



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम 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, Bhikaji Cama Place, New Delhi-110066
वेबसाइट/Website: www.epfindia.gov.in, www.epfindia.nic.in

संख्या : परीक्षा 5(3)2017/31/101

दिनांक:

07 JUL 2017

सेवा में,

सभी अपर केन्द्रीय भ.नि. आयुक्त (आंचलिक कार्यालय),
सभी क्षेत्रीय भ.नि. आयुक्त, क्षेत्रीय कार्यालय के प्रभारी,
अ.के.भ.नि.आ./क्षेत्रीय भ.नि. आयुक्त(प्र.से.प्र.), मुख्यालय

विषय: प्रवर्तन अधिकारी/लेखा अधिकारी के पद पर पदोन्नति हेतु सीमित विभागीय प्रतियोगी/ परीक्षा के आयोजन- के संबंध में।

संदर्भ: परीक्षा 5(3)2012/377 दिनांक 17.02.2017(क.भ.नि.सं. की वेबसाइट पर परिपत्र सं.653)

महोदय,

जिन क्षेत्रों में रिक्तियां मौजूद हैं, उनमें परीक्षा कोटे के अंतर्गत प्रवर्तन अधिकारी लेखा अधिकारी के पद पर पदोन्नति हेतु सीमित विभागीय परीक्षा का आयोजन किया जाएगा। दिनांक 31.03.2017 तक क्षेत्रों में वर्तमान रिक्तियों का विवरण परिशिष्ट-ए पर दिया गया है।

2. आपसे अनुरोध है कि परीक्षा मैनुअल में निर्धारित फॉर्मेट में पात्र अभ्यर्थियों से आवेदन आमंत्रित करें तथा निम्नलिखित समय-सारणी का पालन करते हुए विवरण प्रस्तुत करें:-

क्र.सं.	की जाने वाली कार्रवाई	दिनांक
क.	क्षेत्र के प्रभारी क्षे.भ.नि.आ.-। आवेदन आमंत्रित करने के लिए परिपत्र जारी करने हेतु दिए गए फॉर्मेट (परिशिष्ट 'ख') में फैक्स/डाक के माध्यम से क्षे.भ.नि.आ. (परीक्षा) को पृष्टि करें।	28.04.2017
ख.	पात्र अभ्यर्थियों द्वारा निर्धारित फॉर्म में क्षेत्रीय कार्यालयों में आवेदन जमा करने की अंतिम तिथि।	30.05.2017
ग.	क्षेत्रीय कार्यालयों के प्रभारी अधिकारी द्वारा पात्र अभ्यर्थियों से प्राप्त आवेदन को आंचलिक कार्यालयों को भेजने की अंतिम तिथि	15.06.2017
घ.	आंचलिक कार्यालयों द्वारा क्षे.भ.नि.आ. (परीक्षा) को डाक/फैक्स द्वारा पात्र आवेदकों की कुल संख्या को सूचित करना।	22.06.2017
ड.	क्षेत्र के पात्र अभ्यर्थियों की अंतिम सूची को निर्धारित फॉर्मेट, (परिशिष्ट 'ग') में आंचलिक कार्यालयों द्वारा क्षे.भ.नि.आ.(परीक्षा) को दो प्रतियों में भेजी जाए।	03.07.2017

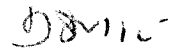
3. क्षेत्रीय कार्यालयों/प्र.से.प्र. के प्रभारी क्षे.भ.नि.आ. से अनुरोध है कि वे इस परिपत्र के प्राप्त होने पर तत्काल कार्रवाई करते हुए अपने क्षेत्र के अंतर्गत पात्र अभ्यर्थियों के साथ-साथ क्षेत्रीय कार्यालय, जिला कार्यालय, अवकाश गृह/अतिथि गृहों, पी.डी.यू.एन.ए.एस.एस./आं.प्र.सं., आंचलिक लेखा परीक्षा पार्टियां/सतर्कता निदेशालयों, अ.के.भ.नि.आ. (अंचल) कार्यालय आदि के पात्र अभ्यर्थियों से आवेदन आमंत्रित करें।

4. पात्रता, परीक्षा की प्रकृति आदि से संबंधित विवरण इस पत्र के साथ संलग्न परिशिष्ट 'डी' में दिया गया है। समय-सारणी एवं परीक्षा का स्थान अलग से घोषित किया जाएगा।
5. आंचलिक कार्यालय के अ.के.भ.नि.आ. उपर्युक्त तालिका 3(ई) के अनुसार मुख्यालय को अंचल (सभी कार्यालयों सहित) के अभ्यर्थियों की पात्रता एवं अन्य विवरण की क्षेत्रीय कार्यालय के साथ जांच करेंगे। इस संबंध में, इस कार्यालय के परिपत्र सं. परीक्षा 3(2)/2007/पार्ट 59 दिनांक 16.04.2012 (वेबसाइट पर परिपत्र सं.27) द्वारा जारी अनुदेशों का सख्ती से पालन किया जाए।
6. सभी क्षेत्रीय कार्यालय निर्धारित दिशा-निर्देशों के अनुसार परीक्षा में बैठने वाले अभ्यर्थियों के लिए कोचिंग कक्षाओं की व्यवस्था करेंगे।
7. ऐसे सा.सु.सहा. जिनका, परिपत्र सं. एच.आर.एम.-IV/111/14(2)2002/जनरल पार्ट/1853 दिनांक 29.04.2011 के जारी होने से पूर्व, अनुरोध के आधार पर स्थानांतरण हुआ तथा जिन्होंने पुराने एवं नए क्षेत्र में संयुक्त रूप से अपेक्षित सेवा पूरी कर ली है, वे परीक्षा के लिए आवेदन कर सकते हैं। हालांकि ऐसे अभ्यर्थियों की उम्मीदवारी अस्थायी होगी तथा एस.एल.जी. सं. 30141/2011 एवं 30142/2011 के निर्णय के अधीन होगी। वर्तमान योजना के अनुसार मेरिट-सूची को क्षेत्रवार बनाया जाएगा किंतु यह आज की तारीख तक कोर्ट मामलों के निर्णय के अधीन होगी।
8. कृपया इस परिपत्र की पावती www.rpfexamination@epfindia.gov.in पर मेल द्वारा भेजें। कृपया डाक अथवा फैक्स से पावती न भेजी जाए।

(इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है)

भवदीय

अनुलग्नक : यथोपरि

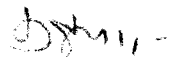


(मुकेश कुमार)

क्षेत्रीय भ.नि. आयुक्त (परीक्षा)

प्रतिलिपि:-

1. सभी अपर केन्द्रीय भ.नि. आयुक्त/ वित्तीय सलाहकार एवं मुख्य लेखाधिकारी।
2. निदेशक (पी.डी.यू.एन.ए.एस.एस.), सभी आंचलिक प्रशिक्षण संस्थान ।
3. क्षेत्रीय भविष्य निधि आयुक्त-। (मा.सं.प्र.) मुख्यालय एवं क्षे.भ.नि.आ.-।। ((मा.सं.प्र.-।।।) ।
4. केन्द्रीय भविष्य निधि आयुक्त के निजी सचिव।
5. क्षे.भ.नि.आ.(एन.डी.सी.) को वेबसाइट पर अपलोड हेतु।
6. महासचिव, अ.भ.क.भ.नि. स्टाफ फेडरेशन एवं महासचिव, अ.भा.क.भ.नि.अ.जा./अनु.जनजाति स्टाफ फेडरेशन ।
7. गार्ड फाईल।



(मुकेश कुमार)

क्षेत्रीय भ.नि. आयुक्त (परीक्षा)



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.