



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
धर्म एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT 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-32016/1/2022-EXAM-70

Date: 08.12.2023

To,

The Additional Central. P.F. Commissioner (ASD)
Head Office.

Subject: - Conduct of Limited Departmental Competitive Examination for promotion to the post of Senior Secretariat Assistant under 25% Examination Quota - Regarding.

Reference: - File No. A-32016/1/2022-EXAM/68 dated 01.12.2023

Sir,

It has been decided to conduct the Limited Departmental Competitive Examination for promotion to the post of Senior Secretariat Assistant under 25% Examination Quota on 19.01.2024.

2. The Examination will be conducted as per the examination scheme namely "Employees' Provident Fund Senior Secretariat Assistant Limited Departmental Competitive Examination Scheme, 2023". The scheme of the examination was circulated vide above referred letter dated 01.12.2023 (Circular at **sl.no.269** of EPFO website).

3. OIC (ASD), Head Office is requested to invite the application from the eligible candidates in the format enclosed as **Annexure - I** adhering to the following time schedule.

Sl. No.	Activity to be carried out	Date
1	Last date for submission of application in the prescribed form by the eligible candidates to the ASD, HO	18.12.2023
2	Last date to forward the final list of the eligible candidates along with certificate regarding eligibility in the prescribed format by OIC (ASD), HO to RPFC (Exam)	03.01.2024

4. The examination shall be Computer Based with Multiple Choice Questions (MCQs). Details regarding date, no. of papers, time duration, subject wise marks, eligibility etc. are given in the **'Annexure 'II'** of this letter.

5. The OIC(ASD) is requested to scrutinize the eligibility of the applicants as per the Recruitment Rules and other details of the applicants before sending the list of eligible candidates to Examination Section, Head Office. The Final list of the eligible candidates may be forwarded to RPFC (Exam.) vide email/e-Office along with certificate regarding eligibility in the prescribed format (**Annexure - III**). It may also be noted that the original applications of the candidates are under no circumstances to be forwarded to Examination Section unless specifically called for by the competent authority.

6. The contents of this letter may please be brought to the notice of all concerned immediately and necessary action may be initiated for the smooth conduct of the examination. A copy of this letter may also please be displayed on the Notice Board.

Yours faithfully,



(Ajay K Mehra)

Additional Central PF Commissioner, Exam

Encl: As above

1. OSD to CPFC,
2. Director PDNASS for information and necessary action
3. RPFC-I, NDC for uploading on website
4. P.S. to ACC (HQ-HR)
5. RPFC-I (HRM-IV), Head Office,
6. RPFC (ASD), Head Office

Annexure I**Employees' Provident Fund Organisation****Form of Application for Admission to Departmental Examinations**

(To be filled in by the candidate in him/her own handwriting and submitted to the RPFC-I (ASD) Head Office before the due date.)

1.	Name of the Examination	:	Limited Departmental Competitive Examination for promotion to the post of Senior Secretariat Assistant in EPFO		
2.	Date of Examination	:	19.01.2024		
3.	Name of the candidate in full (In block letters)	:	First Name	Middle Name	Last Name
		:			
4.	Whether belongs to SC/ST/General	:	SC	ST	UR
		:	(put a tick () below the one applicable)		
5.	Educational Qualifications	:			
6.	EID	:			
7.	Present post held	:			
	(i) On regular basis	:			
	(ii) On Ad hoc basis	:			
8.	Period of service	:	With reference to the cutoff date prescribed.		
	a) LDC/JSA	:			
9.	Language Opted (Typing Test) (Hindi /English)	:	(Option once exercised will not be changed. If no language is opted, it will be treated as the candidate has opted for English.)		
10.	Service Particulars	:	Date of joining in EPFO		
		:	Cadre		
		:	Date of Regularisation in the EPFO to the post of LDC/JSA		

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me as per rules and I shall not claim any benefit. I further declare that I fulfil all the conditions of eligibility as laid down in the Recruitment Rules to the post of Senior Secretariat Assistant.

Dated: -.....

Signature of the candidate

For Use of the Administration Section in Head Office

Certified that the particular given in this application Form are correct and that the above candidate satisfied all the conditions for eligibility laid down in the Recruitment Rules and the Examination Scheme for promotion to the post of Senior Secretariat Assistant. The Service Book of the official is verified and he/she possess the requisite qualification and period of service for appearing in the Examination. The candidate may be admitted to the Examination.

Signature of the Officer-in-Charge(ASD)

(Head Office)

(With Seal)

(Application form to be retained in the safe custody of Officer-in-Charge(ASD), Head Office. (No need to send the original / photocopies of the applications to Examination Section, Head Office.)

**Limited Departmental Competitive Examination for promotion to the post of
Senior Secretariat Assistant****Time Schedule for submission of application****I. Time schedule:**

Sl. No.	Activity	Date
1	Last date for submission of application by the eligible candidates.	18.12.2023
2	Last date for intimation of the total number of candidates to RPFC (Exam) by OIC (ASD), HO.	20.12.2023
3	Last date for intimation of rejection of application to the applicants by OIC (ASD), HO.	22.12.2023
4	Last date for submission of representation by the applicants for reconsideration of his/her rejected application by OIC (ASD), HO.	29.12.2023
5	Last date for forwarding the final list of candidates in the prescribed format (Copy enclosed) by OIC (ASD), HO to RPFC, (Exam)	03.01.2024
6	Date of examination	19.01.2024

II. Exam pattern:

Sl. No.	Paper	Subject	Date & time of Exam	Duration (Minutes)	Total Marks	Type of Exam
1	Paper-I	English, FR, SR, GFR & RTI Act	19.01.2023 (10.00 AM to 12.00 AM)	120	100	Computer based with Multiple Choice Questions (MCQs)
2	Paper-II	EPF & MP Act 1952 & Schemes framed thereunder, Arithmetic & Numerical Ability and Computer Proficiency	19.01.2023 (01.30 P.M. to 3.30 P.M.)	120	100	
3	Paper-III	Typing Test	19.01.2023 (04.30 P.M. to 4.40 P.M.)	10	Qualifying	Practical

III. Eligibility: The eligibility for appearing in the Examination shall be determined with reference to the relevant Recruitment Rules. The cut-off date to determine the eligibility of candidate to appear in the examination shall be 1st January, 2023.

**FINAL LIST OF CANDIDATES ELIGIBLE TO APPEAR IN EXAMINATION FOR
PROMOTION TO THE POST OF SENIOR SECRETARIAT ASSISTANT**

S.No.	Name of the candidates with designation in Capital Letters	Whether SC/ST/PwBD (in Red Ink)	EID	Language option for typing test i.e. Hindi/ English	Remarks

(To be furnished in the last page)

Total No. of Candidates :		
Head Office : _____	UR : _____ SC : _____ ST : _____ PwBD : _____	Certified that the above officials are eligible to appear in the Senior Secretariat Assistant Examination
Total:	Total:	

Signature of Officer-In-Charge(ASD)
Head Office
(Seal)