, Ministry of Labour and Employment

3) Constitution of Service.

- i) There shall be a constituted service known as Indian Social Security Service (Employees' Provident Fund) Group "A" consisting of persons appointed to the service under Rule 5.
- ii) All the post included in the service shall be classified as Group "A" post
- iii) The service, shall on the date of commencement of these rules, consist of officers who have already been appointed in Employees Provident Fund Organisation in various post of Group "A" as specified in **Schedule I**, on regular basis.
- iv) The regular continuous service of officers referred in Sub Rule (iii) above in their respective posts rendered.

4) Sanctioned strength and its review

- i) The Sanctioned permanent strength of various grades of the service on the date of commencement of these rules, the number of posts and pay band & Grade Pay shall be as specified pay band & Grade pay and scales of pay shall be specified in **Schedule I**.
- ii) On and from the date of commencement of these rules the sanctioned permanent strength of various posts in the service shall be determined by the Board subject to Section 5D(7) of EPF & MP Act read with para 22A of the EPF Scheme and Government for other posts from time to time subject to variations depending on the workload.

5) Appointment to the service

- i) After initial constitution of the service the vacancies in any of the post shall be filled in the manner as hereinafter provided.
- ii) 50% of the vacancies in Assistant Provident Fund Commissioner (Junior time Scale) shall be filled by Direct Recruitment on the basis of results of the examination conducted by the Commission in the manner as specified in the **Schedule II**
- iii) 50% of the vacancies in the post of Assistant Provident Fund Commissioner (Junior Time Scale) shall be filled by promotion from amongst the following category of Group "B" officers in Employees Provident Fund Organisation who has completed 05 years of regular service namely:-
- a) Private Secretary (PB-2 GP 4600/-)
- b) Section Officers (PB-2 GP 4600/-)
- c) Enforcement Officers/Accounts Officers (PB-2 GP 4600/-)

- iv) The vacancies to be filled by promotion shall be filled from out of the three group B categories of the officers mentioned in Sub Rule (iii) in the ratio of 1:2:47 respectively for each bunch of 50 vacancies. Out of the 50 vacancies the 1st vacancy will be filled from amongst the officers referred in paragraph (a) of Sub Rule (iii) the 2nd & 26th vacancy will be filled by the officers referred in Para (b) of said Sub Rule and the 3rd to 25th & 27th to 50th vacancy shall be filled from amongst the officers referred in Para (c) of Sub Rule aforesaid.
- v) Appointment in the service to the post of Assistant Provident Fund Commissioner (Senior Time Scale) and above shall be made by promotion from amongst the officers in next lower post with minimum qualifying service as specified in Column (4) of **Schedule III**.
- vi) Promotion of officers except the Regional Provident Fund Commissioner (Grade II) Junior Administrative Grade (Non Functional Selection Grade), shall be made by selection on the basis of recommendation of Departmental Promotion Committee in accordance with **Schedule IV**. Promotion to the Regional Provident Fund Commissioner (Grade II), Junior Administrative Grade (non functional selection grade) shall be made by Non-selection.

6. Probation and Confirmation:-

- i) Every officer on appointment to the service either by Direct Recruitment or by promotion in Junior Time Scale shall be on probation for a period of 02 years .
Provided that the controlling authority may extend the period of probation in accordance with the instructions issued by the Central Board of Trustees from time to time. Provided further that an officer shall be given an opportunity of being heard before his/her period of probation is proposed to be extended before 01 month of the expiry of the period.
- ii) On completion of the period of probation, or any extension thereof, officers shall if considered fit for permanent appointment, be retained in their post on regular basis and be confirmed.
 - iii) If during the period of probation or any extension thereof, as the case may be, the Controlling authority is of the opinion that an officer is not fit for permanent appointment, it may discharge or revert the officer to the post held by him/her prior to his/her appointment in the service as the case may be.
 - iv) During the period of probation or any extension thereof, an officer may be required by the Controlling Authority to undergo such course of training and instructions and to pass examinations, and tests (including examination in hindi) as it may deem fit as condition to satisfactory completion of probation.
 - v) As regard to other matters, relating to probation, the members of the service shall be governed by the instructions issued by the Central Board of Trustees in this regard from time to time.

7. Seniority:-

- i) The relative seniority of the members of service shall be the relative seniority in their respective posts as already determined before the date of commencement of these rules provided that if the seniority of any member of service had not been determined before commencement of these rules shall be determined by the Board in accordance with Employees Provident Fund Staff (Fixation of Seniority) Regulations, 1989 or the General Orders issued by the Board from time to time.
- ii) The Seniority of persons appointed to various posts of the service on and from the date of commencement of these rules shall be determined in accordance with Employees Provident Fund Staff (Fixation of Seniority) Regulations, 1989 or the General Orders issued by the Board from time to time.

8. Grant of nonfunctional upgradation:

- i) Nonfunctional upgradation may be granted to the members of service in accordance with the instructions issued by the Central Government in this behalf from time to time.
- ii) All the prescribed eligibility criteria and promotional norms including benchmark for upgradation for a particular grade pay/ scale of pay shall have to fulfilled at the time of screening for grant of higher Grade Pay/Scale of Pay.

9. Conditions of service:

- i) An officer appointed to the service shall be liable to serve anywhere in India (Except the state of Jammu and Kashmir) including the field service in or out of India.
- ii) The conditions of service of the officers of service in respect of matters for which no provision has been made under these rules shall be the same as governed under Employees' Provident Fund (Staff and Conditions of Service) Regulations 1962 and its amendment or general orders from time to time.

10. Residuary matters:

In regard to the matters not specifically covered by any of the provisions of these rule, or instructions or orders made or issued thereunder or by special orders, the members of the service shall be governed by the rules, instructions and orders applicable to the officers of Central Civil Services in general.

11. Disqualification: - No person

- a) Who has entered into or contracted a marriage with a person having a spouse living or
- b) Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the service.

provided that the Central Government may if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this Rule.

12. **Interpretation:** - If any question arises relating to the interpretation of these Rules it shall be referred to Board which shall decide the same.

13. **Power to relax:** - Where the Central Board Trustee is of the opinion that it is necessary and expedient to do so, it may by order for reasons to be recorded in writing, and in consultation with the Central Government relax any of the provisions of these rules with respect to any class or category of persons. Relaxation should not be resorted in respect of individual except in cases where an individual can be treated as a class or category of persons.

14. **Savings:** -

Nothing in these Rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, The Scheduled tribes, other backward castes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedule I			
(See Sub Rule (iii) of Rule 3 and Sub Rule (i) of Rule 4)			
(Post, numbers and grade pay/Scales of pay included in the service)			
Sl. No.	Post of Service	No. of Post	Pay Band and Grade Pay and Scale of Pay
1	2	3	4
1	Additional Central Provident Fund Commissioner(Head Quarter) (Senior Administrative Grade)	02(2013)	PB-4 ₹. 37,400-67,000 plus Grade Pay ₹. 10,000/-
2	Additional Central Provident Fund Commissioner(Zone)	10(2013)	PB-4 ₹. 37,400-67,000 plus Grade Pay ₹. 8,900/-
3	Additional Central Provident Fund Commissioner	15 (2008)	PB-4 ₹. 37,400-67,000 plus Grade Pay ₹. 8,700/-
4	Regional Provident Fund Commissioner (Grade- I)	59(2013)	PB-4 ₹. 37,400-67,000 plus Grade pay ₹. 8700/-
5	Regional Provident Fund Commissioner (Grade- II) (NFSG of Junior Administrative Grade)	226 (2013)	PB-4 ₹. 37,400-67,000 plus Grade pay ₹. 8700/-
6	Regional Provident Fund Commissioner (Grade- II) (Junior Administrative Grade)		PB-3 ₹. 15600-39100 plus Grade pay ₹. 7600/-
7	Assistant Provident Fund Commissioner (Senior Time Scale)	540(2008)	PB-3 ₹. 15600-39100 plus Grade pay ₹.6600/-
8	Assistant Provident Fund Commissioner (Junior Time Scale)		PB-3 ₹. 15600-39100 plus Grade pay ₹.5400/-
9	Deputation Reserve	5% of the JTS & STS i.e. 27 posts	
10	Leave Reserve		
11	Training Reserve		
12	Probationary Reserve		

Note: 30% of the Senior Duty Post (i.e Senior Time scale and above) shall be operated in the Junior Administrative grade (Non Functional Selection Grade) of the service and appointment to this grade shall be made according to seniority and Non Selection.

Schedule II

(See Sub Rule (ii) of Rule 5)

Minimum Educational Qualification and age limit for direct recruitment to the post of Assistant Provident Fund Commissioner (Junior Time Scale) of the service on the results of the examination.

A candidate must have:-

- 1) A degree of a recognized University or equivalent. (Qualifications are relaxable at the discretion of the commission in the case of candidates otherwise well qualified)
- 2) Desirable:- diploma in company law/labour law/public administration
- 3) Attained the age of 21 years but less then 35 years as on 1st August. The prescribed age limit may vary in accordance with the notification issued by the Commission for examination from year to year. The upper age limit is also relaxable for the Scheduled cast or Scheduled Tribe or Other Backward Classes and certain other categories as notified by the Commission for the examination from time to time

Schedule III

(See Rule 5)

Method of recruitment , field of promotion and minimum qualifying service in the next lower grade for appointment of officers or promotion to the various post included in Indian Social Security Service (Employees' Provident Fund) Group 'A'

Sl. No.	Name of Post	Method of Recruitment	Field of Selection Grade and the minimum qualifying services for promotion
1	2	3	4
1	Additional Central Provident Fund Commissioner (Head Quarter) (Senior Administrative Grade)	Promotion by selection	Officers with 08 years of regular service including the Non Functional Selection Grade in the Junior Administrative Grade in the Pay Band-4 Grade Pay ₹.8700 or Officers with 17 years of regular services in Group 'A' post in the service out of which at least 04 years regular service should be in the Junior Administrative Grade (including service rendered in the Non Functional Selection Grade of the Junior Administrative Grade)
2	Additional Central Provident Fund Commissioner(Zone)	Promotion by selection	Officer in the Junior Administrative Grade(including the Non Functional Selection Grade) with minimum service of 02 years in Grade Pay ₹.8700/- in the Pay Band-4
3	Additional Central Provident Fund Commissioner	Promotion by selection	Officer in the Junior Administrative Grade in Grade Pay ₹.7600/- in the Pay Band-3 with 05 years of regular service in that Grade or Officers in the Junior Administrative Grade in the Grade Pay ₹.7600 in the Pay Band-3 and who had entered in the 14 th years of service in Group 'A '
4	Regional Provident Fund Commissioner (Grade- I)	Promotion by selection	Officer in the Junior Administrative Grade in Grade Pay ₹.7600/- in the Pay Band-3 with 05 years of regular service in that Grade or Officers in the Junior Administrative Grade in the Grade Pay ₹.7600 in the Pay Band-3 and who had entered in the 14 th years of service in Group 'A '

5	Regional Provident Fund Commissioner (Grade- II) (NFSG of Junior Administrative Grade)	Promotion by Non Selection	Officers in the Junior Administrative Grade in the Grade Pay ₹.7600 in the Pay Band-3 and who had entered in the 14 th years of service in Group' A'
6	Regional Provident Fund Commissioner (Grade- II) (Junior Administrative Grade)	Promotion by selection	Officers in the Senior Time Scale with Grade Pay of ₹. 6600/- in the Pay Band-3 with 05 years of regular service in that Grade or Officers in the Senior Time Scale with Grade Pay of ₹. 6600/- in the Pay Band-3 with 09 years of regular service in Group' A'
7	Assistant Provident Fund Commissioner (Senior Time Scale)	Promotion by selection	Officers in the Junior Time Scale with Grade Pay of ₹. 5400/- in the Pay Band-3 with 04 years of regular service
8	Assistant Provident Fund Commissioner (Junior Time Scale)	50% by Direct recruitment and 50% by Departmental promotion	50% of the vacancies in Assistant Provident Fund Commissioner (Junior Time Scale) shall be filled by direct recruitment by examination conducted by Commission, and 50% of the vacancies shall be filled by Departmental Promotion in accordance with rule 5(iii) from amongst the following categories for Group 'B' Officers in Employees Provident Fund Organisations who have completed 05 years of regular service namely:- I. Enforcement Officers, Accounts Officers(PB-2 GP 4600/-) II. Private Secretary (PB-2 GP 4600/-) III. Section Officers (PB-2 GP 4600/-)

Note: In case where Juniors who were completed their qualifying and/or eligibility service have been or are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility services or two years, whichever is less, and have successfully completed their promotion period for promotion to the next higher Grade along with their Juniors who have already completed such qualifying or eligibility services.

SCHEDULE-IV

(see Sub Rule vi of Rule 5)

Composition of Departmental Promotion Committee for considering cases of promotion and confirmation to the posts in the service

Sl. No.	Post	Departmental Committee for promotion	Departmental Committee for considering confirmation	Departmental Screening Committee for considering Non Functional Upgradation
1	2	3	4	5
1	Additional Central Provident Fund Commissioner(HQ) (Senior Administrative Grade)	1) Secretary (L&E) –Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member	-	1) Secretary (L&E) – Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member
2	Additional Central Provident Fund Commissioner(Zone)	1) Secretary (L&E) –Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member	-	1) Secretary (L&E) – Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member
3	Additional Central Provident Fund Commissioner	1) Secretary (L&E) –Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member	-	1) Secretary (L&E) – Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member
4	Regional Provident Fund Commissioner (Grade- I)	1) Secretary (L&E) –Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member	-	1) Secretary (L&E) – Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member
5	Regional Provident Fund Commissioner (Grade- II) (NFSG of Junior Administrative Grade)	1) Secretary (L&E) –Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member	-	-

6	Regional Provident Fund Commissioner (Grade- II) (Junior Administrative Grade)		-	1) Secretary (L&E) – Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member
7	Assistant Provident Fund Commissioner (Senior Time Scale)		-	1) Secretary (L&E) – Chairman 2) Central P.F. Commissioner – Member 3) Additional Secretary (L&E)- Member
8	Assistant Provident Fund Commissioner (Junior Time Scale)	1) Central P.F. Commissioner- Chairman 2) Addl. C.P.F.C(Hq)- Member 3) Addl. Commissioner (ESIC)- Member	1) Central P.F. Commissioner -Chairman 2) Addl. C.P.F.C(Hq)- Member 3) Addl. Commissioner (ESIC)- Member	-

Note: In the absence of a member, other than a chairman shall not invalidate the proceedings of the committee if more than half of the members of the Departmental Promotion Committee or Departmental Screening Committee for considering Non Functional Upgradation had attended its meeting.

Sd/-
CENTRAL P.F. COMMISSIONER