



कर्मचारी भविष्य निधि संगठन
(श्रम मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation
(Ministry of Labour, Govt. of India)

मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाएजी कामा प्लेस, नई दिल्ली-110066

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Exam. 1(1)/2011/LDC/429

Dated: 24th January, 2012

To

**All Regional Provident Fund Commissioners,
In-Charge of the Regional Office/Sub Regional Offices
including [RPFC(ASD), Head Office]**

Subject:- Conduct of Limited Departmental Examination for promotion to the post of Lower Division Clerk on **28th March, 2012**- Regarding.

Sir,

The Limited Departmental Examination for promotion the post of Lower Division Clerk falling under Examination Quota will be held on **28th March, 2012** for the Regions where vacancies are existing as per details of vacancies given below:

| S. N | Region | Break up of vacancies | | | | |
|------|----------------|-----------------------|-----------|-----------|-----------|----------|
| | | SC | ST | GEN | TOTAL | PH |
| 1 | ANDHRA PRADESH | 0 | 0 | 08 | 08 | 0 |
| 2 | BIHAR | 0 | 0 | 01 | 01 | 0 |
| 3 | JHARKHAND | 0 | 0 | 00 | 00 | 0 |
| 4 | DELHI | 0 | 0 | 05 | 05 | 0 |
| 5 | GUJARAT | 01 | 0 | 12 | 13 | 0 |
| 6 | HARYANA | 0 | 0 | 00 | 00 | 0 |
| 7 | HIMACHAL | 0 | 0 | 01 | 01 | 0 |
| 8 | KARNATAKA | 01 | 0 | 06 | 07 | 0 |
| 9 | KERALA | 0 | 0 | 01 | 01 | 0 |
| 10 | MADHYA PRADESH | 0 | 0 | 00 | 00 | 0 |
| 11 | CHHATISGARH | 0 | 0 | 0 | 0 | 0 |
| 12 | MAHARASHTRA | 0 | 0 | 02 | 02 | 0 |
| 13 | GOA | 0 | 0 | 0 | 0 | 0 |
| 14 | NORTH EAST | 0 | 0 | 0 | 0 | 0 |
| 15 | ORISSA | 0 | 0 | 03 | 03 | 0 |
| 16 | PUNJAB | 01 | 0 | 06 | 07 | 0 |
| 17 | RAJASTHAN | 0 | 0 | 02 | 02 | 0 |
| 18 | TAMIL NADU | 03 | 02 | 07 | 12 | 0 |
| 19 | UTTAR PRADESH | 0 | 0 | 0 | 0 | 0 |
| 20 | UTTARAKHAN | 0 | 0 | 01 | 01 | 0 |
| 21 | WEST BENGAL | 0 | 0 | 00 | 00 | 0 |
| 22 | HEAD OFFICE | 01 | 0 | 00 | 01 | 0 |
| | TOTAL | 07 | 02 | 55 | 64 | 0 |

2. You are requested to invite applications from eligible candidates adhering to the following time schedule:

| S.N | Activity to be carried out | DATE |
|-----|--|----------|
| A | RPFCs (RO/SRO) to confirm to RPFC (Exam.) by Fax / Mail in given format (Annexure 'A') regarding issuing of circular calling for applications. | 27.01.12 |
| B | Last date for submission of application in the prescribed form by the eligible candidates. | 10.02.12 |
| C | Intimation of total number of eligible applicants to be given to RPFC (Exam) over mail / fax by the OICs RO/SROs/ZTIs/NATRSS. | 14.02.12 |
| D | Final List of eligible candidates of the Region (including RO/SRO/DO) to be forwarded to RPFC(EXAM) in the prescribed format (Annexure 'B') to be submitted in duplicate by the RPFC-I of the REGION. | 17.02.12 |

3. The Officer-In-charge of Sub-Regional Offices on receipt of this circular, are requested to take immediate action to invite applications from the eligible candidates and forward the same to their respective Regional Offices on due date. Regional Offices are also requested to take necessary follow up action in this regard. Certificate in this regard to be forwarded to RPFC (Exam.) by the given date. A copy of this letter may also please be displayed on the Notice Board of your office.

4. The details regarding the examination like; eligibility, time table, nature of examination, etc. are given in the **annexure 'C'** to this letter. The venue of examination will be announced separately.

5. The Regional P.F. Commissioners- in charge of the **Regions** will scrutinize the eligibility and others details of the applicants from the RO and SROs before sending the final list (in-duplicate) of candidates of the Region (including all offices) to Head Office as per table 2(D) above.

6. All Regional Offices/Sub-Regional Offices shall invariably arrange to conduct the coaching classes for the candidates appearing in the examination, in accordance with the prescribed guidelines. All efforts should be made to ensure that maximum number of candidates benefit from the coaching classes for their success in the examination of the Regions including [RPFC(ASD)], Head Office].

7. **Hindi version will follow.**

8. **Please acknowledge receipt by mail to rpfc.exam@epfindia.gov.in.**

(This issues with the approval of Competent Authority)

Encl;- as above

Copy to :-

1. All Additional C. P. F. Cs. / F.A. & C. A. O.
2. Director, NATRSS
3. R. P. F. C. -I (HRM), Head Office.
4. All Zonal Training Institutes.
5. P. S. to C. P. F. C.
6. R. P. F. C.-II (HRM), Head Office.
7. RC(NDC) to upload on the Website
8. AD (OL), Head Office for translation in Hindi.
9. Secretary General, AIEPFSF,
10. Secretary General, AIEPF SC/ST Staff Federation,
11. Guard File

Yours faithfully,

(SWAGATA RAI)
Regional Provident Fund Commissioner-II (Exam.)


(Joseph Soreng)
Assistant P.F. Commissioner (Exam.)

(Enclosure to Head Office Circular Letter No. Exam. 1(1)/2011/LDC/429 dated 24th January, 2012)

This is to acknowledge the receipt of the letter No. Exam. 1(1)/2011/LDC/429 dated 24th January, 2012 and to certify that the contents of the letter have been circulated to all concerned and displayed on the Notice Board of the Offices of this Region. The applications have been called for from the eligible candidate.

Signature of R.P.F.C. Incharge

Name _____

Office _____

(Seal of Regional Office/Sub Regional Office)

ANNEXURE - B

(Enclosure to Head Office Circular Letter No. Exam. 1(1)/2011/LDC/429 dated 24th January, 2012)

**FINAL LIST OF ELIGIBLE CANDIDATES FROM REGION / HEAD OFFICE
FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF LOWER
DIVISION CLERK TO BE HELD ON 28TH MARCH, 2012**

| S.No | Name of the Regional office, Sub-Regional Office/Head Office (in alphabetical order) | Name of the candidates with designation in Capital Letters | Whether SC/ST(in Red Ink) | Roll No. | Language option i.e. Hindi/ English / Regional Language | Remarks |
|------|--|--|---------------------------|----------|---|---------|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(To be furnished in the last page)

| Total No. of Candidates | |
|-----------------------------------|----------------|
| <u>Regional</u> Office : _____ | GENERAL: _____ |
| SRO (a) _____ | SC : _____ |
| (b) _____ | ST : _____ |
| (c) _____ | |
| (d) _____ | |
| (e) _____ | |
| (f) _____ | |
| Total : | Total : |

Certified that the officials as per list given above are eligible to appear in the Limited Departmental Examination for the post of Lower Division Clerk as per RR.

**Signature of R.P.F.C. Incharge
(Seal of Regional Office)**

(Enclosure to Head Office Circular Letter No. Exam. 1(1)/2011/LDC/4.2.9 dated 24th January, 2012)

**LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF LOWER DIVISION CLERK
TO BE HELD ON 28th MARCH, 2012**

The Examination will be held as per the Employees' Provident Fund Departmental promotion Examination Scheme, 2002 circulated vide letter No. Exam .16(2)/2000/608 dated 18.12.2002.

1. TIME TABLE

| Date & Time | Paper | Subject | Marks |
|---|-------------------------------|--|--|
| 28.03.2012 10.00 A.M to 12.00 Noon | ONE PAPER ONLY | Part -A (a) English | 40 |
| | | Part - B (b) Arithmetic (c) General Knowledge <i>(The syllabus of the examination may be as detailed in the Schedule annexed to the scheme. The Question Paper may consist of various types i.e. theoretical, practical, objective, etc.)</i> | 30 30 <hr/> 100 Total Marks ===== |

2. SYLLABUS FOR LOWER DIVISION CLERK EXAMINATION

ENGLISH, ARITHMETIC & GENERAL KNOWLEDGE

a) English: (40 Marks)

- i) Essay, Letter Writing, Comprehension
ii) Applied Grammar :

Punctuation, tenses, antonyms & synonyms and use of finite and auxiliary verbs, adjectives and adverbs, fill in the blanks to test knowledge of correct use of prepositions, pronouns and articles, direct and indirect narration, phrases and clauses, transformation of sentences, re-arrangement of jumbled words into a sentence, correction of sentences.

b) Arithmetic: (30 Marks)

Problems on simplification, percentage, ratio and proportion, average, simple and compound interest, discount, profit and loss, time and work, time and distance, tabulation, etc.

(c) General Knowledge: (30 Marks)

Knowledge of current events of every day observation and experience, Indian Polity, Indian History, Indian National Leaders, UN and other International Organisations, Indian Economy, General Science, Geography, Books & Authors, Abbreviations, etc.

3. **METHOD OF RECRUITMENT & ELIGIBILITY:**

As per the Recruitment Rules for the post of LDC notified on 25.3.2006, 30% by promotion through Limited Departmental Examination from Group 'C' employees whose scale of pay is identical or lower than that of Lower Division Clerks and group 'D' employees serving in respective offices on the result of the Limited Departmental Examination restricted to Group 'C' employees whose scale of pay is equivalent or lower than that of LDCs and Group 'D' employees who possess the minimum education qualification of matriculation or equivalent and have completed five years regular service in Group 'D' and Group 'C' isolated cadre.

4. **DATE OF ELIGIBILITY:**

The eligibility for appearing in the examination shall be determined with reference to the relevant Recruitment Rules. The cutoff date to determine eligibility of candidates to appear in the examinations shall be 1st January preceding the year i.e. candidates should complete five years regular service as on **01.01.2011**.

5. **NATURE OF EXAMINATION AND PREPARATION OF MERIT LIST:**

As per the **Scheme of Examination**, it is a qualifying examination and the successful candidates will be arranged in order of merit with respect to marks obtained by them in the examination. The merit list of each examination will be prepared in respect of each region / Head Office separately.

6. **LANGUAGE OPTION**

Question Paper (Part-A) will be set in English and must be answered in **ENGLISH** only. Question paper (PART-B) will be set both in English and in Hindi and the candidates have the option to write the papers either in English or in Hindi or in Regional language of Region in which the candidate is employed. Option once exercised at the time of submission of application shall be treated as Final.
