



कर्मचारी भविष्य निधि संगठन
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

**Employees' Provident Fund Organisation
(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-Bhikaji Cama Place, New Delhi-110066

Phone No. 011-26714172, Fax. 011-26172661, Email- rpfc.exam@gov.in

File No. Exam.5(3)2017/31

Dated:

20 APR 2017

To

All ACCs (Zonal Offices),
All Regional Provident Fund Commissioners-
-In Charge of the Regional Offices,
ACC / RPFC(ASD), Head Office

Subject: - Conduct of Limited Departmental Competitive Examination for promotion to the post of Enforcement Officer / Accounts Officer – Regarding.

Ref:- Exam.5(3)2012/377 dated 17.02.2017 (EPFO Website Circular No. 653).

Sir,

The Limited Departmental Examination for promotion to the post of Enforcement Officer / Accounts Officer under Examination Quota will be held for the Regions where vacancies are existing. The details of vacancies existing in the Regions as on 31.03.2017 are given in **Annexure-A.**

2. You are requested to invite applications from eligible candidates in the format prescribed in the Manual of Examination and submit details by adhering to the following time schedule:-

Sl. No.	Activity to be carried out	DATE
A	RPFCs-in-Charge of Regional Offices to confirm to RPFC (Exam.) by Fax / Mail in given format (Annexure 'B') regarding issuing of circular calling for applications.	28.04.2017
B	Last date for submission of applications in the prescribed form by the eligible candidates to the Regional Offices.	30.05.2017
C	Last date for forwarding of applications received from the eligible candidates by the RPFCs- in-Charge of the Regional Offices to Zonal Offices.	15.06.2017
D	Intimation of total number of eligible applicants to be given to RPFC (exam) over E-mail / fax by the Zonal Offices.	22.06.2017
E	Final List of eligible candidates of the Regions to be forwarded to RPFC (EXAM) in the prescribed format (Annexure 'C') to be submitted in duplicate by the Zonal Offices.	03.07.2017

3. **The RPFCs-in-Charge of the Regions/ASD** on receipt of this circular are requested to take immediate action to invite applications from the eligible candidates under their jurisdiction including staff posted in the Regional Office, District Office, Holiday Homes / Guest Houses, PDUNASS / ZTIs, Zonal Audit Parties, Vigilance Directorates, Office of ACC (Zones), etc.

4. The details regarding the examination like eligibility, nature of examination etc. are given in the **Annexure 'D'** to this letter. Schedule and Centre details shall be announced separately.

5. The ACC of the Zonal Office will scrutinize the eligibility and other details of the applicants from the RO before sending the final list (in-duplicate) of the candidates of the Zone(including all offices) to Head Office as per table 3 (E) above. The instruction issued by this Office vide circular No. Exam.3(2)/2007/Pt.59 dated 16.04.2012 (available at Circular No.27 of our website) are to be strictly complied with in this regard.

6. All Regional Offices shall invariably arrange to conduct the coaching classes for the candidates appearing in the examination, in accordance with the prescribed guidelines. All efforts should be made to ensure that maximum number of candidates benefit from the said coaching.

7. SSAs who were transferred on request prior to issue of Circular No. HRM-IV/III/14(2)2002/Genl Pt./1853 dated 29.04.2011 and have completed required service in both old and new Region combined may apply for the examination. However candidature of such candidates will be provisional and subject to outcome of the SLP No. 30141/2011 & 30142/2011. The merit list will also be prepared Region-wise as per existing scheme but the same will be subject to outcome of Court cases on this issue as on date.


8. **Hindi version will follow.**

9. **Please acknowledge receipt of this circular by mail to rpfc.exam@epfindia.gov.in . Acknowledgment may not be sent by POST or FAX PLEASE.**

(This issues with the approval of Competent Authority)

Yours Sincerely,

Encl:- As above



(Mukesh Kumar)

Regional P.F. Commissioner (Exam.)

Copy to:-

1. All Additional C.P.F.C. / F.A & C.A.O
2. Director PDUNASS & All Zonal Training Institute.
3. R.P.F.C-I (HRM), Head Office & RPFC-II (HRM-III)
4. PS to CPFC
5. RC (NDC) to upload on the Website.
6. AD (OL), Head Office for translation in Hindi
7. Secretary General AIEPFSF & Secretary General, AIEPF SC/ST Staff Federation.
8. Guard File.



(Mukesh Kumar)

Regional P.F. Commissioner (Exam)

ANNEXURE – A

(Enclosure to Head Office Circular Letter No. Exam Exam.5(3)2017.....)

STATEMENT SHOWING VACANCY POSITION IN THE CADRE OF ENFORCEMENT OFFICE / ACCOUNTS OFFICER UNDER EXAMINATION QUOTA AS ON 31.03.2018

		Break of Vacancies (Category Wise)			
		SC	ST	UR	Total
1.	Dehradun	0	0	6	6
2.	Delhi	4	1	21	26
3.	Haryana	7	2	26	35
4.	Rajasthan	1	1	8	10
5.	Punjab	2	1	16	19
6.	Himachal Pradesh	1	0	5	6
7.	Uttar Pradesh	2	4	18	24
8.	Bihar	1	0	3	4
9.	Odisha	1	0	5	6
10.	Andhra Pradesh	2	3	8	13
11.	Telangana	4	0	15	19
12.	Karnataka	1	1	13	15
13.	Goa	0	0	3	3
14.	Tamilnadu	6	8	39	53
15.	Kerala	0	1	12	13
16.	West Bengal	0	0	0	0
17.	Guwahati	0	0	4	4
18.	Jharkhand	1	0	4	5
19.	Maharashtra	6	3	52	61
20.	Chhatisgarh (Raipur)	1	0	6	7
21.	Gujrat	4	3	22	29
22.	Madhya Pradesh	1	1	10	12
	Total	45	29	296	370

(Authority Note No. HRM-III/8(03)2017/EQ/Vacancy Position dated 20.04.2017)

ANNEXURE – ‘B’

(Enclosure to Head Office Circular Letter No. Exam Exam.5(3)2017.....)

This is to acknowledge the receipt of the letter No. Exam. datedand to certify that the contents of the letter have been circulated to all concerned and displayed on the Notice Board of all the Offices under the jurisdiction of this Region as per directions in **Para 3** of the Circular.

Signature of R.P.F.C-In-Charge

Name _____

Regional Office _____

ANNEXURE – C

(Enclosure to Head Office Circular Letter No. Exam Exam.5(3)2017.....)

**FINAL LIST OF ELIGIBLE CANDIDATES FROM REGIONAL OFFICE
FOR THE DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POST OF EO/AO**

The Excel Sheet Format in which data is to be sent in both hard copy through post / FAX and soft copy by email (rpfc.exam@epfindia.gov.in) is as under:-

S. N	Name of the Zonal Office	Name of the Office	Name of the candidates (in Capital Letters)	Designation	Whether SC/ST/ Gen	Language option i.e. Hindi/ English	Remarks
1	2	3	4	5	6	7	8

Certificate regarding eligibility of candidates and summary of total number of candidates of the Region for appearing in the Departmental Competitive Examination for promotion to the post of EO/AO

Total No. of Candidates	
<u>Zonal Office</u>	
Regional Office : (a) _____	GENERAL: _____
(b) _____	SC : _____
(c) _____	ST : _____
(d) _____	
(e) _____	
(f) _____	
Total :	Total :

Certified that the officials as per list given in **Annexure C** are eligible to appear in the Departmental Competitive Examination for the post of EO/AO to be held from

.....

**Signature of ACC of the Zone
(Seal of Zonal Office)**

Seal _____

**LIMITED DEPARTMENTAL EXAMINATION (COMPETITIVE) FOR PROMOTION
TO THE POST OF ENFORCEMENT OFFICER / ACCOUNTS OFFICER**

The Examination will be held as per the *Employees' Provident Fund Enforcement Officer / Accounts Officer Limited Departmental Competitive Examination Scheme 2016* circulated vide this office Letter No. Exam.5(3)2012/377 dated 17.02.2017 (Website Circular No. 653).

1. ELIGIBILITY:

The eligibility for appearing in the examination shall be determined with reference to the relevant Recruitment Rules.

(i) The required qualifications and eligibility conditions for appointment to the post of *Enforcement Officer / Accounts Officer* under Examination Quota will be same as prescribed under the notified Recruitment Rules prevalent at the time of occurrence of vacancies.

(ii) The crucial date to determine the eligibility of the candidate to appear in the examination shall be 1st April of the Vacancy year as per instructions of DOPT.

(iii) On receipt of the applications from candidates, The Officer In Charge of the Region / ASD(EPFO,HQ) shall examine the eligibility of the candidate based on the service particulars of the candidate and forward the details to HRM, EPFO,HQ. In case of any change in the eligibility of the candidate, such change may first be communicated to the candidate and thereafter forwarded to HRM, EPFO, HQ.

(iv) Any promotion based on the result of the examination shall be subject to the eligibility of the candidate.

(v) In case a candidate who has applied for the examination is found to be ineligible as per rules, the candidate shall be intimated within 3 days of receipt of the application citing the rule provision due to which he / she is found ineligible. A candidate may submit a representation to the concerned RPFC-in-Charge of the Region giving detailed reasons for reconsideration within 3 days of receipt of rejection of application failing which his / her representation shall not be considered. Concerned OICs may take care that the final list of eligible candidates should be forwarded only after ensuring that the rejected candidates have been intimated as per rules.

2. NATURE OF EXAMINATION AND PREPARATION OF MERIT LIST:

(i) The examination is a Competitive Examination.

(ii) A single Merit List of Qualified Candidates for the number vacancies for which the examination has been conducted for each category for each Region / HQ / All India Cadre 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.

For details please refer to the notified Scheme quoted under reference above.

3. LANGUAGE OPTION

The Medium of examination shall be Hindi / English except to the extent specially directed. The candidates are required to give a specific option for 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.

4. SYLLABUS OF EXAMINATION

The syllabus of the Enforcement Officer / Accounts Officer Competitive Examination is as per the Examination Scheme which is as under :-

SN	PAPER	Time	Marks	Type of Exam	Subject
1	I	3 Hrs	100	Subjective type	Precis, Noting, Drafting, Letter Writing etc And English Language

TITLE : Precis, Noting, Drafting, Letter Writing etc And English Language

PART – A : Precis, Noting & Drafting, Letter Writing – 60 MARKS

Questions will be set for precis of correspondence or notes on official subjects, drafting of official letters, noting and drafting etc.

Language option – Hindi / English

PART – B : English Language – 40 MARKS

Language Option – TO be answered in English only.

The questions will be designed to test the candidates understanding of the language and correct use of words, phrases and idioms, ability to write language correctly precisely and effectively. Question shall include Comprehension, Active Passive, Correction of Incorrect sentences etc.

PAPER	Time	Marks	Type of Exam	Subject
II	2 HRs	100	Computer based and objective	Act And Schemes

TITLE : ACT AND SCHEMES

1. The Employees' Provident Funds and Misc. Provisions Act, 1952
2. Employees' Provident Funds Scheme, 1952
3. Employees' Pension Scheme, 1995
4. Employees' Deposit – Linked Insurance Scheme, 1976

PAPER	Time	Marks	Type of Exam	Subject
III	2 HRs	100	Computer based and objective	F.R., S.R, G.F.R, Staff Service Regulations, RTI Act etc

Title : F.R., S.R, G.F.R, Staff Service Regulations, RTI Act

PART A - . Staff Service Regulations and other Service matters in EPFO – 50

MARKS

- (1) Employees' Provident Fund (Officers & Employees' Conditions of Service) Regulations, 2008 as amended from time to time
- (2) Schedule of Administrative and Financial powers of Officials in EPFO as amended from time to time.
- (3) The E.P.F. Staff (Classification, Control & Appeal) Rules, 1971 as amended from time to time.
- (4) The EPF, Central Board Employees (Allotment of Residence) Rules, 1972 as amended from time to time.
- (5) Employees' Provident Fund Staff (Fixation of Seniority) Regulations, 1989 as amended from time to time.
- (6) New Pension Scheme.

PART B : FR, SR, GFR, RTI Act - 50 MARKS

- (1) F.R. & S.R. – Definitions, Lien, General Condition of service, Foreign Service, Deputation, Retirement, Standard License Fee, Pay and Allowances, Fixation of Pay, Dismissal, Removal and Suspension and Departmental Promotion Committee.
- (2) Rules relating to medical reimbursement / allowance, Group Insurance Scheme and House Building and other Advances, RTI Act 2005.
- (3) GFR - General System of Financial Management, Budget formulation and implementation, Works, Procurement of Goods and Services, Inventory Management, Contract Management, Miscellaneous subjects like Establishment, Security Deposit, and treatment of contingent and miscellaneous expenditure, stores, and advances to employees.

PAPER	Time	Marks	Type of Exam	Subject
IV	2 Hrs	100	Computer based and objective	Elementary Principles of Book-Keeping, Numerical Ability & Test of Reasoning, Topics on Legal Issues etc

TITLE : Elementary Principles of Book-Keeping, Numerical Ability & Test of Reasoning, Topics on Legal Issues**PART – A: Elementary Principles of Book-Keeping (40 MARKS)**

1. Fundamentals of double entry, Book –Keeping upto – Trial Balance;
2. Cash Book – Petty Cash Book;
3. Journal – Ledger – Purchase book – Sales Book – Purchase returns Book – Sales returns Book;
4. Bank reconciliation statement;
5. Trading, Profit and loss Account and Balance Sheet (in respect of single traders only)
6. Capital and Revenue Accounts, Receipts and Payment Accounts, Income & Expenditure Accounts;

PART – B : Numerical Ability & Test of Reasoning (30 MARKS)**(i) Numerical Ability**

Number System, Percentage, Ratio & Proportion, Average, Time & Work, Time & Distance, Rounding Numbers & Estimation, Simple Interest & Compound Interest, Logarithms, Mensuration, Tables & Graphs etc

(ii) Test of Reasoning

Reasoning test through diagrams, figures, designs, 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.

PART C : Topics on Legal Issues (30 MARKS) :-**(1) Bare Acts :-**

- (i) Contract Act
- (ii) Minimum Wages Act
- (iii) Negotiable Instruments Act
- (iv) Indian Evidence Act
- (v) Consumer Protection Act

- (2) Computation of Income Tax on Salaries Income as given in the Income Tax Act.