



कर्मचारी भविष्य निधि संगठन,  
EMPLOYEES' PROVIDENT FUND ORGANISATION,  
श्रम एवं रोजगार मंत्रालय, भारत सरकार,  
MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA  
मुख्य कार्यालय / Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066  
Website: www.epfindia.gov.in, www.epfindia.nic.in



No: A-34018/3/2022-EXAM-४५

Date: 19.01.2024

To

All Addl. CPFC (HQ)/ACC (Zones)/ACC (ASD)  
Director (PDNASS)  
All Regional PF Commissioners-in-charge  
of the Regional Offices/RPFC-I(ASD)

**Subject: Employees' Provident Fund Section Supervisor Limited Departmental Competitive Examination Scheme, 2023 - Regarding**

Madam/Sir,

I am directed to forward herewith the 'Employees' Provident Fund Section Supervisor Limited Departmental Competitive Examination Scheme, 2023' as approved by the Competent Authority.

Employees' Provident Fund Section Supervisor Limited Departmental Competitive Examination Scheme, 2023 will come into force from the date of issue of this circular. This may be circulated to all concerned. A copy may also be displayed on Notice Board.

Encl: As above

Yours faithfully,

(Upendra Pratap Singh)  
Regional P.F. Commissioner - I (Exam)

Copy to:

1. PS to CPFC
2. All Zonal Training Institutes
3. Assistant Director (OL) – for Hindi Version
4. RPFC (NDC) for uploading the same on EPFO website.
5. Guard File

(Jerin David M.)  
Regional P.F. Commissioner - II (Exam)

**Employees' Provident Fund Limited Departmental Competitive Examination**  
**Scheme for promotion to the post of Section Supervisor under**  
**Examination Quota**

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- (i) This Scheme shall be called the Employees' Provident Fund Section Supervisor Limited Departmental Competitive Examination Scheme, 2023.
- (ii) The Scheme is in response to the Employees' Provident Fund Organisation, Section Supervisor, Recruitment Rules, 2018 notified on 30<sup>th</sup> of January, 2019. The examination under this Scheme shall be held for filling up the vacant posts of Section Supervisor falling under Examination Quota as prescribed in the relevant Recruitment Rules.
- (iii) It shall come into force from the date of its notification. It shall supersede all provisions of the Employees' Provident Fund Section Supervisor Limited Departmental Competitive Examination Scheme, 2017 except otherwise provided in this Scheme. It shall be applicable to the examinations conducted after its notification.
- (iv) The Central P F Commissioner may, from time to time, give such directions as considered fit for the fair and transparent conduct of examination and any such direction given, shall be binding.

**2. DEFINITIONS:**

- (a) "**Examination**" for the purpose of this Scheme means the Limited Departmental Competitive Examination for promotion to the post of Section Supervisor for filling up vacancies against examination quota in the cadre.
- (b) "**Organisation**" means Employees' Provident Fund Organisation.
- (c) "**Paper**" means question paper(s) specified in Para 6 of the Scheme.
- (d) "**Syllabus**" means the syllabus prescribed for the Examination at (a) above
- (e) "**Vacancy year**" means the Calendar year.
- (f) "**DPC**" means Departmental Promotion Committee as per the Recruitment Rules for the post of Section Supervisor in the Employees' Provident Fund Organisation.
- (g) "**DOPT**" means "Department of Personnel and Training" under the Ministry of Personnel, Public Grievances and Pensions, Government of India.

- (h) **"Liaison Officer/ Chief Liaison Officer"** means the officers duly appointed for ensuring implementation of beneficial provisions for each reserved category - SC/ST/OBC/ PwBD and others as per the extant rules.
- (i) **"Screening Committee"** means a Committee constituted for the determination of vacancies.

### **3.DETERMINATION OF VACANCIES:**

- (i) Officers-in-charge of Zonal Offices shall finalize the vacancies under the Examination Quota in all categories in their respective jurisdiction and forward the same to Head Office, HRM Division along with the certificate of the Liaison Officers / Chief Liaison Officer and the Screening Committee constituted for determination of vacancies. The vacancies so determined shall be forwarded to Examination Section by HRM Division, Head Office.
- (ii) The vacancies so received from HRM Division shall be circulated to all offices through a circular. The Examination will be conducted for filling up these vacancies.
- (iii) Vacancies which remain unfilled based on the result of the examination shall be filled up from the subsequent examinations only.

### **4.ELIGIBILITY**

#### **4(a)**

- (i) The required qualifications and eligibility conditions for appointment to the post of Section Supervisor under Examination Quota will be same as prescribed under the notified Recruitment Rules.
- (ii) The crucial date to determine the eligibility of the candidate to appear in the examination shall be as per the extant guidelines of DoP&T.
- (iii) On receipt of the applications, Officers-in-charge of Zonal Offices / Officer-in-charge of ASD (EPFO, HO) shall examine the eligibility of the candidates based on the service particulars of the candidates and forward the details to Examination section, EPFO, HO. In case of any change in the eligibility of the candidate, such change may first be communicated to the candidate and thereafter forwarded to Examination section, EPFO, HO.
- (iv) In case a candidate who has applied for the examination is found to be ineligible as per rules, the candidate shall be intimated within 5 days of receipt of the application citing the rule provisions due to which he / she is found ineligible.
- (v) The candidate may submit a representation for reconsideration to the concerned Officers-in-charge of Zonal Offices / Officer in charge of ASD (EPFO, HO) giving detailed reasons for reconsideration within 5 days of receipt of rejection of application failing which his / her representation shall not be considered.

- (vi) Officers-in-charge of Zonal Offices / Officer-in-charge of ASD (EPFO, HO) may take care that the final list of eligible candidates is forwarded only after ensuring that the representations of the rejected candidates are disposed.

**4(b) Employees under Suspension / undergoing Disciplinary Proceedings / Criminal Proceedings/ Undergoing Punishment**

The officials who are eligible but are under suspension or against whom disciplinary proceeding / Criminal proceedings are pending / undergoing penalty may be permitted to appear in the examination. The result will be declared based on the merit of the candidate. DPC shall follow the DOPT instructions in regard to such cases.

**5. PREPARATION OF MERIT LIST:**

- (i) The examination is a Competitive Examination.
- (ii) A single Merit List of Qualified Candidates for the number of vacancies for which the examination has been conducted for each category for each State/Zone will be prepared arranging the candidates in the order of merit based on the total marks obtained in all the papers, subject to the candidates having secured the minimum qualifying marks prescribed for each paper.
- (iii) A Waiting List shall also be prepared on the same lines as the Merit List of Qualified Candidates, which shall be utilized in the event that any person from the Merit List is not found fit by the DPC for promotion or does not join the post after promotion or refuses the promotion for any reason whatsoever.
- (iv) The Waiting List shall not exceed 20% of the notified vacancies for the examination, subject to a minimum of one candidate.
- (v) The validity period of waiting list shall be one year from the date of declaration of the result or till the conduct of the next examination whichever is earlier.
- (vi) The DPC shall make recommendations for promotion against the examination quota vacancies on the basis of the Merit List of Qualified Candidates and duly assessing their fitness based on other criteria as contained in the Recruitment Rules.
- (vii) In case any vacancy remains unfilled in the event that a person in the Merit List is found to be unfit for promotion by the DPC or due to non-joining of candidates recommended and offered promotion shall be filled up from the available candidates in the Waiting List.

## **6.DETAILS OF EXAMINATION:**

Sl. No.	Paper	Time	Marks	Type of Exam	Subject and Marking Scheme	
					Subject	Marking
1	I	2 Hrs	100	Computer based Examination with MCQs	EPF Act and Scheme, Manual of Accounting Procedures & Standard Operating Procedures	70
					Services Provided by EPFO and Legal Awareness	30
2	II	2 Hrs	100		Administrative, Service and Financial Rules, RTI Act & NPS	60
					English	20
					Numerical Ability and Test of Reasoning	20

**Note:** The syllabus for the various papers are given in the Annexure to this Scheme. The questions shall be based on the up-to-date and amended rules / provisions on the subjects. The questions shall be of Objective Type. The pattern of examination will be decided from time to time by the Competent Authority and notified at the time of notification of the Examination.

## **7. MEDIUM OF EXAMINATION:**

The Medium of examination shall be Hindi / English except to the extent specially directed. The candidates are required to give a specific option for a language for writing the examination. However, the English section of the Paper is required to be written in English only or as directed in the question paper.

## **8.DATE OF EXAMINATION**

- The dates of the examination will be notified by the Head Office from time to time.
- The eligible officials who desire to appear in the examination will have to apply as per the notification issued by Head Office.

## **9. QUALIFYING MARKS AND METHOD FOR PREPARATION OF RESULT & PANEL:**

- The candidates belonging to General Category who secure at least 40% marks in each paper and candidates belonging to SC/ST/PwBD Category who secure at least 35% marks in each paper shall be eligible to be considered for inclusion in the merit list.

- (ii) The candidates eligible to be considered for the merit list as per Para 9(i) shall be arranged in a single list for each category and for each State/Zone in the order of merit taking into account the total marks secured by them in the examination.
- (iii) The fact that a General candidate has obtained at least 40% marks in each paper and SC/ST/PwBD candidate obtained 35% marks in each paper and has been placed in the merit list will not entitle him/her to claim the right of promotion to the higher post. All candidates who fail to be promoted by the competent authority - either due to their not fulfilling of the eligibility condition or due to lack of vacancies in their category and/ or vacancy year or other reasons shall be considered to be unsuccessful in the examination.
- (iv) In case two or more candidates have the same marks, the candidate senior-most in the feeder cadre will be considered as having higher rank than the other candidate(s) and will be first considered for promotion subject to fitness and eligibility.
- (v) Those SC/ST/PwBD candidates who qualify as per General Category norms (both minimum qualifying marks in each paper as well as overall merit as per General Norms) shall be eligible to be considered against the General Category merit if they are within the panel for General Category vacancies failing which they shall be considered against their respective categories. These instructions shall be subject to DOPT instructions issued from time to time and applicable at the time of conducting of the examination.

#### **10. COMMUNICATION OF RESULT:**

The list of candidates declared successful in the Examination will be circulated for information of all the candidates.

#### **11. PROCEDURE FOR SUPPLY OF MARK LIST:**

The marks obtained by Candidates in all the Papers shall be intimated to the Candidates.

#### **12. USE OF UNFAIR MEANS:**

Any candidate who is found to be copying from the answer paper of another candidate or from any written paper or document brought by him / her, or in any other way obtaining help or giving help to other candidates by irregular means, or is found to be in possession of a book , mobile phones, Bluetooth devices and other electronic or other devices specifically banned which is not authorised to be used or any written paper or document, or not following any other directions that have been issued, he/ she will 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 valuation, 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 centres will be liable to be cancelled.



### **13. RETOTALING AND VERIFICATION OF MARKS:**

- (a) If a candidate desires re-totaling of his/her marks and verification of the fact that all answers written by him/her have been duly assessed by the examiner, he/she should submit an application to the Regional PF Commissioner (Examination) through Officers-in-charge of Zonal Offices / Officer-in-charge ASD (EPFO, HO) for undertaking the re-totaling and verification. The application must be supported with confirmation from Officer in-Charge of the office that a **fee of Rs.100/- per paper** has been deposited by the candidates applying for re-totaling / verification of marks within the prescribed time.
- (b) 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.
- (c) 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 totaling of the marks.

**Note II:** Revaluation of answer scripts 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 Officers-in-charge of the concerned office to the Employees Provident Fund Account No.2/4 as applicable.

\*\*\*\*\*

**Syllabus to the Employees' Provident Fund Section Supervisor Limited  
Departmental Competitive Examination Scheme 2023**

**PAPER-I**

Paper	Time	Marks	Type of Exam	Subject	Marking Scheme
I	2 Hrs	100	Computer based Examination with MCQs	EPF Act and Schemes, Manual of Accounting Procedures & Standard Operating Procedures	70
				Services Provided by EPFO and Legal Awareness	30

**I. Employees' Provident Fund & Miscellaneous Provision Act, 1952 and the Schemes framed thereunder:**

- i. Employees' Provident Fund & Miscellaneous Provisions Act, 1952
- ii. Employees' Provident Fund Scheme, 1952
- iii. Employees' Pension Scheme, 1995
- iv. Employees' Deposit Linked Insurance Scheme, 1976
- v. Citizens' Charter
- vi. An Overview of EPFO.

**II. Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO**

**PART A:-** Manual of Accounting Procedure (General) – Part-I: (1) Chapter -1: Administration of EPF & MP Act, 1952 and the Schemes, (2) Chapter-2: General Office Procedure, (3) Chapter- 3: Duties and function, (4) Chapter-6: Funds Management (Banking), (5) Chapter-7: Cash Branch, (6) Chapter-8: Investment, (7) Chapter-9: Budget, (8) Chapter -10: Balance Sheet, (9) Chapter- 11: SPF, Pension & Group Insurance Scheme, (10) Chapter-14: Audit & Functions of Concurrent Audit in EPFO, Internal Audit Party, Statutory Audit, Regional Fraud Management Committee, Zonal Fraud Management Review Committee, Overpayment Review Committee. (11). Official communications: Noting and drafting of official letters.

**PART B: -** Manual of Accounting Procedure (Part II-A - Employees' Provident Fund Scheme, 1952) with clarifications/ notifications /circulars issued on the provisions of the Manual that is available on EPFO's website):

- i. Application- Para 1.3.1 to 1.3.2,
- ii. Funds set up under the Employees' Provident Funds Scheme, 1952 – Para 1.4.1 to 1.4.3, iii) Administration – Para 1.5.1, iv) Accounting Procedure under the Employees' Provident Fund Scheme, 1952 – Para 1.6.1 to 1.6.2., v) Membership of the Fund – Chapter 2-Para 2.1.1 to 2.1.26, vi) Contributions – Chapter 3 (Whole Chapter)



- iii. vii) Expenses of Administration (Chapter 4) – Para 4.1.1 to 4.2.2 with up-to-date charges as published on EPFO’s website from time to time, viii) Nomination (Chapter-5) (Whole chapter), ix) Interest on transfer of Accounts (Chapter 6) Para 6.1.20.20 to 6.1.20.25, x) Enforcement of Recovery of Advance with Penal Interest thereon (Chapter 9) -Para 9.14.1 to 9.14.5,
- iv. xi) Refund of Provident Fund Dues: (Chapter- 10) (Para 10.1.1 to 10.11.6 and 10.16), xii) Transfer of Accounts (Chapter 11)-Para 11.1.1 to 11.1.2, xiii) Statement of Accounts (Chapter 12)- Para 12.1.1.
- v. Inoperative Account

**PART C:-** Manual of Accounting Procedure (Part II-B - Employees’ Deposit Linked Insurance Scheme, 1976) with clarifications/notifications/circulars issued on the provisions of the Manual that is available on EPFO’s website): i) Membership -Para 1.1 to 1.6, ii) Nomination under the Scheme – Para 2.1.1, 2.1.2 and 2.1.3, iii) Minimum average balance- Para 2.2.2 to 2.2.10, iv) Assurance Benefit to whom payable- Para 2.4, v) Calculation of average monthly balance- Para 2.5, vi) Special Checks to be made on Form 5(IF) received from Provident Fund Exempted Establishments –Para 2.7, and vii) Transfer -Para 2.9.

**PART D:-** Manual of Accounting Procedure-(Part III- Employees’ Pension Scheme, 1995) with clarifications/notifications/circulars issued on the provisions of the Manual that is available on EPFO’s website) : Chapter 1 to 11.

**PART E:-** Standard Operating Procedures (SoP) being followed by EPFO.

### **III. Services Provided by EPFO:**

Services provided under ECR, UAN, Grievance Handling System in EPFO including CPGRAMS, EPFiGMS and functions of PRO, Sharm Suvidha Portal, CAIU Portal, e-proceedings portal, Member E-Seva, OLRE, Digital Life Certificate, Direct UAN Allotment by employees, Activation of UAN, UMANG App, EPFO dashboards, Desk Review, Legal Framework Document, Concurrent Audit, Exemption and KYC of EPF Members.

### **IV. Legal Awareness:**

- Provisions of CRPC, CPC and IPC relevant to EPFO Proceedings.
- Important Supreme Court / High Court Judgments related to EPFO.

## PAPER-II

Paper	Time	Marks	Type of Exam	Subject	Marking Scheme
II	2 Hrs	100	Computer based Examination with MCQs	Administration, Service Rules and Financial Rules, RTI Act & NPS	60
				English	20
				Numerical Ability and Test of Reasoning	20

### I. Administration, Service Rules and Financial Rules

#### **PART A:** - Staff Service Regulation and other Service Matter:

- i. Employees' Provident Fund (Officers & Employees' Condition of Service) Regulations, 2008
- ii. Schedule of Administrative and Financial powers of Officials in EPFO.
- iii. The E.P.F. Staff (Classification, Control & Appeal) Rules, 1971.
- iv. The EPF, Central Board of Employees (Allotment of Residence) Rules, 1972.
- v. Employees' Provident Fund (Fixation of Seniority) Regulations, 1989.
- vi. Central Civil Service (Conduct) Rules, 1964.
- vii. Central Civil Service (Joining Time) Rules, 1979.
- viii. Central Civil Service (Leave) Rules, 1972.
- ix. Central Civil Service (Pension) Rules, 1972.
- x. Leave Travel Concession Rules.
- xi. Central Services (Medical Attendance) Rules, 1944.
- xii. DoPT Instructions on Reservation in Service and preparation of Post Based Roster etc.
- xiii. MACP Scheme.
- xiv. DoPT Instructions on Departmental Promotion Committee

**PART B:** - Fundamental Rules & Supplementary Rules: Definitions, Lien, 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:** -

- i. General Financial Rules, 2017: Chapter-2: General System of Financial Management, Chapter-6: Procurement of Goods and Service Procurement of Goods, Chapter-7: Inventory Management, Chapter-8: Contract Management, and Chapter 12: Miscellaneous.
- ii. GeM

**II. 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.

**III. NPS:** Notifications/Circulars/Rules on NPS as issued and amended from time to time.

#### **IV. English Grammar & Verbal Ability**

- Correct usage, nouns, pronouns, adjectives, verbs, prepositions and conjunctions,
- Formation of sentences with the given words and phrases
- Narration: Direct and Indirect
- Transformation of sentences, interchange of active & Passive, Affirmative & Negative.
- Punctuation.

#### **V. Numerical Ability**

Number System, Percentage, Ration & Proportions, Average, Time & Work, Time & Distance, Rounding Numbers & Estimation, Simple Interest & Compound Interest etc.

#### **VI. Reasoning**

Reasoning test through diagrams, figures, propositions, etc. to evaluate the power of logical reasoning, quickness of thinking and the ability to differentiate or co-relate to judge the mental ability.

\*\*\*\*\*