

GROUP-WISE POSTS AS PER CMPF (EMPLOYEES' RECRUITMENT) RULES, 2024

S/ No	Name of post	Level of pay in Pay Matrix	Mode of appointment	Sanctioned post
GROUP 'A'				
1.	Additional Commissioner	Level-13	By promotion failing which by deputation	03
2.	Financial Advisor	Level-13	By deputation	01
3.	Regional Commissioner-I	Level-12	100% by promotion failing which by deputation.	19
4.	Senior Finance Officer	Level-11	(a) 50% by promotion (b) 50% by deputation	02
5.	Regional Commissioner-II	Level-11	By promotion failing which by deputation	28
6.	Finance Officer	Level-10	(a) 50% by Departmental Exam (b) 50% by deputation/absorption	04
7.	Assistant Commissioner (IT)	Level-10	By deputation	01
8.	Assistant Commissioner	Level-10	(a) 50% by direct recruitment. (b) 50% by promotion failing which by deputation	35
9.	Assistant Engineer (Civi)	Level 10	By deputation	01
10	Assistant Director (Hindi)	Level-10	100% by promotion failing which by deputation	01
TOTAL				95

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GROUP 'B'				
11.	Private Secretary	Level-8	100% by promotion from Steno-I with 2 years regular service failing which by deputation	01
12	Enforcement Officer/ Accounts Officer	Level-8	(a) 75% by promotion (b) 25% by Departmental examination	100
13	Section Officer	Level-7	(a) 75% by promotion from PFI/Sr SSA with 5 years of regular service failing which by deputation (b) 25% by Departmental Examination failing which by deputation	170
14	Senior Hindi Translator	Level-7	By promotion	05
15.	Junior Hindi Translator	Level-6	By direct recruitment	10
16.	Stenographer Grade-I	Level-7	By promotion	09
17	Stenographer Grade-II	Level-6	By promotion	11
18.	Senior Social Security Assistant	Level-6	By promotion.	138
TOTAL				444

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GROUP 'C'				
19	Stenographer Grade-III	Level-4	By Direct Recruitment	11
20	Social Security Assistant	Level-4	(a) 80% by direct recruitment (b) 20% by promotion from MTS with 11 years regular service	322
21	Multi-Tasking Staff	Level-1	By direct recruitment	60
TOTAL				393

Administration consists of the following sub-section

- (i) Establishment** :- Establishment Section is responsible for maintenance of Service Books & Personal File, Leave Records, Medical Services, Leave Travel Concession, Tour Bill settlement, Advances, Fixation of Pay, Leave Encashment, House Building Advance, Salary Bills, Welfare Amenity, Immovable Property Return, Security Guard, Celebration of important days and events, Tour approval of Officers of CMPFO etc.
- (ii) Personnel** :- Transfer/posting of Officers & Officials of CMPFO, Recruitment Rules of CMPFO, Annual Performance Appraisal Report (APAR) of Officers & Officials of CMPFO, Policy matters relating to administration, Delegation of Financial and Administrative powers, Training, Maintenance of Reservation Roster, Seniority of Officers & Officials of CMPFO, Recruitment of CMPFO, SC/ST/OBC Cell, Deputation, Compassionate Appointment, Internal Disciplinary Cell, Internal Complaints Committee etc.
- (iii) PF & Pension** :- Maintenance of records of retired employees of CMPFO, Payment of Gratuity, Maintenance of General Provident Fund Accounts of Officers and officials of CMPFO, National Pension System (NPS), Fixation of Pension, Disbursement of Pension, GPF, GSLI & Gratuity etc.
- (iv) Receipt & Despatch** :- To receive the incoming letters/communication and entry in e-Office and dispatching of Outgoing letters/communication and keeping its records.

THANK YOU