

File No. 33/7/2023-24/SSAs(DR)

Prob. Exam – 2021/ PDNASS/SSAs(DR) Exam/ 545

Dated 20 NOV 2023

To,

All Zonal Addl. CPFCs (HQ)/ All Zonal Addl. CPFC / Addl. CPFC (HQ) (Exam)/Addl. CPFC (Exam)/ Addl. CPFC, IS Division/ Addl. CPFC, Zonal Training Institutes/ All RPFC/OIC of Regional Offices/District Offices.

Subject: Probationary Examination for Social Security Assistants (SSAs) - regarding.

Reference: PDNASS, Communication No. 33/7/2023-24/SSAs(DR) Prob. Exam - 2021/ PDNASS/SSAs(DR) Exam/532 dated 14.11.2023

Madam/Sir,

As you are aware that the Induction Training for 2021 Batch of Social Security Assistants (SSAs) has concluded. Now, the Probationary Examination [hereinafter referred to as 'The Exam'] for these SSAs has to be conducted. As a precursor to the examination, the Scheme of Examination [Annexure I], duly approved by the competent authority, has been notified and placed on the official website of EPFO at **Sl. No. 244**.

2. As per the approval of the competent authority, 'The Exam', comprising of three papers will be conducted on **10th December, 2023 from 10:00 AM to 6:00 PM at the Centers mentioned in Section - A of Annexure II**. The detailed schedule is as below:

S. No.	Paper	Subject	Date & Time of Exam	Duration (Minutes)	Total marks
1.	I	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. b) An Overview of EPFO	10.12.2023 10:00 AM to 12:00 PM	120	100
2.	II	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services	10.12.2023 01:30 PM to 03:30 PM	120	100

		provided by EPFO			
3.	III	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioral Aspects d) Computer Proficiency	10.12.2023 4:00 PM to 06:00 PM	120	100

3. The following instructions are issued for all Zonal Offices under whose jurisdiction the Examination Centers are located and all Zonal Training Institutes, where examination is to be conducted:

- (i) The Exam will be conducted at the Examination Centers communicated by the PDNASS, Communication No. 33/7/2023-24/SSAs(DR)Prob. Exam - 2021/ PDNASS/SSAs(DR) Exam/532 dated 14.11.2023 (**Annexure - II**). The ZTIs may consider holding 'The Exam' within their premises only if it is administratively feasible.
- (ii) Number of candidates at any Venue should be between 60 to 70 candidates. However, there can be more than one venue at particular premises, but there should be separate Board of Examination (BoE) and Control Room for each venue.
- (iii) The list of centers where the SSA candidates of Zonal Offices/Regional Offices/ District Offices will appear for 'The Exam' has been provided in the Section 'A' of Annexure 'II'. The number of candidates mentioned in the Annexure II is tentative. The details of the candidates eligible for appearing in the examination such as Names, Father's Names, Roll Numbers, and Category etc. will be communicated shortly.
- (iv) There shall be a Board of Examination (BoE) for each venue to be constituted by concerned Zonal Offices and all Zonal Training Institutes by the concerned Addl. CPFC (HQ) /Addl. CPFC of the Zonal Offices/ACC of Zonal Training Institutes. The three-member Board of Examination shall consist of following officers: -
 - a. An Officer not below the rank of RPFC-I/OIC to be the Chairman of BoE and will also be referred as the Nodal Officer.
 - b. RPFC-II (Administration) or APFC (Administration) [where there is no RPFC-II (Administration)] to be the member of BoE.
 - c. An Officer to be nominated from other Central Government Departments /Autonomous bodies/PSUs to be the member of BoE.

- (v) The invigilators to candidate ratio should be of 1:15. Preferably at least half of the invigilators should be officials from other Government Departments /Autonomous bodies/PSUs.

4. The following instructions are issued for the Nodal Officers of the Examination Venue:

i. The Board of Examination shall be responsible for smooth conduct of the SSA Probationary Examination. The Nodal Officer will be responsible for sending the requisite certificates in the prescribed formats (attached herewith as Form 'A' to 'F') on the same day through email to **ravindra.babra@epfindia.gov.in** with a copy to **natrss@epfindia.gov.in** attaching therewith scanned copies of all the certificates duly signed by him/her with official seal.

ii. The question papers shall contain hundred (100) Multiple Choice Questions (MCQs) of one mark each.

iii. A Control Room (CR) at each venue shall be setup. No mobile phone/Electronic Gadgets shall be allowed inside the CR. No photography/ videography shall be allowed inside CR and in its vicinity.

iv. OMR Sheets shall be distributed 15 minutes prior to the commencement of the exam so that candidates can fill up the details on the OMR Sheets. The question papers will be distributed to the candidates at the time of commencement of examination as per the schedule.

v. The candidates will be required to fill all the details and mark the answers on the OMR Sheets by filling the bubble/ Circle with a black ink ball point pen. No mark will be allotted in case more than one bubble/circle for a question has been filled on the OMR Sheet.

vi. The candidates will fill their Roll Number on the question paper at the top right corner of the paper. Nothing other than Roll Number should be written on the question paper.

vii. After completion of each paper, the question paper and the OMR Sheet shall be collected by the invigilator.

viii. During the conduct of each paper, OMR Sheets will be got signed by the candidate in the presence of the Invigilator and countersigned by the Invigilator.

ix. After completion of each paper, the Board of Examination shall seal all Question Papers and the OMR Sheets in a sealed cover under their signature and official stamp & seal and will ensure sending of the OMRs

and the question papers to PDNASS (addressed to Shri Ravindra Babra, RPFC-I (Controller of examination), PDNASS (EPFO), 30-31, Institutional Area, Janakpuri, Delhi, 110058) through insured Registered Parcel / insured Speed Post on the day of examination itself.

- x. The Seating Plan indicating the examination room/ hall should be affixed on the main gate of the venue and at each examination room / hall. The Nodal Officer will appoint appropriate numbers of coordinators, who will also have the seating plan. These coordinators will help the candidates from gate to the desk.
 - xi. No mobile phone/Electronic Gadgets such as but not limited to Smart Watches, Programmable Calculators etc. shall be allowed inside the Examination Room/ Hall.
 - xii. Sufficient arrangements should be made for deposition of the mobile phones and other electronic gadgets before the commencement of each session and may be returned back to the candidates after each session.
 - xiii. There will also be a Central Observer duly nominated by the Head Office, who will observe the whole examination process and will submit his/her report to the Head Office.
 - xiv. Appropriate number of printers with adequate no of cartridges, laptops/computers with internet connectivity with adequate backup and power backup should be ensured at the venue.
5. The instructions for the Candidates i.e. SSAs appearing in the Examination are contained in Annexure III.
6. Following are the instructions for the Field Offices:
- I. All OICs may note that only those candidates, who have completed all the three phases of the Induction Training and have secured completion certificates from the respective ZTI, where they attended the Physical phase of the Induction Training, are **eligible** to appear in the Probationary Examination. All OICs are requested to relieve only the **eligible candidates** to appear in the Examination. Any query in this regard shall be addressed to the concerned ZTI by 05th December 2023, where the participant was nominated for Physical Training.
 - II. All OICs are requested to immediately bring to the notice of the undersigned if any ambiguity / error is noticed in the details of the candidates eligible for appearing in the examination such as, Name, Father's Name, Roll No and by 05th December 2023etc., so that corrections etc. can be communicated in due course.

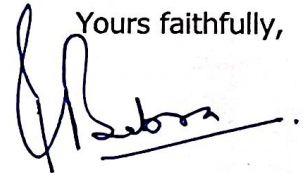
III. The format of admit card is also enclosed with this letter and the same may be issued by the concerned office where the concerned SSA is posted and copy of the same may be forwarded to the Nodal Officer of the concerned Examination Venue before 30.11.2023.

7. In case of any unforeseen problem/ difficulty, decision of the Chairman BoE will be final and same should be communicated to the Controller of Examinations PDNASS.

8. All Zonal Offices under whose jurisdiction the Examination Centres are located and all Zonal Training Institutes are requested to inform the constitution of the Board of Examination for all the venues in the Annexure - IV on or before 22.11.2023. It is also requested to take all other necessary actions to ensure smooth conduct of the above examination.

(This issues with the approval of Director, PDNASS)

Yours faithfully,



(Ravindra Babra)

**Regional P.F. Commissioner-I
Controller of Examination**

Enclosures:

1. Format of certificates (Certificates 'A' to 'F')
2. Annexures as above
3. Format of Admit Card to be issues by the concerned office

Copy for information please:

1. PS to CPFC
2. Addl. CPFC (HQ) (HRM)
3. CVO for information
4. Director, PDNASS
5. ACC (ASD)
6. ADC, Secunderabad
7. The RPFC-I (Exam), HQRs
8. The RPFC-I (NDC) with the request to post the above circular on the website.
9. Guard File



ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोजगार मंत्रालय, भारत सरकार
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in

File No. A-31011/2/2020-EXAM/57.

Date: 10.11.2023

To,

All Addl. CPFC (HQ)/ACC (Zones)
Including Addl. CPFC (ASD), HO
Director (PDNASS)

Subject: - Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 – Regarding

Madam/Sir,

I am directed to forward herewith the Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 as approved by the Competent Authority.

Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 will come into force from the date of issue of this circular. This may please be circulated to all concerned. A copy may also be displayed on Notice Board.

Yours faithfully,

(Jerin David M.)

Regional P.F. Commissioner-II (Exam)

Encl: As above

Copy to:

1. PS to CPFC
2. All Zonal Training Institutes
3. All Regional PF Commissioners-in-charge of the Regional Offices
4. Assistant Director (OL) – for Hindi Version
5. RPFC (NDC) for uploading the same on EPFO Website.
6. Guard File

(Jerin David M.)

Regional P.F. Commissioner-II (Exam)

EMPLOYEES' PROVIDENT FUND SOCIAL SECURITY ASSISTANT (PROBATIONERS) EXAMINATION SCHEME, 2023

1. Short Title, Application & Commencement:

- i. This Scheme may be called the Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023.
- ii. It shall come into force from such date as may be published by the Central P.F. Commissioner on the official website of EPFO.

2. Definition:

- i. 'Examination' means Social Security Assistant (Probationers) Examination conducted under the Scheme.
- ii. 'Employee' means a person appointed against a sanctioned post in the Organisation.
- iii. 'Organisation' means Employees' Provident Fund Organisation.
- iv. 'Probationer' means an employee appointed to a post in the Organisation by direct recruitment and is required to be on probation for a period specified in the relevant Recruitment Rules or appointment order.
- v. 'Paper' means any paper of the examination specified in the schedule to the Scheme.
- vi. 'Schedule' means a schedule annexed to this Scheme and
- vii. 'Syllabus' means the syllabus prescribed for the examination.

3. Eligibility for Appearing in the Examination:

- i. Examination is open to all Employees appointed in the Organization against direct recruitment quota vacancies in the cadre of Social Security Assistant and placed on probation on appointment. Qualifying his/her examination is a pre-condition for direct recruits for successful completion of the period of probation.
- ii. Qualifying the Examination under the Scheme within the prescribed period is one of the conditions for satisfactory completion of the period of probation prescribed in the relevant Recruitment Rules or Letter of Appointment. In case a probationer fails to qualify the Examination under the Scheme within the prescribed period he/she may be given chance(s) to appear in the Examination during the extended period of probation, if any.

4. **Syllabus:** The examination shall consist of the following three papers with 100 marks in each paper.

Sl. No.	Subject	Paper	Time	Marks
1	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. b) An Overview of EPFO	I	2 Hours	100
2	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services provided by EPFO	II	2 Hours	100
3	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioral Aspects d) Computer Proficiency	III	2 Hours	100

NOTE:

- Candidate may have to qualify Regional Language paper, if required.
- The syllabus of the examination may be as detailed in the schedule annexed. The questions may consist of descriptive and/ or objective.
- The guidelines issued by the Ministry of Social Justice & Empowerment for conducting written examination for Persons with Benchmark Disabilities shall be followed.

5. Medium of Examination:

The medium of examination shall be Hindi/English. The probationer may write the examination either in Hindi or English.

6. Venue and frequency of Examination:

- The examination may be conducted two times in a calendar year at such time and place(s) as may be decided and notified.
- Every probationer who has not yet qualified in the Examination shall appear in the examination according to the programme of examination notified.

7. Number of chances and time limit for qualifying the Examination:

- i. A probationer has to appear and qualify the Social Security Assistant (Probationers) Examination(s) conducted within the normal period of probation as mentioned in Para 7(3) of the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulation, 2008 as amended from time to time. If the candidate fails to qualify the examination, the Competent Authority, keeping in view all the relevant facts and circumstances of the case will examine the question of further extension of his/her probation or termination of his/her services. In case the probation is extended, the probationer will be given additional chances within the extended period of probation. If the candidate fails to qualify in the examination during the extended period of probation, he/she will be discharged from the services as per terms and conditions of appointment.
- ii. A probationer shall not be entitled to his/her annual increment until he/she qualifies the examination.

8. Qualifying Marks:

The qualifying marks for a general category candidate is 40% in each paper and the qualifying marks for a SC/ST/PwBD candidate is 35% in each paper.

9. Grant of Exemption:

A candidate who appears in the examination and is not able to qualify in the same but secures qualifying marks in any one of the papers will be granted exemption in that paper and will not have to reappear in that paper in the next examination.

10. Use of unfair means:

Any candidate, who is found to be copying from the answer paper of another candidate(s) or from any written paper or document brought by him/her, or in any other way obtaining help or giving help to other candidate(s) by irregular means, or found to be in possession of a book, mobile phones, Bluetooth devices and other electronic or other devices specifically banned which is not authorized to be used or any written paper or document, or found guilty of any other malpractices or misconduct or misbehavior will be 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 evaluation, 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 centre(s) of the examination, the examination of the concerned examination centre(s) will be liable to be cancelled. Any complaint of malpractice by the candidate(s) should be submitted to the Invigilator of the examination before leaving the examination hall.

Any complaint received after the candidates leave the examination will not be entertained under any circumstance.

11. Procedure for supply of Marks List:

After declaration of result and the same is uploaded on EPFO's website, the marks of all the candidates appearing in the examination will be uploaded on EPFO's website.

12. Re-totaling and verification of marks:

- i. If a candidate desires re-totaling of his/her marks and verification of the facts that all answers written by him /her have been dully assessed by the examiner, he/she should submit an application to the Examination Conducting Authority through the Officer in Charge of the office with a fee of Rs.100 per paper. The application must be supported with confirmation from the 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.
- ii. Such applications must be send to dir.natrss@epfindia.gov.in within 15 days from the date of communication of the respective results. Any application submitted thereafter shall not be entertained.
- iii. 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 re-totaling of the marks.

Note II: Revaluation of answer script 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 Regional Provident Fund Commissioner In-charge of the Regional Office /Administrative Services Division (Head Office) to the Employees Provident Fund Account No.2/4 respectively.

SCHEDULE

SYLLABUS FOR SOCIAL SECURITY ASSISTANT (PROBATIONERS) EXAMINATION SCHEME, 2023

PAPER-I

TIME : 2 Hours	PAPER-I	Marks 100
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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

PAPER-II

TIME : 2 Hours	PAPER-II	Marks 100
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I. 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,

- v
- 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.

II. 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.

PAPER-III

TIME : 2 Hours	PAPER-III	Marks 100
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I. Administrative, Service and Financial Rules

PART A: - Staff Service Regulation and other Service Mater:

- 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 to 4 and Section 6 to 11 of Right to Information Act, 2005 as in force from time to time.
- III. Behavioral Aspects: Motivation / Emotional Intelligence / Stress Management / Ethics and Values.
- IV. NPS: Notifications/Circulars/Rules on NPS as issued and amended from time to time
- V. Computer Proficiency: Basics of Computer, MS Office.



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी

PANDIT DEENDAYAL UPADHYAYANATIONAL ACADEMY OF SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
31-30इंस्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली 110058-
30-31 Institutional Area, Near CNG Petrol Pump, D-Block, Janakpuri,
New Delhi - 110058

Phone: 011-28521199, Fax: 28525987

Email: natrss@epfindia.gov.in

ANNEXURE-II

75
Azadi Ka
Amrit Mahotsav

No.: 33/7/2023-24/SSAs(DR)Prob. Exam-2021/PDNASS/ SSAs(DR) Exam/532

Date:

To,

14 NOV 2023

All Additional CPFC (HQ), Zonal Offices.

All Additional CPFC

All Additional CPFC, ZTIs.

Subject: Request to explore and select the suitable Venue (s) for Probationary Examination of Social Security Assistants (SSAs) –Regarding.

Sir/Madam,

As you are aware, the induction training program for the Social Security Assistants (SSAs) of the batch 2021 is completed. As this comprehensive training program has concluded, PDNASS is mandated to conduct the Probationary Examination for these SSAs.

2. In this regard, the Probationary Examination for Social Security Assistants is decided to be conducted on 10th December 2023. The Probationary examination of more than 1800 candidates has to be conducted on a single day. The competent authority has approved the list of 21 Centres (List attached as Annexure 'A'), where this exam will be conducted. The Annexure 'A' contains the name of the city named as Examination Centre along with the names of ROs and number of candidates who will appear in the probationary examination at that particular Centre.

3. Now, identification and final selection of suitable venues for conduct of examination like a school, an auditorium or a large size Hall has to be completed on an urgent basis. On the basis of number of Candidates (as per the Annexure 'A'), the Zonal ACC may select appropriate venue (s) which can accommodate all the candidates which are required to appear in the exam at that particular Centre. Number of venues at each centre can be decided by the concerned Zonal ACCs as per local requirement on the basis of no of candidates.

4. The venue should possess the necessary infrastructure and facilities to meet the requirements of an examination centre, like:

- I. Adequate space for seating arrangements
- II. Proper table chair setup for all the candidates.
- III. At least two computer systems with internet facility and two or more printers as per requirement with backups (as the question paper is required to be printed at the venue itself for distribution among the candidates).
- IV. Proper lighting and ventilation
- V. Restroom/Washroom facilities for men and women
- VI. Drinking water facility

VII. Easy accessibility and other arrangements as per norms for physically challenged candidates.

5. The examination will comprise of three papers of two hours each as per the following schedule:

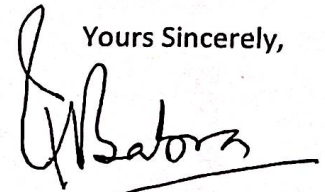
S. NO.	Paper	Timings
1	Paper-I	10:00 AM to 12:00 Noon
2	Paper-II	01:30 PM to 03:30 PM
3	Paper-III	04:00 PM to 06:00 PM

The detailed guidelines about the conduct of the examination will be communicated shortly.

6. The Zonal ACCs are requested to kindly nominate a Centre in-charge of the level of RPFC-I from their jurisdiction, who will be responsible for smooth administration of all the venues at a particular centre. It is kindly requested to send the details of the finally selected venue(s) to PDNASS before 22.11.2023 as per attached Annexure B.

(This issues with the approval of the Competent Authority)

Yours Sincerely,



(Ravindra Babra)

Regional P.F. Commissioner-I, (Exam)
PDNASS

Copy to:

(1) Director, PDNASS

(1) Additional CPFC (HQ) (Exam)

(2) Additional CPFC (Exam)

FOR INFORMATION

The list of centres, where the Probationary Examination for SSAs is to be conducted.

S.NO.	CENTRE	RO	NO. OF CANDIDATES
1	DELHI	NOIDA	76
		DELHI	118
		SUBTOTAL	194
2	ZTI NORTH ZONE	AGRA	35
		FARIDABAD	32
		SUBTOTAL	67
3	MEERUT	MEERUT	79
		BAREILLY	29
		DEHRADUN	24
		HALDWANI	27
		SUBTOTAL	159
4	GURUGRAM	GURUGRAM	179
		JAIPUR	3
		ALWAR	2
		SUBTOTAL	184
5	PUNE	PUNE	82
		NASIK	22
		AURANGABAD	6
		KOLHAPUR	34
		SUBTOTAL	144
6	MUMBAI ACC Mumbai-II(Thane) will be over all responsible	MUMBAI (BANDRA)	28
		MUMBAI (DADAR)	34
		MUMBAI (NARIMAN POINT)	30
		MUMBAI (POWAI)	24
		ZO BANDRA	1
		KANDIVALI (EAST)	34
		KANDIVALI (WEST)	48
		THANE (NORTH)	9
		THANE (SOUTH)	31
		VASHI	5
		VAPI	4
		SUBTOTAL	248
7	SHIMLA	AMRITSAR	3
		CHANDIGARH	1
		SHIMLA	53
		SUBTOTAL	57
8	BENGALURU	BENGALURU (CENTRAL)	21
		BENGALURU (ELECTRONIC CITY)	12
		BENGALURU (KORAMANGALA)	30
		BENGALURU (MALLESWARAM)	22
		K R PURAM (WHITEFIELD)	29
		MYSORE	7

		PEENYA	2
		RAJARAJESHWARI NAGAR	10
		TUMKUR	3
		YELAHANKA	6
		SUBTOTAL	142
9	BHUBANESHWAR	BERHAMPUR	10
		BHUBANESWAR	17
		KEONJHAR	5
		ROURKELA	10
		SUBTOTAL	42
10	HYDERABAD	HYDERABAD (BARKATPURA)	39
		HYDERABAD (MADHAPUR)	47
		KARIMNAGAR	16
		KUKATPALLI	8
		NIZAMABAD	9
		PATANCHERU	7
		SIDDIPET	1
		WARANGAL	10
		SUBTOTAL	137
11	VADODARA	AHMEDABAD	4
		BHARUCH	1
		NARODA	2
		RAJKOT	7
		SURAT	6
		VADODARA	8
		SUBTOTAL	28
12	UDAIPUR	UDAIPUR	31
		JODHPUR	3
		KOTA	3
		SUBTOTAL	37
13	ZTI EAST ZONE	VISHAKAPATNAM	20
		RAJAMUNDRY	1
		BHAGALPUR	6
		HOWRAH	1
		JALPAIGURI	1
		KOLKATA	1
		SUBTOTAL	30
14	ZTI WEST ZONE	SOLAPUR	14
		UJJAIN	12
		GOA	5
		BHOPAL	2
		GWALIOR	10
		INDORE	21
		JABALPUR	2
		SAGAR	9
		SUBTOTAL	75

15	ZTI SOUTH ZONE	BELLARY	1
		CHIKAMAGLUR	6
		COIMBATORE	1
		HUBLI	13
		KADAPA	5
		RAICHUR	1
		SALEM	1
		SHIMOGA	4
		VELLORE	1
		ZO HUBLI	1
		GULBARGA	12
		SUBTOTAL	46
16	GUNTUR	GUNTUR	32
		SUBTOTAL	32
17	VARANASI	VARANASI	24
		ALLAHABAD	9
		GORAKHPUR	2
		MUZAFFARPUR	6
		PATNA	10
		SUBTOTAL	51
18	GUWAHATI	AGARTALA	1
		GUWAHATI	15
		SHILLONG	5
		SUBTOTAL	21
19	KOCHI	KOCHI	25
		KOTTAYAM	2
		SUBTOTAL	27
20	LUCKNOW	LUCKNOW	29
		KANPUR	33
		SUBTOTAL	62
21	RAIPUR	RAIPUR	25
		SUBTOTAL	25

Annexure - III

Instructions for the Candidates i.e. SSAs appearing in the Examination

- i. Each candidate shall carry his/her Admit Card along with official I-Card issued by the Competent Authority to the Examination Venue.
- ii. No candidate shall be allowed to leave the examination hall/room until 11.30 a.m. in the 1st session, 3.00 p.m. in the second session of the examination and 05:30 p.m. in the third session of the examination. No candidate shall be permitted to go to the lavatory during the last 20 minutes of the examination in each session.
- iii. A seat marked with a roll number shall be allotted to each candidate. The candidates shall be required to find out and occupy the seats allotted to them by 9.30 a.m. as per the seating plan available at the venue.
- iv. Before beginning to answer the paper, the candidate should carefully write his/her Name, Roll Number, Category, Paper Code and Venue Code etc in the space provided in the OMR Sheet. The candidate should read carefully the instructions appearing on the Question Paper & OMR Sheet and check that the Question Paper & OMR Sheet supplied to him/her is/are not defective and if so, may secure another copy from the Invigilator in lieu of the first one. The Question Paper should be checked with reference to page numbers, serial number of the questions and whether all the pages are properly printed.
- v. The question papers shall contain hundred (100) Multiple Choice Questions (MCQs) of one mark each.
- vi. **The candidate must darken the appropriate bubble/circle clearly with BLACK INK BALL POINT PEN only.**
- vii. Each candidate is required to bring his/her own black ink ball point pen. The use of calculators & Log Tables is not permitted. Mobile phones/Electronic Gadgets/Smart Watches are not allowed in the Examination Hall/Room under any circumstances.
- viii. The time allotted for each paper includes time required to read instructions appearing on the Question Paper. 15 minutes will be provided before the commencement of examination for filling entries at the appropriate places in the OMR Sheet.
- ix. The candidate shall have to return the Question Paper and OMR Sheet to the Invigilator before leaving the examination hall/room.
- x. Smoking and taking tea/refreshment etc., by the candidates in the examination hall/room is strictly prohibited.

- xi. Any candidate found guilty of using unfair means of any nature in the examination hall/room shall be liable to be disqualified by the Chairman BoE from this Probationary Examination. The decision of Chairman BoE in this regard will be final.
- xii. The candidates shall have to abide by the instructions that may be announced by the Nodal Officer/Invigilator in the examination hall/room.
- xiii. For Physically Handicapped (PH) candidates the instructions issued by Government of India will be followed and any query in respect of such candidates will be replied on case-to-case basis.
- xiv. There is no Negative Marking.
- xv. The syllabi for the exam scheduled on 10th December, 2023 is available on the website of the EPFO at Sl. No 244.
- xvi. In case of any discrepancy/mismatch in/between the English and/or the Hindi versions, English version may be taken as final.
- xvii. Candidates are advised to check the website of EPFO for their Venue of Exam and Venue Code for which a circular will be issued soon on the website. The details will also be mentioned on the Admit Card.

Annexure - IV															
Details of . BoE															
Details of Venue			Details of Chairman BoE				Details of Member - I BoE				Details of Member - II BoE				Remarks If Any
S.NO.	Name	Address	Name	Designation	Mobile NO.	Official Email Id	Name	Designation	Mobile NO.	Official Email Id	Name	Designation	Mobile NO.	Official Email Id	

Employees Provident Fund Organisation

ADMIT CARD

Exam Code: SSA-PROB 2023-2024/I

DR SSAs (Probationers) Examination-2023-2024/I

Photograph to be
pasted and signed
across

Roll No.	
Candidate's name	
Category	
EID	
Examination Center	
Venue Code	
Examination Venue	

PAPERS IN WHICH CANDIDATE IS REQUIRED TO APPEAR

S.No.	Paper	Subject	Date & Time of Exam	Duration (Minutes)	Total marks
1.	I	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. b) An Overview of EPFO	10.12.2023 10:00 AM to 12:00 Noon	120	100
2.	II	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services provided by EPFO	10.12.2023 01:30 PM to 03:30 PM	120	100
3.	III	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioural Aspects d) Computer Proficiency	10.12.2023 4:00 PM to 06:00 PM	120	100

Signature of the Candidate

Signature of the Issuing Authority

Name (in Block Letters): _____

Official Seal:

Instructions:

1. Please ensure that you read the "Instructions for the Candidates" carefully and follow the same during the examination.
2. Candidates found talking to one another, looking at each other's papers etc. during the course of examination shall be debarred from the examination. Any query etc. should be addressed to the Invigilators present in the room.
3. Candidates shall remain seated in complete silence after the completion of the examination till the answer paper is handed over to Invigilator.
4. Any candidates found talking, writing or leaving their seats after completion of the examination before the permission is granted by the Invigilator will be liable to be debarred from the examination.
5. Any candidate found with Mobile Phone, Blue Tooth or any other electronic Device inside the Examination Hall will be debarred from the examination in addition to disciplinary action.

Note: - Use only Black ball Pen for answering the question.

Please be seated 30 minutes prior to commencement of examination.

Sl. No.	Part	Subject	Time	Mark
I	I	1. English Proficiency Test 2. Mathematics Proficiency Test 3. General Knowledge Test 4. Reasoning Test 5. Computer Proficiency Test	10.15 AM to 12.15 PM	100
II	II	1. English Proficiency Test 2. Mathematics Proficiency Test 3. General Knowledge Test 4. Reasoning Test 5. Computer Proficiency Test	12.15 PM to 02.15 PM	100
III	III	1. English Proficiency Test 2. Mathematics Proficiency Test 3. General Knowledge Test 4. Reasoning Test 5. Computer Proficiency Test	02.15 PM to 04.15 PM	100

(Form No. 'A')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR SSAs (DR) (10.12.2023)
STATEMENT OF APPEARING CANDIDATES

Examination Centre: _____

Examination Venue: _____

1	Name of Paper	
2	No. of candidates due to appear	
3	No. of candidates appeared	
4	No. of Absentees	
5	No. of question papers printed	
6	No of question papers distributed	
7	No of OMRs received at the venue	
8	No of OMRs distributed/used	
9	No. of unused OMR Sheets returned	
10	No. of OMR Sheets sent for Evaluation (To be tallied with item No 3 above).	

Date: _____

Signature of Chairman BoE / Nodal Officer

Name of Nodal

Officer

Designation

Name of the Office

(FORM NO. 'B')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR SSAs (DR) (10.12.2023)
ATTENDANCE SHEET OF CANDIDATES

Examination Centre: _____

Examination Venue: _____

1	Paper	
2	Date	
3	Session Time	

S. No.	Roll No.	Full Name (Sh./Smt./Kum.)	Candidates' Signature
1.			
2.			
3.			
4.			
5.			

(** Appropriate number of rows may be added to accommodate all the appearing candidates)

Date:

**Signature of Chairman BoE / Chairman BoE /
Nodal Officer**

Name

Designation

Name of the Office

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR SSAs (DR) (10.12.2023)

CERTIFICATE REGARDING SEALING OF QUESTION PAPER AND OMR SHEETS

Examination Centre: _____

Examination Venue: _____

Certified that Question Papers and OMR Sheets for SSAs (Probationary) Examination held on _____ for Paper No. _____, _____ & _____ were packed and sealed in our presence in the Examination Hall immediately after the completion of each Session of Examination.

Signature of Chairman BoE		Signature of Member BoE		Signature of Member BoE	
Name		Name		Name	
Designation		Designation		Designation	
Name of the Office		Name of the Office		Name of the Office	

Date:

(Chairman BoE) / Nodal Officer
Signature
Seal

(FORM NO. 'D')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR SSAs (DR) (10.12.2023)
CERTIFICATE REGARDING CONDUCT OF EXAMINATION WITH TOTAL
OBJECTIVITY, FAIRNESS AND PROPER SUPERVISION.

Examination Centre: _____

Examination Venue: _____

1. Certified that the Probationary Examination for SSA (Probationary) Examination held on 10.12.2023 has been conducted at the _____ (Name of the venue) with total objectivity, fairness and under strict supervision.
2. Certified that no unauthorized person/ staff member was found in the vicinity of the examination hall during the course of the examination.
3. Certified that no candidate was found using unfair means.
4. Details on cases of unfairness, if any, with Roll No. (Separate Report to be enclosed).
5. Certified that the Question Papers along OMR Sheets and other reports as per existing instructions were compiled and papers/materials sealed in the presence of the Board of Examination for dispatch to the PDNASS.

Date:

(Chairman BoE) / Nodal Officer

Signature
Seal

(FORM NO. 'E')

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR SSAs (DR) (10.12.2023)

Examination Centre: _____

Examination Venue: _____

1	Paper	
2	Date	
3	Session Time	
4	Room Number	

SEATING ARRANGEMENT PLAN

No. of Candidates: _____

No. of Absentees: _____

Date: _____

(Chairman BoE) / Nodal Officer

**Signature
Seal**

(FORM NO. 'F')

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR SSAs (DR) (10.12.2023)

**ATTENDANCE SHEET OF BOARD OF EXAMINATION, CENTRAL OBSERVER AND
INVIGILATORS**

Examination Centre: _____

Examination Venue: _____

Signature of Chairman BoE Name of Chairman BoE Designation Name of the Office	
Signature of Member BoE Name of Member BoE Designation Name of the Office	
Signature of Member BoE Name of Member BoE Designation Name of the Office	
Signature of Invigilator - I Designation Name of the Office	
Signature of Invigilator - II Designation Name of the Office	
Signature of Invigilator - III Designation Name of the Office	

(** Additional rows can be added to include all invigilators)

Date:

(Chairman BoE) / Nodal Officer
Signature
Seal