



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
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NOTIFICATION
New Delhi, 20th July, 2020

The Central Provident Fund Commissioner hereby notifies the enclosed Examination Scheme, namely Employees' Provident Fund Assistant Section Officer (Probationers) Examination Scheme, 2020. The Scheme shall come into force with immediate effect.

Enclosure: As above.


(K. Rupeshor Singh)
Regional P.F. Commissioner-I (Exam.)

No. A-31011/1/2020-EXAM/14

Date: 20/07/2020

Copy to:-

1. Staff Officer to CPFC
2. PS to FA& CAO
3. PPS/PS/PA to All Addl. CPFC (HQ)
4. PPS to CVO
5. PS to Director, PDNASS
6. All Addl. CPFC
7. All Regional P.F. Commissioner-in-charge of the Regional Offices/ All Zonal Training Institutes.
8. RPFC (NDC) for uploading on website (Both in circular section and Rules & Regulation section)
9. Assistant Director(OL), for Hindi Version
10. Guard File

**EMPLOYEES' PROVIDENT FUND
ASSISTANT SECTION OFFICER (PROBATIONERS)
EXAMINATION SCHEME, 2020**

1. Short Title, Application & Commencement:

- i. This Scheme may be called the Employees' Provident Fund Assistant Section Officer (Probationers) Examination Scheme, 2020.
- ii. It shall come into force from such date as may be notified by the Central P.F. Commissioner.

2. Definition :

- i. 'Examination' means Assistant Section Officer (Probationers) Examination conducted under the Scheme.
- ii. 'Employee' means a person appointed against a sanctioned post in the Organisation.
- iii. 'Organisation' means Employees' Provident Fund Organisation.
- iv. 'Probationer' means an employee appointed to a post in the Organisation by direct recruitment and is required to be on probation for a period specified in the relevant Recruitment Rules or appointment order.
- v. 'Paper' means any paper of the examination specified in the schedule to the Scheme.
- vi. 'Schedule' means a schedule annexed to this Scheme and
- vii. 'Syllabus' means the syllabus prescribed for the examination.

3. Eligibility for Appearing in the Examination:

- i. Examination is mandatory for all employees appointed in the organisation against direct recruitment quota vacancies in the cadre of Assistant Section Officer and placed on probation on appointment. Qualifying this examination is a pre-condition for direct recruits for successful completion of the period of probation.
- ii. Qualifying the Examination under this Scheme within the prescribed period as prescribed under the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulations, 2008 as amended from time to time is one of the conditions for satisfactory completion of the period of probation prescribed in the relevant Recruitment Rules or Letter of Appointment. In case a probationer fails to qualify the Examination under this Scheme within the prescribed period, he/she may be given chance(s) to appear in the Examination during the extended period of probation, if any.

4. Syllabus: The examination shall consist of four papers with 100 marks in each paper and shall be conducted in two phases:

- i) Phase-I: Assessment Examination conducted at the time of Induction Training of the probationers, classified as such and conducted by the organisation.

Sl No.	Subject	Paper	Time	Marks
1	Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder.	I	30 Minutes	15
2	i) General Office Procedure, ii) Manual of Accounting Procedure, iii) Noting & Drafting, iv) Services provided by EPFO, v) RTI Act, 2005, vi) National Pension scheme, vii) Hierarchy of Courts in India, viii) Fundamental, Constitutional & Statutory Rights, ix). Instructions issued by EPFO on forwarding of proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices.	II	30 Minutes	15
3	Establishment Rules	III	30 Minutes	15
4	Computer Proficiency Test	IV	30 Minutes	15

ii) PHASE-II: Examination conducted after completion of Induction Training of the Probationers.

Sl No.	Subject	Paper	Time	Marks
1	Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder.	I	2hours and 30 Minutes	85
2	i) General Office Procedure, ii) Manual of Accounting Procedure, iii) Noting & Drafting, iv) Services provided by EPFO, v) RTI Act, 2005, vi) National Pension scheme, vii) Hierarchy of Courts in India, viii) Fundamental, Constitutional & Statutory Rights, ix). Instructions issued by EPFO on forwarding of proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices.	II	2hours and 30 Minutes	85
3	Establishment Rules	III	2hours and 30 Minutes	85
4	Computer Proficiency Test	IV	2hours and 30 Minutes	85

NOTE 1: Combined score of both phases of the examinations in each paper shall be taken to determine whether a Probationer has qualified the examination or not.

NOTE 2: The syllabus of the examination may be as detailed in the schedule annexed. The question papers may consist of both types of question i.e. theoretical or objective or both.

5. Medium of Examination:

The medium of examination shall be Hindi / English. The probationer may write the examination either in Hindi or English except for Paper -IV (Computer Proficiency Test) which shall be in English only.

6. Venue and frequency of Examination:

- i. The examination shall be conducted at such time and place(s) and such number of times as may be decided and notified.
- ii. Every probationer who has not yet qualified in the Examination shall appear in the examination according to the programme of examination notified.

7. Number of chances and time limit for qualifying the Examination:

- i. A probationer has to appear and qualify the Assistant Section Officer (Probationers) Examination(s) conducted within the normal period of probation as mentioned in Para 7(3) of the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulation, 2008 as amended from time to time. If the candidate fails to qualify the examination, the Competent Authority, keeping in view all the relevant facts and circumstances of the case will examine the question of further extension of his probation or termination of his services. In case the probation is extended, the probationer will be given additional chances within the extended period of probation. If the candidate fails to qualify in the examination during the extended period of probation, he /she will be discharged from the services as per terms and conditions of appointment.
- ii. A probationer shall not be entitled to his annual increment until he qualifies the examination.

8. Qualifying Marks:

A candidate must obtain 40% marks in each paper separately and in aggregate. However, the qualifying marks in the case of SC/ST candidates will be 35% in each paper and in aggregate.

9. Grant of Exemption:

A candidate who appears in the examination and is not able to qualify in the same but secures qualifying marks in any one of the paper will be granted exemption in that paper and will not have to reappear in that paper in the next examination.

10. Use of unfair means:

Any candidate, who is found to be copying from the answer paper of another candidate(s) or from any written paper or document brought by him/her, or in any other way obtaining help or giving help to other candidate(s) by irregular means, or found to be in possession of a book, mobile phones, Bluetooth devices and other electronic or other

devices specifically banned which is not authorized to be used or any written paper or document, or found guilty of any other malpractices or misconduct or misbehavior will be immediately be expelled from the examination hall and summarily debarred from the examination, in addition to being liable for disciplinary action. Even at the time of evaluation, if it is found that some copying /malpractice was adopted by a candidate or candidates, the result of the candidate /candidates will be liable to be cancelled. In case of mass copying or recourse to unfair means at one or more centres of the examination, the examination of the concerned examination centre(s) will be liable to be cancelled. Any complaint of malpractice by the candidate(s) should be submitted to the Invigilator of the examination before leaving the examination hall. Any complaint received after the candidates leave the examination will not be entertained under any circumstance.

11. Procedure for supply of Marks List:

After declaration of result and the same is uploaded on EPFO's website, the marks of all the candidates appearing in the examination will be uploaded on EPFO's website.

12. Re-totaling and verification of marks :

- i. If a candidate desires re-totaling of his / her marks and verification of the facts that all answers written by him /her have been dully assessed by the examiner, he/she should submit an application to the Regional P.F. Commissioner (Examination) through their RPFC-I of Regional Offices / Administrative Services Division (Head Office) with a fee of ₹100 per paper. RPFC-I of Regional Offices / Administrative Services Division (Head Office) will forward the application with a certificate that a fee of ₹100/- per paper has been deposited by the candidates applying for re-totaling /verification of marks within the prescribed time.
- ii. Such applications must be submitted within 15 days from the date of communication of the respective results by the Examination Division, Head Office. Any application submitted thereafter shall not be entertained.
- iii. Fee paid for re-totaling of marks will not be refundable under any circumstances.

Note I : It must be clearly understood that the only scrutiny intended under this provision is whether all the answers written by the candidates have been assessed and there is no mistake in the re-totaling of the marks.

Note II: Revaluation of answer script is not permissible in any case or under any circumstances.

Note III: All fee received in response to the requests for re-totaling and verification of marks shall be credited by the Regional Provident Fund Commissioner In-charge of the Regional Office /Administrative Services Division (Head Office) to the Employees Provident Fund Account No.2/4 respectively.

SCHEDULE**SYLLABUS FOR ASSISTANT SECTION OFFICER (PROBATIONERS) EXAMINATION SCHEME,
2020****PAPER-I**

TIME : 3 Hours	PAPER-I	Marks 100 (85+15)
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Employees' Provident Fund & Miscellaneous Provisions Act 1952 and the Schemes framed thereunder:

- i. Employees' Provident Fund & Miscellaneous Provisions Act, 1952.
- ii. Employees' Provident Fund Scheme, 1952.
- iii. Employees' Deposit Linked Insurance Scheme, 1976.
- iv. Employees' Pension Scheme, 1995.

PAPER-II

TIME : 3 Hours	PAPER-II	Marks 100 (85+15)
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i) General Office Procedure, ii) Manual of Accounting Procedure, iii) Noting & Drafting, iv) Services provided by EPFO, v) RTI Act, 2005, vi) National Pension scheme, vii) Hierarchy of Courts in India, viii) Fundamental, Constitutional & Statutory Rights, ix) Instructions issued by EPFO on forwarding of proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices.

Part A :- General Office Procedure:

Question will be based on the Manual Office procedure that is prescribed in the Central Secretariat Manual Office Procedure (CSMOP) as amended from time to time.

Part B :-Manual of Accounting Procedure- Part-I:

Chapter -1: Administration of EPF & MP Act, 1952 and the Schemes, **Chapter-2.11:** Records Management-Retention of documents, **Chapter-3:** Duties and function, **Chapter-6:** Funds Management (Banking), **Chapter-7:** Cash Branch, **Chapter-8:** Investment, **Chapter-9:** Budget, **Chapter -10:**Balance Sheet, **Chapter-11:** SPF, Pension & Group Insurance Scheme, **Chapter-14:** Audit.

Part C :- Services Provided by EPFO:

Standard Operating Procedure (SoP) for claim settlement, Functions of Concurrent Audit in EPFO, Contents of EPFO's website, Function of CAIU, Services provided under ECR, UAN, Grievance Handling System in EPFO including EPFIGMS, Sharm Suvidha Portal, Member E-Seva, OLRE, Digital Life Certificate, Direct UAN Allotment by employees, Activation of UAN , UMANG App, EPFO dashboards and KYC of EPF Members.

Part D :- Noting& Drafting:

Noting on official subjects, drafting of official letters and Précis Writing.

Part E :- RTI Act,2005:

Section 2, 3,4,6,7,8,9,10 and 11 of Right to Information Act, 2005 as in force from time to time.

Part F:- National Pension Scheme:

Chapter-I of the PFRDA Act, 2003; Eligibility as notified under Gazette Notifications F No. 5/7/2003- ECB & PR dated 22-12-2003 or any subsequent notifications; Contributions as notified under Gazette Notifications F No. 5/7/2003- ECB & PR dated 22-12-2003 or any subsequent notifications; FAQ published by PFRDA on Withdrawal and Exit from NPS for Central Government Sector (CG) and Central Autonomous Bodies (CABs).

Part G ; -

- i. Hierarchy of Courts in India .
- ii. Fundamental, Constitutional and Statutory Rights .
- iii. Instructions on forwarding of Proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices as contained in Circular no LC-2(1023)2017/BR/7362 dated 07/07/2017 on the subject and LC-9(12)2013/CPFC Ref./Pt./3865 dated 16/05/2014 and other subsequent circular issued by Legal Division of EPFO Headquarters on the subject.

PAPER-III

TIME : 3 Hours	PAPER-III	Marks 100 (85+15)
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Establishment Rules:

Part A :- Staff Service Regulation and other Service Matter:

- i. Employees' Provident Fund (Officers & Employees' Condition of Service) Regulations,2008 as amended from time to time.
- ii. Schedule of Administrative and Financial powers of Officials in EPFO as amended from time to time.
- iii. The E.P.F. Staff (Classification, Control & Appeal) Rules,1971 as amended from time to time.
- iv. The EPF, Central Board of Employees (Allotment of Residence) Rules, 1972 as

- amended form time to time.
- v. Employees' Provident Fund (Fixation of Seniority) Regulations, 1989 as amended from time to time.
 - vi. DoPT Instructions on Departmental Promotion Committee.
 - vii. Central Civil Service (Conduct) Rules, 1964.
 - viii. Central Civil Service (Joining Time) Rules, 1979.
 - ix. Central Civil Service (Leave) Rules, 1972.
 - x. Central Civil Service (Pension) Rules, 1972.
 - xi. Leave Travel Concession Rules.
 - xii. GPF (CS) Rules, 1960.
 - xiii. Central Services (Medical Attendance) Rules, 1944.
 - xiv. DoPT Instructions on Reservation in Service and preparation of Post Based Roster etc.
 - xv. Recruitment Rules of all cadres in EPFO.
 - xvi. MACP Scheme.
 - xvii. Official Language Rules, 1976 as amended from time to time.

Part-B:- Fundamental Rules & Supplementary Rules:

Definitions, Lein, General Condition of Service, Foreign Service, Deputation, Retirement, Standard License Fee, pay and Allowance, Fixation of Pay, Dismissal Removal and Suspension, Traveling Allowance.

Part -C :- General Financial Rules, 2017:

Chapter-2: General System of Financial Management, **Chapter -3:** Budget Formulation and Implementation, **Chapter-4:** Government Accounts, **Chapter-6:** Procurement of Goods and Service Procurement of Goods, **Chapter-7:** Inventory Management, **Chapter-8 :** Contract Management, and **Chapter 12:** Miscellaneous.

PAPER-IV

TIME : 3 Hours	PAPER-IV	Marks 100 (85+15)
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Computer Proficiency Test:-

- i. Preparing a letter /order in Word File through mail merge function.
- ii. Error check and spelling correction is given in Word Documents and other functions like Comment remove, Spelling check and Bold-underline-remove (Rewriting of Paragraph) etc.
- iii. Preparing a power point presentation on given subject .
- iv. Preparing an excel spreadsheet and answering an arithmetic problem.
- v. Preparing pie chart/bar graphs /diagrams in MS -Excel based on data provided.
- vi. Use of "Pivot" in MS Excel to generate data analysis report from a given spreadsheet.
