



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 किदवई 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/YP/2024 / 5368

Dated: 29 OCT 2024

ENGAGEMENT OF YOUNG PROFESSIONAL (YPs) IN EPFO

Employees' Provident Fund Organisation (EPFO) invites applications for hiring Young Professionals (YPs) from the willing and eligible candidates on short term and purely contract basis. Terms and Conditions of engagement and other relevant information is given in annexed advertisement.

- Interested and eligible candidates may apply for engagement as Young Professional (YPs) in EPFO by submitting application proforma annexed below at rpfc.exam@epfindia.gov.in
- Candidates would be required to furnish original documents for verification before the selection process or at the time of interview. In absence of original documents and if any of the information furnished in application is found to be false at any stage, the candidature would be cancelled.
- EPFO reserves right to reject any application without assigning any reason for it and also to revise Terms and Conditions and numbers of Young Professional (YPs) as per requirement.

Deepak Arya
(Deepak Arya)

**Regional P.F. Commissioner-II
Recruitment Division**

Copy for information to:-

- (i) PS to Central P.F Commissioner
- (ii) All Addl. CPFCs(HQs)/All Addl. Central P.F. Commissioners in the Zones/Director (PDNASS)
- (iii) All Regional P.F. Commissioners (ROs)/Head Office
- (iv) **RPFC-I, NDC for uploading on EPFO's website**



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Employees' Provident Fund Organisation (EPFO) is looking for engaging talented Young Professionals (YPs) from prestigious academic and professional institutes across the country, who have passion to perform data analytics, statistical analysis and have experience and knowledge in field of social security. The numbers of Young Professionals to be hired will be as per the requirement of the user Division of the Organisation based on the workload.

2. Number of vacancies & place of posting, essential & desirable qualifications and brief job description for the Young Professionals (YPs) is as under:

Number of vacancies	Engagement of Young Professional (YPs) will be on a rolling basis as and when requirement arise in various Verticals/Divisions.
Place of Posting	Delhi
Tenure	Initially for a period of 01 year and extendable upto 03 years on satisfactory Annual Performance Review based on clearly defined Key Performance Indicators
Essential qualification	Graduation from any recognized University. Preference will be given to candidate having experience in research field particularly in social security and should have conducted data driven and indepth research work on various government schemes concerning labour sector/market.
Brief job description	<p>With a view to bolster employment generation, three Employment-Linked Incentive (ELI) Schemes based on enrolment in the EPFO, and focus on recognition of first-time employees, and support to employees and employers were announced in Union Budget 2024-25 speech and EPFO will be implementing these 03 schemes.</p> <p>The Young Professionals would assist the Plan & Policy vertical Division of EPFO in monitoring and proper implementation of these schemes as the work related to these Schemes is a specialized area and requires sound knowledge in the area of social security.</p>

3. Terms and conditions of engagement

Nature of engagement	On short term and purely contract basis
Upper Age (Limit)	32 years
Remuneration	Monthly consolidated remuneration for YPs would be ₹65,000/-
Annual increase on performance basis	<ul style="list-style-type: none">Nil where YPs had performed only routine/assigned work

	<ul style="list-style-type: none"> Upto 5% of the remuneration with the approval of CPFC where YPs has shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task. In exception case, upto 10% of the remuneration with the approval of CPFC where the YPs has demonstrated exemplary performance and has made significant contribution in policy/decision making. 				
Entitlement of Allowances	These are consolidated emoluments and no other allowances viz. DA, Accommodation, Residential Phone, Conveyance /Transport, Personal Staff, Medical reimbursement, HRA and LTC etc. would be admissible				
Admissibility of Travelling Allowance (TA)/Daily Allowance (DA)	<p>TA/DA will not be admissible either for joining or on expiry of the contract or attending selection process etc. However, after selection/recruitment while travelling inside the country in connection with the assigned work during the period of the consultancy, TA/DA would be allowed. YPs would be entitled for reimbursement of TA & DA as per entitlement mentioned below</p> <table border="1"> <thead> <tr> <th>Mode of journey</th> <th>Reimbursement of hotel, taxi and food bill</th> </tr> </thead> <tbody> <tr> <td>Air in Economy Class or by Rail in AC 2 Tier</td> <td>Hotel accommodation of upto Rs 2250/- per day, taxi charges upto Rs 338/- per day for travel within the city and food bills not exceeding Rs 900/- per day shall be allowed.</td> </tr> </tbody> </table>	Mode of journey	Reimbursement of hotel, taxi and food bill	Air in Economy Class or by Rail in AC 2 Tier	Hotel accommodation of upto Rs 2250/- per day, taxi charges upto Rs 338/- per day for travel within the city and food bills not exceeding Rs 900/- per day shall be allowed.
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Tax Deduction at source	Remuneration to YPs will be paid as professional services and Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment, for which the EPFO will issue TDS Certificates as applicable.				
Period & Nature/scope of Engagement	YPs will be appointed purely on short term and contractual basis initially for a period of one year which can be extended further for a maximum period of three years, one year in one stretch by the competent authority, depending on the performance of YPs and need of the concerned user Division of EPFO. Brief job description mentioned is indicative in nature and job role may change in accordance with need and requirement of the user Division of EPFO.				
Termination of Contract	The appointment of YPs will be temporary in nature and either party may terminate contract by giving one month's notice without assigning any reason for it.				
Leave	YPs will be entitled for 12 days leave in a calendar year on pro-rata basis. Therefore, YPs shall not draw any remuneration for absence period beyond the entitled leave in a year. Unavailed leave in a calendar year will lapse and will not be carried forward to the next calendar year. A female YP or Consultant would be entitled for maternity leave as per provisions contained in Maternity Benefit (Amendment) Act 2017 and communication No. S-				

	36012/03/2015-SS-1 dated 12th April, 2017 issued by the Ministry of Labour & Employment.
Working hours	Normal working hours would be Monday to Friday as per stipulated office hours except designated holidays by Government of India. However, if work exigencies required, the YPs may be required to attend office on Saturdays, Sundays and designated holidays without any additional remuneration and allowances/compensation.
Confidentiality	YPs may not, except with the prior approval of competent authority in writing, in the bona-fide discharge of duties, publish a book or research paper or a compilation of articles or participate in a radio/TV broadcast or contribute an article or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he/she may gather as part of this assignment. During the period of engagement with EPFO, the YPs would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by his/her during the period of his/her engagement to anyone who is not authorized to know. The YPs engaged by the EPFO shall in no case represent or give opinion or advice to others in any matter which is contrary to the stated position of Government of India. Any violation may lead to discontinuation of engagement.
Revision of Terms& Conditions of Engagement	Notwithstanding any provision of this advertisement, where it is necessary to do so, EPFO may revise any of Terms and Conditions of engagement of YPs.
Legal provision	All disputes are subject to Delhi jurisdiction only.

Application Proforma for hiring of Young Professional (YPs)

1. Name:
2. Date of Birth:
3. Gender:
4. Permanent address:
5. Nationality:
6. Details of Educational Qualifications
(Please enclose self-attested photocopies of educational qualifications)

Paste your latest passport size photograph here

Examination passed	Board/ University/ institution	Subject/ Discipline	Year of passing	Percentage of marks

7. Professional/Technical Qualifications:

Name of the Institution/ Board/ University	Year of Passing	Subjects studied	Division/% of marks obtained

8. Details of employment in chronological order / Work experience in the relevant field(s):
(Please enclose self-attested photocopies of experience certificate)

Department/ Institution/ Organisation	Post held	From	To	Remuneration drawn	Nature of work and level of responsibilities

9. Additional information (if any) in support of work experience/employment:
10. Details of courses/ training programmes attended, if any:
11. Languages known:
12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
13. Any other relevant information:

(Signature of the Candidate)
Mobile No.