



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  
भविष्य निधि भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066  
Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



**File No. A-12011/1/2020-EXAM/ 92**

**Dated: 08/12/2020**

**NOTICE**

**Subject:- Direct Recruitment to the post of Social Security Assistant-Phase-III of the Examination (Computer Data Entry Skill Test)- CALL LETTER**

***It is hereby informed to all candidates who have been shortlisted for Phase-III of the Examination (Computer Data Entry Skill Test) for Direct Recruitment to the post of Social Security Assistant scheduled for 25/12/2020 that the link to enable candidates to download CALL LETTER for the Computer Data Entry Skill Test is as follows:-***

<https://cdn.digialm.com:443/EFForms/configuredHtml/31125/68975/login.html>

**2. The Link will be available from 09/12/2020 till 25/12/2020. User ID and Password has been sent to the registered email ID of the candidates.**

**3. The duration of the examination will be of 45 minutes which includes two mock test of 5 minutes each and 15 minutes of actual test. PwBD candidates who are eligible for extra time will be given 5 minutes extra time over and above the 15 minutes fixed for the test as per rule.**

**4. The qualification is Possessing a speed of at least 5000 correct key depressions per hour for Data Entry Work in English and Hindi typing. However, in the test, the candidates have to type minimum of 1250 correct Key Depressions (English) / (Hindi) in the provided 15 minute duration. The English Keyboard configuration will be in "QWERTY" and that of Hindi will be in "Remington". Typing will be in restricted mode i.e "Candidate will not be allowed to proceed with the typing forward, if content is typed incorrectly".**

**5. Candidates who have not submitted Language Option are informed that default language option i.e. English has been allotted to them and no change request shall be entertained.**

**6. No attendant other than passage dictator for eligible candidates will be allowed inside the examination hall . The passage dictator will only read out the passage to the eligible VH candidate within the allotted time period and typing**

will be done by candidate. Under no circumstances shall the passage dictator touch key board at any time. All the data entry shall be done by the candidate himself/herself. Candidates availing the services of passage dictator will not be allowed to use the magnification feature of the computer /typing software (If provided).

7. Visually handicapped candidates who are entitled for passage dictator and who have not exercised their option for providing Passage dictator by EPFO/self , it is informed that they have to bring their own Passage dictator. EPFO shall not be arranging Passage Dictator for them

**8. It is MANDATORY TO BRING A COLOURED PRINTED COPY of the downloaded Call Letter stapled with photocopy of any valid ID card and two recent passport size colored photographs. Valid photo identity proof are PAN Card/Passport/Permanent Driving Licence/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.**

9. **Please read the instructions attached with this notice and also the call letter and comply with the directions given.** Any violation of the instruction will result in cancellation of candidature of the candidate.

10. The call letter does not constitute an offer of appointment.

11. Information handout for the examination is attached with this notice.

**(K. Rupeshor Singh)**  
**Regional P.F. Commissioner-I (Exam.)**  
**Employees' Provident Fund Organization**

## SPECIFIC INSTRUCTIONS REGARDING COVID-19

1. In light of Covid-19 pandemic, the candidates are advised to reach the venue of examination well before gate closure time to avoid last minute crowding at the entry gate.
2. On reaching the examination venue, all candidates are required to sanitize their hands.
3. Temperature of the candidates will be checked at the entry to the exam venue via a Thermo Gun. Candidates with fever (Body temperature > 99.14 degree Fahrenheit), cough, body ache etc., will be allowed to appear in the examination in a separate isolated sitting arrangement.
4. Candidates must cover their nose and mouth with facemask, failing which they will not be allowed enter in the examination hall.
5. Candidates must maintain social distancing starting from point of entry in the exam venue till his/her exit from the exam venue. Staggered Entry Time shall be messaged on the registered mobile phone one day prior of exam.
6. Candidate must follow the guidelines issued by Ministry of Health & Family Welfare, Govt of India time to time for COVID-19.
7. Candidates for their own safety sake should bring 50 ml transparent bottle of hand sanitizer, ball pen and water bottle (Small Bottle) with them.
8. It will be mandatory for all the candidates to download the "Aarogya Setu" App in their Mobile Phones. The Aarogya Setu dashboard must show Candidates' Risk Factor as "Safe" or "Low Risk" to be allowed. A candidate will have to show this dashboard to the Security Guard at the entry into the exam venue. THIS IS MANDATORY. In case a candidate does not have a smart phone, he/she will have to bring in a signed declaration to this effect (declaration is provided along with this Call Letter) and show the same to the Security Guard at the entry into the exam venue.
9. Candidate may also use hand gloves at their discretion.
10. On completion of a shift, the candidates will be permitted to move out in an orderly manner one candidate at a time.

## GENERAL INSTRUCTIONS

1. Please note that this call-letter does not constitute an offer of employment.
2. **It is MANDATORY TO BRING A COLOURED PRINTED COPY of the downloaded Call Letter, photocopy of any one ID card (from the list mentioned in Point 6 c) with two recent passport size colored photograph.**
3. Please read the instructions mentioned in the Call Letter carefully and bring only REQUIRED ADDITIONAL ITEMS as mentioned in the Instructions.
4. This Call Letter is subject to the conditions that if ineligibility is detected at any stage, the candidature will be cancelled.
5. EPFO reserves the right to verify the identity and genuineness of each candidate by taking photograph of the candidate or by other means.
6. In order to get entry into examination venue/lab candidates must bring:
  - a. Printed Call Letter of EPFO SSA Computer Data Entry Test 2020
  - b. Two recent passport size coloured photographs.
  - c. Original Photo ID card issued by the Govt. Currently valid photo identity proof may be PAN Card/Passport/Permanent Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/Valid recent Identity Card issued by a recognized College/University/Aadhaar Card/E-Aadhaar Card with a photograph/Employee ID/Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.
7. **Call letter stapled with copy of identity card of the candidate will be dropped by the candidates in the designated box at the exit of the examination hall.**
8. Candidates must bring his/her two recent passport size colored Photographs and put their signature on the Call Letter (Candidate's copy and Invigilator copy) in the presence of the invigilator at the time of exam. He/ She has to handover the Invigilator copy to the Invigilator/drop in the designated drop box and keep the Candidate's copy by themselves. Any variation in the signatures, wherever applicable is liable for the cancellation of candidature.
9. The Call Letter must be signed by the invigilator and Candidate Copy will be retained by the candidate and produced at the time of document verification/ interview.
10. Candidate must strictly abide by the instructions given by the Exam Functionaries (Centre Supervisor / Invigilator etc.).

11. All the Candidates appearing for the computer-based test are instructed “NOT TO BRING”, car key (Remote), chain, any pager/ wrist-watch/ ring/ wallets/ ladies purse/large buttons on dress/ ornaments (earrings, rings etc.) or any other electronic device. The candidates with these articles will not be permitted to enter in the examination hall. The examination centers are not responsible for the safe custody of the belongings of the candidates and candidates have to make their own arrangement for their safe custody outside the Examination Centre. However, the candidates are required to bring their photo identity proof. Candidates will have to leave their mobiles outside the examination hall after checking of “Aarogya Setu” App and they will not be permitted to take mobile inside the examination hall.
12. EPFO SSA Computer Data Entry Test will commence at the given time in the Call Letter. Entry of Candidates will happen as per Time Slot given on Call Letter to maintain Social Distancing at the Centre. The entry of the Main Gate will be closed exactly at the Gate Closing time mentioned in the Call Letter. You need to undergo security process at the Test Center and hence to report early.
13. Mapping of 'Candidate Registration Number and the Lab Number' will NOT be displayed outside the exam venue, but the same will be provided to the candidates individually at the time of entry of the candidate to the exam venue and post their Call Letter and ID verification.
14. Candidates are advised to locate their test center and its accessibility at least a day before the test so that they can reach the center on time on the day of the exam.
15. Once the exam starts, candidates will not be allowed to leave the test center for any reason until the test is over.
16. Request for change of test center will NOT be entertained.
17. The duration of the Exam would be 45 min (+5 min Extra for the PwBD candidates) which includes 2 mocks of 5 min each and 15min (+5 min Extra for the PwBD candidates) of actual typing test
18. Failure to comply with these instructions will entail expulsion / cancellation of candidature or appropriate legal action.
19. Copying or noting down questions is strictly prohibited. Candidates will be under CCTV coverage throughout the exam procedure.
20. At the examination hall you are advised to read the Instructions carefully in your computer screen before start answering.
21. The candidates are advised to have a regular visit EPFO official website i.e. '[www.epfindia.gov.in](http://www.epfindia.gov.in)' for further information /instructions, if any.
22. No attendant other than passage dictator for eligible candidates will be allowed inside the examination hall. The passage dictator will only read out the passage to VH candidate within the allotted time period and typing will be done by the candidate. Under no circumstances shall the passage reader touch the keyboard at any time. All the data entry shall be done by the candidate himself/ herself. Candidates availing the services of Passage Dictator will not be allowed to use the magnification feature of the computer/ typing software (If provided). Any violation of the instruction will result in cancellation of candidature of the candidate.

**ALL THE BEST !!!**

### Self - Declaration - 1

In the interest of your well-being and that of everyone at the venue, I declare the following:

1. I have read the Instructions & Notices related to this examination on the website [www.epfindia.gov.in](http://www.epfindia.gov.in).
2. I have (please tick  )/ do not have (please tick  ), the following symptoms in last 1 week:

Fever: ,      BodyAche: ,      Cold/ Cough/ Runny Nose: ,      Breathing Problem:

3. I have NOT been in closed contact with a person suffering from Covid-19 and am NOT under mandatory quarantine.
4. I am aware the EPFO has taken measures as per the advisories of Government of India related to norms of social distancing and sanitization at the Examination Center.
5. I may be subject to legal provision / action as applicable for hiding any facts on Covid-19 infections related to me and causing health hazards to others.

**Candidate Name** : \_\_\_\_\_

**Candidate Registration No.** : \_\_\_\_\_

**Date of Exam** : \_\_\_\_\_

**Exam Center Name** : \_\_\_\_\_

**Signature of Candidate** : \_\_\_\_\_

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### Self - Declaration - 2

I am asked to fill this Self-Declaration, since I do not have "Aarogya Setu" App on my mobile phone.

I am certifying that I have NOT tested Positive for the Coronavirus or identified as a potential carrier of the COVID-19 virus.

**Candidate Name** : \_\_\_\_\_

**Candidate Registration No.** : \_\_\_\_\_

**Date of Exam** : \_\_\_\_\_

**Exam Center Name** : \_\_\_\_\_

**Signature of Candidate** : \_\_\_\_\_