



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

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File No. Exam.1(1)2017/LDC/123

Dated: 12 JUL 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 Examination (Competitive) for promotion to the post of Lower Division Clerk - Regarding.

Ref:- 1. Exam.5(3)2012/382 dated 17.02.2017 (EPFO Website Circular No. 651).
2. Exam.1(1)2017/LDC/30 dated 20.04.2017 (EPFO Website Circular No. 24).

Sir,

In supersession of notification No. Exam.1(1)2017/LDC/30 dated 20.04.2017 (EPFO Website Circular No. 24/2017-18). The revised vacancy position for the Limited Departmental Examination for promotion to the post of Lower Division Clerk under Examination Quota existing in the Regions as on 31.03.2017 are given in **Annexure-A**. The present examination will be conducted for the vacancies existing under Examination Quota for the post of LDC as on 31.03.2017.

2. Accordingly, the dates for giving application are being revised as per schedule below. Applications from eligible candidates in the format prescribed in the Manual of Examination may be accepted by adhering to the extended time schedule given below:-

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.	14.07.2017
B	Last date for submission of applications in the prescribed form by the eligible candidates to the Regional Offices.	21.07.2017
C	Last date for forwarding of applications received from the eligible candidates by the RPFCs- in-Charge of the Regional Offices to Zonal Offices .	24.07.2017
D	Intimation of total number of eligible applicants to be given to RPFC (exam) over E-mail / fax by the Zonal Offices .	26.07.2017
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 .	01.08.2017

3. The Limited Departmental Competitive Examination for LDC is tentatively fixed on 22nd September, 2017.

4. Candidates who have applied in response to circular dated 20.04.2017 need not apply again. However candidates are permitted to withdraw their application till 21.07.2017.
5. **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.
6. 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.
7. 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.
8. 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.
9. **Hindi version will follow.**
10. **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 faithfully,

Encl:- As above



(M. Ngullie)

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.



(M. Ngullie)

Regional P.F. Commissioner (Exam)

ANNEXURE- 'A'

**STATEMENT SHOWING VACANCY POSITION IN THE CADRE OF LOWER
DIVISION CLERK UNDER EXAMINATION QUOTA AS ON 31.03.2017**

		Break of Vacancies (Category Wise)				PH
		SC	ST	UR	Total	
1.	Dehradun	0	0	0	0	0
2.	Delhi	1	0	02	03	01
3.	Haryana	0	0	0	0	0
4.	Rajasthan	0	0	01	01	0
5.	Punjab	0	0	06	06	01
6.	Himachal Pradesh	0	00	0	0	0
7.	Uttar Pradesh	02	01	04	07	01
8.	Bihar	0	0	0	0	0
9.	Odisha	0	0	01	01	0
10.	Andhra Pradesh	0	0	0	0	0
11.	Telangana	0	01	01	02	0
12.	Karnataka	0	0	06	06	0
13.	Goa	0	0	0	0	0
14.	Tamilnadu	03	01	16	20	0
15.	Kerala	0	0	02	02	0
16.	West Bengal	0	0	0	0	0
17.	Guwahati	0	0	0	0	0
18.	Jharkhand	0	0	0	0	0
19.	Maharashtra	04	02	23	29	01
20.	Chhatisgarh (Raipur)	0	0	01	01	0
21.	Gujrat	02	01	14	17	0
22.	Madhya Pradesh	0	01	04	05	01
	Total	12	7	81	100	5

(Authority for vacancies – Note Ref. No U.O. Note No. HRM-VII/59(10)2013/HO dated 10.07.2017)

ANNEXURE 'B'

(Enclosure to Head Office Circular Letter No. Exam. 1(1)/2017/LDC/ dated2017)

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. 1(1)/2017/LDC/ dated2017)

**FINAL LIST OF ELIGIBLE CANDIDATES FROM ZONE/ HEAD OFFICE
FOR THE LIMITED DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST
OF LOWER DIVISION CLERK**

S. No	Name of the Zonal Office, Head Office (in alphabetical order)	Name of the candidates with designation in Capital Letters.	Whether SC/St (in Red Ink)	Roll No.	Language option i.e. Hindi/English/ Regional Language	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
				To be allotted later		

(To be furnished in the last page)

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

Certified that the officials as per list given above are Eligible to appear in the Limited Departmental Examination for the post of Lower Division Clerk as per Recruitment Rules and details available in Service Book of the candidate.

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

**LIMITED DEPARTMENTAL EXAMINATION (COMPETITIVE) FOR PROMOTION
TO THE POST OF LOWER DIVISION CLERK**

The Examination will be held as per the *Employees' Provident Fund Lower Division Clerk Limited Departmental Competitive Examination Scheme 2016* circulated vide this office Letter No. Exam.5(3)2012/383 dated 17.02.2017 (Website Circular No. 651).

1. SYLLABUS FOR LOWER DIVISION CLERK EXAMINATION

Only One Paper on - ENGLISH, ARITHMETIC & GENERAL KNOWLEDGE

(a) Applied Grammar: (30 Marks)

Punctuation tenses, antonyms & synonyms and use of finite and auxiliary verbs, adjectives and adverbs, fill in the blanks to test knowledge of correct use of prepositions, pronouns and articles, direct and indirect narration, phrases and clauses, transformation of sentences, re-arrangement of jumbled words into a sentence, correction of sentences.

(b) Arithmetic: (40 Marks)

Problems on simplification, percentage, ratio and proportion, average, simple and compound interest, discount, profit and loss, time and work, time and distance, tabulation, etc.

(c) Reasoning: (30 Marks)

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.

2. METHOD OF RECRUITMENT & ELIGIBILITY:

As per the Recruitment Rules for the post of LDC notified on 25.03.2006, 30% by promotion through Limited Departmental Examination from Group 'C' employees whose scale of pay is identical or lower than that of Lower Division Clerk and group 'D' employees who possess the minimum education qualification of matriculation or equivalent and have completed five years regular service in Group 'D' and Group 'C' isolated cadre.

(i) The required qualifications and eligibility conditions for appointment to the post of **Lower Division Clerks** 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.

3. **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.

4. **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.
