



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 किडवई नगर, नई दिल्ली-110 023
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24 JAN 2025

No. EPFO/HO/YP/2024/598

Dated: 24.01.2025

Subject:- Filling up the post of Young Professionals (Law) on contract basis in Employees' Provident Fund Organisation.

Invitation for Applications under EPFO Young Professionals (Law) {YPs} for handling litigation management in EPFO

Employees' Provident Fund Organisation (EPFO) Head Office invites applications from eligible candidates who are desirous of being engaged under its Young Professional Programme. The details of the program and the various terms and conditions thereof are explained in detail in the subsequent paragraphs.

1. Introduction

The Employees' Provident Fund Organisation (EPFO) is entrusted with the responsibility of implementation and regulation of Employees' Provident Funds & Miscellaneous Provisions Act, 1952 [Act] and schemes (Employees' PF Scheme 1952, Employees' Pension Scheme 1995, Employees' Deposit Linked Insurance Scheme 1976) framed there under. Under the Young Professional Programme, EPFO desires to engage Young Professionals (Law) from premium Law institutes for efficient management of legal cases of EPFO.

2. Program Description

EPFO Young Professional Program (YPP) is intended to provide an exceptional opportunity to qualified and motivated young professionals to learn the nuances of Indian litigation system. The program offers opportunities to candidates of Law background to assist EPFO in litigation management and Legal domain. The YPs should be high quality professionals, capable of lending their expertise in the litigation management etc. as per the requirements of the EPFO.

3. Eligibility Criteria

In order to be considered for this program, the candidates must satisfy the eligibility criteria as prescribed herein and will be assessed based on the criteria as mentioned in Annexure-'A'. Mere fulfilment of eligibility criteria does not confer any right to the candidate for being engaged as YP (Law) in EPFO. The decision of EPFO shall be final in this regard.

4. Age & Nationality

The candidate must be an **Indian citizen** of age not more than **32 years** as on the date of publication of advertisement.

5. General Essential Skills

All the candidates are expected to have reasonable :

- i. Understanding of law and litigation system,
- ii. Understanding of the EPF & MP Act, 1952, Establishment Rules and Insolvency & Bankruptcy Code of India, 2016
- iii. Analytical ability,
- iv. Knowledge of Informational Technology tools,
- v. Aptitude for research,
- vi. Oral and written communication skills, and
- vii. Judgment and interpersonal skills.

6. Educational Qualifications, Age, Experience and Remuneration :

| Name of the Position | Educational Qualification & Work Experience | Upper Age (limit) | Remuneration per month (Rs.) |
|--------------------------|---|-------------------|-------------------------------|
| Young Professional (Law) | <p>Essential – Law Graduates from any recognized University. Preference will be given to LLB/BA LLB qualified persons with experience in research field.</p> <p>Desirable - Persons with LLM, Ph.D and additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.</p> | 32 years | Rs 65,000 / per month (fixed) |

7. Role and functions-

The engaged Young Professionals (Legal Consultants) would be required to perform the following functions: -

- i. To maintain and monitor database on the cases decided by or pending with the State Administrative Tribunals, Central Administrative Tribunals, District Courts, CGIT-cum-Labour Courts, NCLTs, NCLATs, High Courts and the Supreme Court of India / any Court of Law / Tribunal / quasi-judicial body and any other legal forum.

- ii. To draft petitions, replies, rejoinders, affidavits and other pleadings/ legal documents to be filed before various Courts .
- iii. To render all assistance to the Officers of EPFO and Panel Advocates of EPFO looking after the litigation management
- iv. To draft / scrutinize from legal point of view various documents like Notices, contract agreements, succession suitesetc .
- v. Scrutiny of petitions .
- vi. Analysing the feasibility and methodology of implementation of court verdicts and orders .
- vii. Any other work assigned to them by the competent Authority .

8. **Tenure**: Individual YPs will be engaged for a period of 11 months for providing high quality services on specific projects as per requirement of the EPFO Offices .

9. **Place of Posting**

The YPs shall be posted at the EPFO Head Office, New Delhi .

10. **Attendance & Working Days**

The working hours of YPs shall be same as office timings in EPFO . YPs shall be allowed to observe the public holidays as practiced by the EPFO Offices of their engagement .

11. **Leaves**

The YPs shall be entitled to 12 days of leave in a year . The leaves shall accrue on completed month basis calculated from date of joining on pro-rata basis . The intervening weekends or public holidays during a spell of leave shall not be counted against the 12 days leave . Additional leaves availed by the YPs shall lead to deduction in stipend . Unutilized leaves shall lapse at the end of the year .

12. **Stipend & Facilities**

YPs shall be paid a monthly stipend of **INR 65,000 (all inclusive)** . Income tax, professional tax or any other amount to be deducted as per the applicable rules will be deducted at source before effecting the payment . The EPFO shall not be liable for taxes or any other contribution payable by the YP on payments made to him/her under this engagement .

The liability of the EPFO towards YPs shall be restricted to the monthly stipend as stated above, and no other payment / remuneration / facility / allowance / reimbursement shall be admissible to YPs, unless otherwise mentioned .

In the event of death, injury or illness of the YP during the term of his/her engagement, whether or not attributable to discharge of his/her responsibilities under

the engagement, either at any of premises of the EPFO or during official travel, neither the YP nor his/her dependents, legal heirs, claimants, etc. shall be entitled to any compensation or employment in the EPFO.

YPs shall be solely responsible for taking out and maintaining adequate insurance, such as life, health or any other type, at their own expense, as they may consider appropriate to cover the period of their engagement with EPFO under Young Professional Program.

13. Right of Modification, Suspension or Termination

In normal course, the EPFO as well as the Young Professional may terminate the engagement by giving onemonth notice in advance.

Unauthorized absence for a continuous period of 8 days (not including weekends or public holidays) without any valid explanation for the same, shall automatically lead to termination of the engagement.

Notwithstanding the above, the EPFO retains the right to modify the terms of program, suspend or terminate the engagement with any YP or discontinue the program at any time, without assigning any reason thereof.

14. Other Terms & Conditions applicable to YPs

- a) YPs engaged by the EPFO under this program shall not be considered, for any purpose, as officer or employee of the EPFO. Accordingly, nothing in this engagement shall establish the relationship of employer and employee or that of principal and agent between the EPFO and the YP.
- b) YPs shall have no right/claim for placement in EPFO by virtue of their engagement under Young Professional Programme.
- c) YPs shall neither seek nor accept instructions from any person or authority outside the EPFO in connection with their performance of obligations under the engagement.
- d) YPs shall avoid all present and potential conflicts of interest and disclose upfront, when such conflict is unavoidable.
- e) At any stage, if it is found that young professional is involved in wrongful communication, etc., of information, which results in any type of loss to the
- f) EPFO, action as deemed fit under the appropriate law established in Union of India, shall be taken against such young professional.

- g) In the event of breach of Trust and disclosure of any confidential information related to the EPFO, the conduct of such young professional (law) must be referred to the disciplinary committee of the Bar Council of India and the Bar Council of concerned State/UT, with appropriate recommendation of Addl. CPFC (Legal), EPFO Head Office.

15. Code of Conduct :

YPs shall be bound by the Code of Conduct as may be prescribed by the EPFO in this regard from time to time . Further, YPs shall provide an undertaking to adhere to the Code of Conduct in the format as prescribed by EPFO before commencement of the engagement .

The internal data which may come in possession of YPs during the course of their engagement shall be treated as confidential and YPs shall be refrained from making any personal use of the internal data or taking that data outside of the premises of the EPFO. YPs shall be required to furnish to the EPFO an undertaking for maintenance of secrecy in the format as prescribed by the EPFO before commencement of the engagement .

YPs shall provide an undertaking as attached with this advertisement before the commencement of his/her engagement .

YPs shall be liable for duly handing over all documents, files, devices, electronic or physical records, stationery, keys, access cards, identity cards or any other property belonging to the EPFO at the conclusion of their engagement to the designated person or Competent Authority .

16. Prohibition on Speculation :

The EPFO shall be entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the YPs develop as part of their engagement .

YPs shall not use the name, letter head, emblem or official seal of the EPFO without the prior written permission of the Addl. CPFC (Legal), EPFO Head Office.

YPs shall not take up any other assignment or engagement during the duration of their engagement with the EPFO .

YPs shall be subject to the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 .

Candidates are advised not to furnish any particulars that are false, tampered with, fabricated or invalid and should not suppress any material information while submitting the application form .

17. Application & Selection Process

17.1. **Application Form:** The interested eligible candidates shall submit their application form on the official email ID yp.recruitment@epfindia.gov.in or apply on National Career Service Portal (ncs.gov.in) (Job ID:20Z76-1237137437335J)

17.2. **Application Window:** The application window will be open for 21 days from the date of publication of the advertisement in newspaper. EPFO does not assume any responsibility for the candidates not being able to submit their applications within the last date.

17.3. **General Instructions for Submission of Application Form** –Candidates are advised not to furnish any particulars that are false, tampered with, fabricated or invalid and should not suppress any material information while submitting the online application.

17.3.1. Information submitted in the application form (enclosed with this advertisement) will be considered as final and no change / modifications will be permitted after the submission of the application form. Candidates are, therefore, requested to fill the form with utmost care. EPFO will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete information or omission of any required detail in the application form.

17.3.2 In all matters regarding eligibility, application screening, assessment of candidates, number of vacancies and communication of result, EPFO's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. EPFO retains the right to select or reject any eligible candidate under this program without assigning any reason thereof. EPFO also reserves the right to cancel the advertisement, fully or partly, on any grounds.

17.4. EPFO shall not reimburse any cost incurred by the candidates for applying for Young Professional Programme.

17.5. Candidates shall furnish original documents for verification at the time of on boarding. The candidature of an applicant shall be cancelled in the absence of any / all relevant original documents. Further, wherever applicable, the candidates shall also be required to produce a proper discharge certificate from their employer, before the commencement of their engagement with EPFO.

17.6. The candidature/engagement of candidate shall be liable to be cancelled/terminated if, at any stage, any of the following are observed:

17.6.1. Any material information furnished in application form is inaccurate, false, tampered, fabricated or invalid.

- 17.6.2. Usage of unfair or irregular or improper means by the candidate,
- 17.6.3. Impersonation or procurement of impersonation by the candidate,
- 17.6.4. Canvassing or obtaining support for candidature

18. Resolution of Disputes

Young Professionals and the EPFO shall use their best efforts to amicably settle the disputes. In exceptional cases, disputes may be referred to the Addl. CPFC (Legal), EPFO Head Office who may decide the dispute on merits.



Regional PF 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**

ANNEXURE-A

SELECTION PROCESS OF YOUNG PROFESSIONALS:

The selection of YPs shall be done through criteria, as detailed below:

Application Screening:

Applications received from the interested eligible candidates shall be subject to screening and the candidates shall be shortlisted based on the following parameters: -

| Sl No | Parameters- | Evaluation criteria | Maximum Marks | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|--|---|---|-----------------------|--------------------------------|---|--------------------------------|---|---|---|---------------------------------|---|---|---|----------------|----|----|---|-----|----|----|---|-------|----|----|----|----|
| 1 | Ranking of institutes as per National Institutional Ranking Framework (NIRF) in case of LLB/Integrated BA and LLB course | i. Top 10 ranked institutes: 30 marks ii. Top 11-20 ranked institutes: 25 marks iii. Top 21-30 ranked institutes: 20 marks iv. Top 31-40 ranked institutes: 15 marks | 30 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Academic Qualification/ Degrees | i. Only LLB Degree: 5 marks ii. LLB+ Diploma in Labour Laws: 7 marks iii. LLB+LLM Degree: 10 marks | 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Academic performance | <table border="1"><thead><tr><th></th><th>Percentage above 70 %</th><th>Percentage between 60% and 70%</th><th>Percentage greater than 45% and less than 60%</th></tr></thead><tbody><tr><td>10th (High School)</td><td>5</td><td>4</td><td>3</td></tr><tr><td>12th (Intermediate)</td><td>5</td><td>4</td><td>3</td></tr><tr><td>LLB/B. A. LL B</td><td>15</td><td>12</td><td>9</td></tr><tr><td>LLM</td><td>15</td><td>12</td><td>9</td></tr><tr><td>Total</td><td>40</td><td>32</td><td>24</td></tr></tbody></table> | | Percentage above 70 % | Percentage between 60% and 70% | Percentage greater than 45% and less than 60% | 10 th (High School) | 5 | 4 | 3 | 12 th (Intermediate) | 5 | 4 | 3 | LLB/B. A. LL B | 15 | 12 | 9 | LLM | 15 | 12 | 9 | Total | 40 | 32 | 24 | 40 |
| | Percentage above 70 % | Percentage between 60% and 70% | Percentage greater than 45% and less than 60% | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 th (High School) | 5 | 4 | 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 th (Intermediate) | 5 | 4 | 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| LLB/B. A. LL B | 15 | 12 | 9 | | | | | | | | | | | | | | | | | | | | | | | | |
| LLM | 15 | 12 | 9 | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 40 | 32 | 24 | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Work experience including | i. More than 2 years: 20 marks ii. More than 1 year: 15 marks | 20 | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|----------------------------------|---|------------|
| internship (duration) | iii. 6 months to 1 year: 10 marks iv. 3 to 6 months: 8 marks v. Less than 3 months: 6 marks vi. Nil: 0 marks | |
| Total | | 100 |

- The latest NIRF ranking shall be applicable as available on the last date of application.
- In case of CGPA, the same should be multiplied by factor of 9.5 to reach at percentage.
- In case of tie, the candidate younger in age should be given preference.

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.

UNDERTAKING TO BE SUBMITTED BY THE APPLICANT
APPLYING FOR YOUNG PROFESSIONAL

I, [Name of Applicant], do hereby declare that:

- 1) I will abide by the Constitution of India.
- 2) I will abide by the Official Secrets Act, 1923, as amended from time to time.
- 3) I do not have any pending FIR or any pending case of criminal nature in any court of law in India.
- 4) I have never been arrested/prosecuted/kept under detention/bound down/convicted by any court of law.
- 5) I have never been debarred/disqualified for appearing in examinations by any educational institution/University and recruiting agency.
- 6) I will not involve in any activity which harms the interest and public image of the EPFO.
- 7) I will not divulge any data/information of EPFO which comes to me during my course of engagement as Young Professional, to any third party.
- 8) I will not use the name, emblem, official seal, official stamp and letter head of EPFO for my personal use.
- 9) I will not take up any other assignment during my course of engagement.
- 10) My engagement as "Young Professional" in EPFO shall be subject to instructions contained in the sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013, also known as PoSH Act, 2013, as amended from time to time.
- 11) I am not suffering from any communicable disease.

Verification as under :-

- (i) That the above declarations and information furnished by me are correct to the best of my knowledge and belief and nothing has been concealed in any manner whatsoever.

Date:

Signature of Applicant
Name of the Applicant: