



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी  
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY  
भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA  
30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली - 110058  
दूरभाष (PHONE): 011 28526264, फैक्स (FAX): 011 28525987  
email: [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in)



No. 7/22/2020-21/पीडीनास/सा.सु.स.(परिवीक्षाधीन)/ २२

Date: 15.04.2024

To,

15 APR 2024

All Zonal Addl. CPFCs (HQ)/All RPFC (OIC)/Addl. CPFC (Exam)/  
Addl. CPFC, ZTIs/RPFC-I, ZTIs

**Subject: Probationary Examination for Social Security Assistant's (SSA's) - regarding.**

**Madam/Sir,**

The Competent Authority has decided to conduct the Probationary Examination for SSA's who failed to qualify in the Probationary Examination held on 17-18<sup>th</sup> August 2022 and for other SSA's who had appeared in the SSA Probationary examination conducted earlier as per the old examination scheme i.e. The Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2006 (Copy enclosed) but were not qualified.

2. In view of the above, it has been decided to conduct the Probationary Examination for the said SSA's on **29<sup>th</sup> April 2024 from 10:00 AM to 04:00 PM. The Examination will be conducted as per syllabus contained in examination scheme mentioned above.** The detailed schedule of Probationary Examination is given below:

Sl. No.	Date of Exam	Subject	Paper	Time	Marks
1.	<b>29.04.2024 (Monday)</b>	Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed there under.	I	10:00 AM to 12:00 PM (2 Hrs)	100
2.	<b>29.04.2024 (Monday)</b>	i) Manual of Accounting Procedure: and ii) Office Procedure	II	2:00 PM to 04:00 PM (2Hrs)	100

3. The following instructions are issued for the Zonal Training Institute **South Zone, Chennai** where examination is to be conducted and for the candidates appearing in the examination:

(i) The details of the candidates who have to appear in the said examination is attached as **Annexure-I**.

(ii) There shall be a Board of Examination constituted at Zonal Training Institute South Zone, Chennai by the concerned Addl. CPFC/Regional Provident Fund Commissioners-I of the Zonal Training Institute South Zone, Chennai. The Board of Examination shall consist of a Nodal Officer, Invigilators and an Observer. The Board of Examination shall be responsible for smooth conduct of the Examination. The said Nodal Officer, Invigilators and Observer will be nominated by the Zonal Training Institute, South Zone, Chennai. The Nodal Officer will be responsible for sending the requisite certificates in the prescribed formats (attached herewith as Forms 'A' to 'F') on the same day through email to [coe.pdnass@epfindia.gov.in](mailto:coe.pdnass@epfindia.gov.in) attaching therewith scanned copies of all the certificates duly signed by him/her under official seal.

(iii) The question paper cum answer booklet will be sent through encrypted file to the Zonal Training Institute South Zone, Chennai at email ID of the Nodal Officer designated for conducting the Examination.

(iv) The password of the encrypted question paper cum answer booklet will be shared with the Nodal Officer 60 minutes prior to the examination. The Nodal Officer will open each question paper cum answer booklet received and will take print outs of the same to be distributed amongst the candidates.

(v) The question papers cum answer booklet will be distributed to the candidates at the time of examination.

(vi) The candidate will be required to write their Roll Number on the Top right hand corner of the question paper cum answer booklet. The candidates will answer the multiple choice questions in the grid provided on the question paper cum answer booklet. The answers to the subjective type questions will be made in the space provided below each questions.

(vii) The Question Paper cum Answer Booklet will be got signed from the candidate in the presence of Nodal officer and will be countersigned by the Invigilator in the space provided.

(viii) After completion of each paper the question cum answer booklet shall be collected by the invigilator.

(ix) After completion of each paper, the Nodal Officer shall seal all question paper cum answer booklets and shall be responsible for getting evaluated the question paper cum answer booklets and forward the result to PDNASS within 07 days.

(x) It will be mandatory for all SSA's (DR) mentioned in **Annexure-I** to appear in the said exam.

(xi) No mobile phone/electronic gadgets shall be allowed inside the Examination Room/Hall.

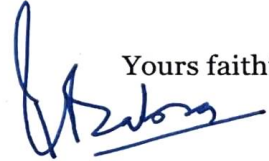
(xii) Sufficient arrangements should be made for deposition of the mobile phones and other electronic gadgets before the commencement of each session and may be returned back to the candidates after each session.

(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.

4. In case any SSA's name didn't figure in the aforesaid list or in case there is any other discrepancy in the list (**Annexure-I**), the same may please be brought to the notice of Controller of Examination on or before 19.04.2024 through email to [coe.pdnass@epfindia.gov.in](mailto:coe.pdnass@epfindia.gov.in)

5. The format of identity card is also enclosed with this letter and the same may be verified by the concerned office where the concerned SSA is posted and copy of the same may be forwarded to the Zonal Training Institute South Zone, Chennai.

Zonal Training Institute South Zone, Chennai is requested to inform the constitution of the Board of Examination on or before 19.04.2024. It is also requested to take all other necessary action to ensure smooth conduct of the above examination.



Yours faithfully,

**(RAVINDERA BABRA)**  
Regional P.F. Commissioner-I

**Enclosures:**

1. List of eligible SSA's along with Roll numbers (**Annexure-I**)
2. Format of certificates (Forms 'A' to 'F')
3. Format of Identity Card to be issued by the concerned office
4. The Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2006

Copy for information please:

1. PS to CPFC
2. Addl. CPFC (HQ), HRM
3. CVO
4. Director, PDNASS
5. The RPFC-I (Exam), HQrs
6. The RPFC-I (NDC)...with request to post the above circular on the website.
7. Guard File



**ANNEXURE-I**

[illegible]

**Employees Provident Fund Organisation**

**ADMIT CARD**

**Exam Code: SSAs-PROB 2024 (Old Scheme)**

**DR SSA's (Probationers) Examination 29.04.2024 (As per Old Scheme)**

**Roll No.** :

**Candidate name** :

**Category** :

**Examination Center** :

Photograph to be passed and  
signed across

**PAPERS IN WHICH CANDIDATE IS REQUIRED TO APPEAR**

Sl. No.	Date of Exam	Subject	Paper	Time
1.				
2.				

**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 Blue ball Pen for answering the question.**

**Please be seated 15 minutes prior to commencement of examination.**

**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
**PROBATIONARY EXAMINATION FOR SSA's DR (Old Scheme) (29<sup>h</sup> April 2024)**  
**STATEMENT OF CANDIDATES WHO APPEARED FOR THE EXAM**

**Centre:** \_\_\_\_\_

- |  |   |
|--|---|
| 1. Date  | : |
| 2. Time  | : |
| 3. Paper No.                                   | : |
| 4. Subject                                     | : |
| 5. No. of candidates due to appear             | : |
| 6. No. of candidates Appeared                  | : |
| 7. No. of Absentees                            | : |
| 8. No. of Answer paper required for Evaluation | : |

(to be tallied with item 6 above).

<b>S.No.</b>	<b>Roll No.</b>	<b>Present / Absent</b>
1.		
2.		
3.		
4.		
5.		

NOTE: Indicate **ABSENT** in RED INK/**PRESENT** in blue ink

Date:

**(Nodal Officer)**  
Signature

Seal

**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
**PROBATIONARY EXAMINATION FOR SSA's DR (Old Scheme) (29<sup>th</sup> April 2024)**  
**ATTENDANCE SHEET OF CANDIDATES WITH THEIR SIGNATURE**

Centre\_\_\_\_\_

Time :

Date:

Subject:

Paper No.:

<b>S. No.</b>	<b>Roll No.</b>	<b>Full Name (Sh./Smt./Kum.)</b>	<b>Dated initial of the Candidates</b>
1.			
2.			
3.			
4.			
5.			

**Date:**

**(Nodal Officer)**

Signature

Seal

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**PROBATIONARY EXAMINATION FOR SSA's DR (Old Scheme) (29<sup>th</sup> April 2024)**

**CERTIFICATE REGARDING SEALING OF QUESTION PAPER CUM ANSWER BOOKLETS**

**Centre** \_\_\_\_\_

Certified that Question cum Answer Booklets of SSA's (Probationary) Examination held on \_\_\_\_\_ for Paper No. \_\_\_\_\_ & \_\_\_\_\_ in respect of Probationary Examination for SSA's were packed and sealed in our presence in the Examination Hall immediately after the Examination.

1. \_\_\_\_\_

(Nodal Officer)  
Signature

2. \_\_\_\_\_

(Invigilator))  
Signature

**Date :**

**(Nodal Officer)  
Signature  
Seal**

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**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**PROBATIONARY EXAMINATION FOR SSA's DR (Old Scheme) (29<sup>th</sup> April 2024)**  
**CERTIFICATE REGARDING CONDUCT OF EXAMINATION WITH TOTAL OBJECTIVITY,**  
**FAIRNESS AND PROPER SUPERVISION.**

**Centre** \_\_\_\_\_

1. Certified that the **PROBATIONARY EXAMINATION FOR SSA's DR (Old Scheme)** held on \_\_\_\_\_ at (Centre) \_\_\_\_\_ has been conducted at the concerned centre with total objectivity, fairness and under strict supervision.
2. Certified that no unauthorized person/ staff member was found loitering 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 cum answer booklets along with the extra question papers and other reports as per existing instructions were compiled and papers/materials sealed in the presence of the Board of Examination for being dispatched to the prescribed centre/office.

**Date :**

**(Nodal Officer)**  
**Signature**  
**Seal**

\*\*\*\*\*

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**PROBATIONARY EXAMINATION FOR SSA's DR (Old Scheme) (29<sup>th</sup> April 2024)**

Centre \_\_\_\_\_

**SEATING ARRANGEMENT PLAN**

DATE: \_\_\_\_\_

PAPER NO.: \_\_\_\_\_

PAPER \_\_\_\_\_ (Subject)

(Please show seating plan of Exam Hall)

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No. of Candidates:

No. of Absentees: (Roll Nos. \_\_\_\_\_)

Date:

**(Nodal Officer)**  
**Signature**  
**Seal**

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**PROBATIONARY EXAMINATION FOR SSA's DR (Old Scheme) (29<sup>th</sup> April 2024)**

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

**Centre** \_\_\_\_\_

**Name &  
designation**

**Signature**

1. \_\_\_\_\_

(Nodal officer)

\_\_\_\_\_

2. \_\_\_\_\_

(Invigilator)

\_\_\_\_\_

3. \_\_\_\_\_

(Observer)

\_\_\_\_\_

Date:

(Addl. CPFC/Regional Provident Fund Commissioner-I)  
ZTI South Zone, Chennai

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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  
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066

संख्या  
No. Exam.8 (4)/94/74

दिनांक  
Dated

To

4 MAY 2007

All Regional Provident Fund Commissioners  
(In-charge of the Regions)  
[Including RPFC(ASD), (Head Office)]

Subject:- Employees' Provident Fund Social Security Assistant (Probationers)  
Examination Scheme, 2006 - Notification thereof.

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Sir,

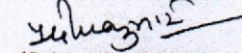
I am directed to forward herewith the Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2006 as notified by the Central Provident Fund Commissioner.

2. The Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2006 will come into force from the date of issue of this letter i.e. 04.05.2007. This may please be circulated to all concerned. A copy may also be displayed on Notice Board.

Please acknowledge receipt.

Encls: As above.

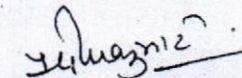
Yours faithfully,

  
(P.K.AGARWAL)

REGIONAL PROVIDENT FUND COMMISSIONER (EXAM.)

Copy forwarded for information and necessary action to:-

1. All Addl. CPFCs and FA & CAO
2. Director, NATRSS, Janakpuri, New Delhi
3. PS to CPFC
4. RPFC(HRM) Head Office
5. All Zonal Training Institutes
6. All Officer In-Charge of Sub- Regional Offices
7. Chief Liaison Officer
8. Secretary General, E.P.F. Staff Federation
9. Guard File

  
(P.K.AGARWAL)

REGIONAL PROVIDENT FUND COMMISSIONER (EXAM.)



**EMPLOYEES' PROVIDENT FUND**  
**SOCIAL SECURITY ASSISTANT (PROBATIONERS)**  
**EXAMINATION SCHEME, 2006**

1. **Short Title, Application & Commencement:**

- (i) This Scheme may be called the Employee's Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2006.
- (ii) It shall come into force from such date as may be notified by the Central Provident Fund Commissioner.

2. **Definition:**

- (a) 'Examination' means Social Security Assistant (Probationers) Examination conducted under this Scheme.
- (b) 'Employee' means a person appointed against a sanctioned post in the Organisation.
- (c) 'Organisation' means Employees' Provident Fund Organisation.
- (d) '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.
- (e) 'Paper' means any paper of the examination specified in the schedule to the Scheme.
- (f) 'Schedule' means a schedule annexed to this Scheme, and
- (g) '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 this examination is a pre-condition for direct recruits for successful completion of the period of probation.
- (ii) Qualifying the Examination under this 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 this Scheme within the prescribed period he may be given chance(s) to appear in the Examination during the extended period of probation, if any.

.....2  
*rule*



4. (i) The examination shall consist of two papers as given below:-

S.No.	Subject	Paper	Time	Marks
01	Employees' Provident Fund & Misc. Provisions Act, 1952 and the Schemes framed thereunder	I	2 Hrs.	100
02	(i) Manual of Accounting Procedure ; and (ii) Office Procedure	II	2 Hrs.	100

- (ii) The syllabus of the examination may be as detailed in the schedule annexed. The question papers may consist of both types of questions i.e theoretical and practical.

5. **Medium of Examination:**

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

6. **Venue and frequency of Examination:**

- (i) The examination shall be conducted at such time and place/s and such number of times as may be decided and notified.
- (ii) 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 the time limit for qualifying the Examination.**

- (i) A probationer has to appear and qualify the probationer examination(s) conducted within the normal period of probation as mentioned in Para 6 (3) of the EPF (Staff and Conditions of Service) Regulations, 1962. 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 probation or termination of his 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 the terms and conditions of appointment.
- (ii) A probationer shall not be entitled to his annual increment until he qualifies the examination.



8. Qualifying Marks:

A candidate must obtain 40% marks in each paper separately. However, the qualifying marks in the case of SC/ST candidates will be 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 50% or more marks in any one of the paper, will be granted exemption in that paper and will not have to reappear in that paper next time.

10. Use of unfair means:

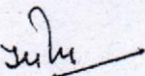
Any candidate, who is found to be copying from the answer paper of another candidate (s) or from any written paper or document brought by him, or in any other way obtaining help from or giving help to other candidate (s) by irregular means, or found to be in possession of a book, which is not authorized to be used or any written paper or documents, or found guilty of any other malpractices or misconduct or misbehaviour 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 concluded that there is a suspicion that 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 centre/s will be liable to be cancelled.

11. Procedure for supply of Mark List :

Immediately on declaration of the result of the examination, the statement of marks of all the candidates appearing in the examination will be sent to the respective Region for communicating to the candidates. The mark list would be treated as confidential and handled by a responsible officer and the mark list should be supplied only to the candidate concerned who appeared in the Examination.

12. Retotalling and verification of marks :

- (a) If a candidate desires retotalling of his marks and verification of the fact that all answers written by him have been duly assessed by the examiner, he should submit an application with a fee of Rs. 100/- per paper to the Head Office through his Regional Office / Sub-Regional Office for undertaking the retotalling and verification.

 4



(b) Such applications must be submitted within two weeks from the date of communication of the respective results. Any application submitted thereafter shall not be entertained.

(c) Fee paid for re-totalling of marks will not be refunded in 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 totalling 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-totalling and verification of marks shall be credited by the Regional Provident Fund Commissioner/the Officer-in-charge of Sub-Regional Office /Assistant Provident fund Commissioner (ASD) on receipt to the Employees' Provident Fund Accounts No. 2/4 respectively.

13. Zonal Training Institutes shall conduct the Social Security Assistant (Probationers) Examination in accordance with the guidelines that may be issued by the Examination Section in the Head Office.

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*Subs* →



## SCHEDULE

### SYLLABUS FOR SOCIAL SECURITY ASSISTANT (PROBATIONERS) EXAMINATION

Time : 2 Hours	PAPER - I	Marks :100
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Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder.

Candidates will be expected to have a broad idea of the provisions of the Employee's Provident Funds & Misc. Provisions Act and all the Schemes framed thereunder. Simple questions to test practical knowledge could also be asked.

Time : 2 Hours	PAPER - II	Marks :100
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(1) Manual of Accounting Procedure

- (i) Functions of various branches of Regional Offices / Head Office;
- (ii) Procedure for maintenance of various registers; Scrutiny of forms;
- (iii) Grant of withdrawals;
- (iv) Settlement of E.P.F. Accounts;
- (v) Transfers;
- (vi) Payment of EPS and EDLI benefits;
- (vii) Compiling of Annual Accounts of the members ; and
- (viii) Elementary knowledge on Cash Book and operation of various Bank Accounts.

(2) Office Procedure

Questions on Office Procedure as they come across in day to day work viz:

- (i) Dak-receipt ; Registration & Distribution;
- (ii) Receipts - Submissions & Diarisation ;
- (iii) Action on receipts ;
- (iv) Forms and Procedure of Communication;
- (v) Filing System;
- (vi) Drafting replies /notings ;
- (vii) Distribution of work / dak in Regional Office/ Sub - Regional Office;
- (viii) Receipts & Disposal of Claims in Regional Office /Sub - Regional Office.

### Books for Reference

PAPER - I : Employees' Provident Fund & Misc. Provisions Act & Schemes framed thereunder.

- PAPER - II
- (i) Manual of Accounting Procedure (issued by E.P.F. Organisation)
  - (ii) Central Secretariat Manual of Office Procedure.

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*24/11*