



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
14, भीकाजी कामा प्लेस, नई दिल्ली 110066
Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in



File No. Exam.5(3)2017 / 206

Dated: 07 NOV 2017

To

All the Concern Regional Provident Fund Commissioners,
In-Charge of Examination Test Centre.

Sub: Conduct of Limited Departmental Competitive Examination for promotion to the post of EO/AO and LDC to be held on 13.11.2017 & 14.11.2017 – regarding.

Sir,

Please refer to this office circular of even no. dated 18.10.2017 (placed at Website Circular No.402 & 403)

As informed earlier, the Limited Departmental Competitive Examination for promotion to the post of EO/AO and LDC is being held in various Centres. The venues for the examination are being arranged by the recruiting agency – EdCIL. However, the following activities will be required to be carried out by EPFO:-

1. One Centre Co-ordinator for each Centre (City) to co-ordinate among the EPFO Representatives at **each of the venues** of Examination & to oversee conduct of test at all the venues. The list of Centre Co-ordinators alongwith the addresses, Phone No. and e-mail, as available, is annexed as **Annexure I**. It is requested to verify the details and any changes required may be intimated by return fax, latest by 08.11.2017 so that the updated listed may be intimated to EdCIL.
2. The Centre Co-ordinator shall write formal letter to the Police Authorities of each centre to deploy adequate police staff at each venue to prevent any untoward incident. Format for writing to Police Authorities is enclosed as **Annexure II**.
3. The Centre Co-ordinator shall nominate one Group 'A' Officer as **Venue Representative** for each Venue in the Centre.
4. The Venue Representatives, so nominated, shall be required to sign the certificate with regard to the start and successful conduct of Computer Based Test (Online) Examination after completion of the Examination.
5. The Venue Representatives shall oversee the conduct of examination of his/her Venue.
6. The Venue Representative & Centre Co-ordinator will be responsible for lodging FIR with the local police station in case of any untoward incident.

7. Though the Online Examination is conducted by EdCIL through their CCTA and his team of CTA etc., the Centre Co-ordinators and Venue Representatives will play the role of EPFOs Representatives to ensure fair and impartial conduct of examination.
8. Standard Operating Procedure (SOP) to all the examination Centre for all process for and secure conduct of Online Examination along with rules and exception handling / emergency procedures has been mailed to the E-mail address mentioned against the Centre Co-ordinator's name.
9. Facilitation counter will be set up by the agency one day before the exam for facilitating candidate queries / problems / issues relating to the examination. Details of centres where facilitation centre will be set up by the agency will be forwarded to the E-mail address of the Centre Co-ordinators. Centre Co-ordinator shall depute the venue Representative to coordinate with the agency.
10. Master List of candidates appearing for the exam for both EO/AO and LDC has been e-mailed to the e-mail address mentioned against the Centre Co-ordinators name. Please verify with the details of candidates appearing from your region. Master list contains the candidates Four Digit Sequence number as well as the Employees ID number which will enable in downloading the E-Admit Card in case candidate is not able to download the same herself / himself.
11. On receipts of the details of mobile no of the Centre Co-ordinator, details of Centre Head deployed by the agency with their Mobile Nos shall be forwarded to the Mobile no of the Centre Co-ordinator by SMS.
12. On successful completion of the Examination, the Centre Co-ordinator shall sent a report to Head Office in the format given in Annexure-IV by e-mail before 6 PM each day.

The acknowledgement for the above circular alongwith the verification of the particulars of the Centre-Co-ordinators of the Test Centres alongwith Mobile Nos. of the Centre Co-Ordinators may be forwarded by 08.11.2017 by Fax/Mail without fail at 011-26172661 and rpfc.exam@epfindia.gov.in in the format given in **Annexure-III**.

{This is issues with the approval of ACC (HQ)(HR)}.

Encl: as above.

Yours faithfully,



(M. Ngullie)

Regional P.F. Commissioner-I (Exam)

Copy to :-

1. All Addl. CPFCs (Zone) for information with a request to kindly ensure that the above instructions are scrupulously followed by all the RPFCs / Centre Co-ordinators of the Test Centres in their jurisdiction.
2. Sh. U. S. Gaikwad, General Manager, Recruitment Services & HR & Admin, EdCIL (India) Limited, Plot 18 A, Sector 16 A, Noida-201301 for information and necessary action.



(M. Ngullie)

Regional P.F. Commissioner-I (Exam)

ANNEXURE-I

DETAILS OF CENTRE CO-ORDINATORS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POST OF ENFORCEMENT OFFICER/ACCOUNTS OFFICER AND LOWER DIVISION CLERK TO BE HELD ON 13TH AND 14TH NOVEMBER 2017

Sl. No.	Examination Centre	Name of the Centre Co-ordinators	Code No.	Address of the Centre Co-ordinators	E-MAIL	Phone No.	Fax No.
1.	Dehradun	Shri Manoj Kumar Yadav, RPFC-I		Employees' Provident Fund Organisation, Bhavishyanidhi Bhawan, Vyomprasth, Kanwali, GMS, Road, Dehradun	ro.dehradun@epfindia.gov.in	0135-2620101	0135-2620105
2.	Delhi	Dr. Shiv Kumar, RPFC-I		Zonal ACC Office (Delhi and Uttarakhand), Employees' Provident Fund Organisation, 8 th Floor, Bhavishya Nidhi Bhawan, 28, Community Centre, Wazirpur Industrial Area, Delhi-110052	acc.dlut@epfindia.gov.in	011-27373397	011-27376173
3.	Faridabad	Shri Siddharth Singh, RPFC-I		Zonal ACC Office (Haryana), Employees' Provident Fund Organisation, Dr. Shyama Prasad Mukherjee Institute of Social Security Administration, Sector 16-A, Faridabad (In front of Kothi No.174 Old Faridabad), National Highway Crossing Faridabad (Haryana)-121001	acc.hrrj@epfindia.gov.in	0129-2227843	0129-2227844
4.	Gurgaon	Shri Manoranjan Kumar, RPFC-I		Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, Plot No.43, Sector-44, Institutional Area, Gurgaon-122003	ro.gurgaon@epfindia.gov.in	0124-2578747	0124-2578634
5.	Jaipur	Shri Manoj Yadav, RPFC-I		Zonal ACC Office (Rajasthan), Employees' Provident Fund Organisation, Nidhi	acc.rj@epfindia.gov.in	0141-2741114	0141-2744112

				Bhawan, Vidyut Marg, Jyoti Nagar, Jaipur-302005			
6.	Chandigarh	Shri Rakesh Kumar, RPFC-I		Employees' Provident Fund Organisation, SCO 4-7, Sector 17-D, Chandigarh	ro.chandigarh@epfindia.gov.in	0172-2701355	0172-2710453
7.	Shimla	Smt. Uma Mandal, RPFC-I		Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, Block No.34, 1 st and 2 nd Floor, SDA Complex, Kasumpti, Shimla-171009	ro.shimla@epfindia.gov.in	0177-2624621	0177-2623197
8.	Kanpur	Shri V.V.B. Singh, RPFC-I		Zonal ACC Office (Uttar Pradesh), Employees' Provident Fund Organisation, Nidhi Bhawan, Sarvodya Nagar, Kanpur-208005	acc.upbh@epfindia.gov.in	0512-2225205	0512-2225204
9.	Noida	Shri Narender Kumar Singh, RPFC-I		Employees' Provident Fund Organisation, A-2C, Sector-24, NOIDA-201301	sro.noida@epfindia.gov.in	0120-2412600	0120-2412601
10.	Patna	Shri S.K. Jha, RPFC-I		Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, R-Block, Road No.06, Patna-800001	ro.patna@epfindia.gov.in	0612-2227139	0612-2506632
11.	Bhubaneswar	Shri S.K. Gupta, RPFC-I		Zonal ACC Office (Orissa), Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, Unit No.9, Janpath, Bhubaneswar-751022	ro.bhubaneswar@epfindia.gov.in	0674-2543566	0674-2540226
12.	Hyderabad	Shri MSKVV Satyanarayana, RPFC-I		Employees' Provident Fund Organisation, Bhavishyanidhi Bhawan, No.3-4-763, Barakatpura, Chaman (Telangana) Hyderabad-500027	ro.hyderabad@epfindia.gov.in	040-27564054	040-27561977
13.	Bengaluru	Shri D.K. Singh, RPFC-I		Zonal ACC Office (Bengaluru), Employees' Provident Fund Organisation, KAVERI, Bhavishya Nidhi Enclave, HMT Main road, Jalahalli, Bangalore-560013	acc.kargao@epfindia.gov.in	080-23450962	

14.	Hubli	Shri B. Andrew Prabhu, RPFC-I		Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, New Block No.10, Behind Income Tax Office, Navanagar, Hubli-580025	sro.hubli@epfindia.gov.in	0836-2323206	0836-2220762
15.	Chennai	Shri Salil Shankar, RPFC-I		Employees' Provident Fund Organisation, 37, Royapattah High Road, Opp. Swagath Hotel, (TN) Chennai-600014	ro.chennai@epfindia.gov.in	044-28130314 28131085	044-28132188
16.	Madurai	Shri K. Narayana, RPFC-I		Zonal ACC Office (Tamil Nadu), Employees' Provident Fund Organisation, P.B. No.3875, Dr. Balaundaram Road, Coimbatore-641018	acc.cbe@epfindia.gov.in	0422-2243040	0422-2243042
17.	Thiruvananthapuram	Smt. Renu Ramachandran, RPFC-I		Zonal ACC Office (Kerala), Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, P.B. No.1016, Pattom, Thiruvananthapuram-695004	acc.ker@epfindia.gov.in	0471-2448143	0471-2441750
18.	Guwahati	Shri Robert W Kapai, RPFC-I		Zonal ACC Office (North East Region), Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, G.S. Road, Near Baralu Bridge, Bhangagarh, Guwahati-781005	ro.guwahati@epfindia.gov.in	0361-2529047 2529048	0361-2529265
19.	Ranchi	Shri Sahira K Sangma, RPFC-I		Employees' Provident Fund Organisation, Bhagirathi Complex, Near Circuit House, Karamtoli Ranchi-834001	ro.ranchi@epfindia.gov.in	0651-2360874	0651-2360549
20.	Mumbai	Shri Ganesh Kumar, RPFC-I		Zonal ACC Office (Bandra), Employees' Provident Fund Organisation, 341, Bhavishya Nidhi Bhawan, Bandra (East), Mumbai-400051	ro.bandra@epfindia.gov.in	022-26474444 26470592	022-26470031
21.	Pune	Shri R.K. Sinha, RPFC-I		Zonal ACC Office (Pune), Employees' Provident Fund Organisation, 2 nd Floor, Pune Cantonment Board Building, Near	acc.pune@epfindia.gov.in	020-26454234	020-26454233

				Golibar Maidan, Camp, Pune Maharashtra-411001			
22.	Nagpur	Shri Animesh Mishra, RPFC-I		Employees' Provident Fund Organisation, 132-A, Ridge Road, Tukdoji Square, Raghuji Nagar, Nagpur-440009	ro.nagpur@epfindia.gov.in	0712- 2742231	0712- 2744228
23.	Nasik	Shri M.M. Ashraf, RPFC-I		Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, Plot No.P-11, MIDC Sitapur, (Maharashtra) Nasik- 422007	ro.nasik@epfindia.gov.in	0253- 2362410	0253- 2360973
24.	Raipur	Shri Jay Kumar, RPFC-I		Employees' Provident Fund Organisation, Block 'D', Scheme-32, Indira Gandhi Commercial Complex, Pandri, Raipur- 492004	ro.raipur@epfindia.gov.in	0771- 2583897	0771- 2593902
25.	Ahmedabad	Shri Santanu Bandyopadhyay, EPFC-I		Zonal ACC Office (Gujarat), Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, Near Income Tax Circle, Ashram Road, Ahmedabad-380014	acc.gjimp@epfindia.gov.in	079- 27545474	079- 27542036
26.	Vadodara	Shri Jayant Kumar Pandey, RPFC-I		Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, B/H V.M.C. Ward-6 Office, Akota Stadium road, Akota, Vadodara-390020	ro.vadodara@epfindia.gov.in	0265- 2337872	0265- 2343505
27.	Bhopal	Shri Sanjay Kesari, RPFC-I		Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, 59, -Arera Hills (M.P.) Bhopal-462011	ro.bhopal@epfindia.gov.in	0755- 2570868	0755- 2553494

Date:

To,

.....(Designation of the Police Authority)
.....(Name of the Police Station)

Sirs,

Sub: Competitive Test for various Posts scheduled to be held on
..... in two Sessions

The written examination for the captioned project scheduled to be conducted at the following venues on Sunday, in the Morning session from 08.00 a.m. to 01.00 p.m. & in the Afternoon session from 01.00 p.m. to 05.30 p.m. for the no. of candidates as shown against the venues:

Address of the Examination Venue**No. of Candidates**

We request you to make necessary security arrangements by deploying reasonable police force for smooth and peaceful conduct of the examination.

Thanking you,

Yours faithfully,

DESIGNATOR

ANNEXURE-III

ACKNOWLEDGEMENT AND VERIFICATION CERTIFICATE

1. Acknowledgement

This is to acknowledge the instructions issued vide Circular No. Exam.5(3)2017/206.
dated 07.11.2017.

2. Verification of Details of Test Centre

Details of this office are as per annexure 1 of the Circular cited above.

OR

The correct details of this office are as under:-

Examination Centre _____

<u>Name of the Centre</u> <u>Co-ordinators</u>	<u>Address of the Centre</u> <u>Co-ordinators</u>	<u>E-MAIL</u>	<u>Phone No.</u>	<u>Fax No.</u>

3. Mobile No. of Centre Co-ordinators

- (i)
- (ii)

**Signature & Stamp of
The Regional P.F. Commissioner,
In-Charge of Examination Test Centre
(Centre Co-ordinator)**

ANNEXURE-IV

I hereby report that the Examination in my Centre was held peacefully and without any untoward incident.

Date	Centre Name	Category (EO/AO or LDC)	Paper No.	No of Candidates

(Note:- In case of any untoward incident, elaborate report may be attached separately.)

**Signature & Stamp of
The Regional P.F. Commissioner,
In-Charge of Examination Test Centre
(Centre Co-ordinator)**