



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-भोकाजी 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](mailto:rpfc.exam@gov.in)

File No. Exam.1(1)2017/LDC/ 20

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

Ref:- Exam.5(3)2012/382 dated 17.02.2017 (EPFO Website Circular No. 651).

Sir,

The Limited Departmental Examination for promotion to the post of Lower Division Clerk 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	<b>RPFCs-in-Charge of Regional Offices</b> to confirm to RPFC (Exam.) by Fax / Mail in given format ( <b>Annexure 'B'</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 <b>RPFCs- in-Charge of the Regional Offices to Zonal Offices</b> .	15.06.2017
D	Intimation of <b>total number of eligible applicants</b> to be given to RPFC (exam) over mail / fax by the <b>Zonal Offices</b> .	22.06.2017
E	Final List of eligible candidates of the <b>Regions</b> to be forwarded to RPFC (EXAM) in the prescribed format ( <b>Annexure 'C'</b> ) to be submitted in duplicate by the <b>Zonal Offices</b> .	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. The venue of examination will 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 2 (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. Hindi version will follow.
8. Please acknowledge receipt by mail to [rpfc.exam@epfindia.gov.in](mailto:rpfc.exam@epfindia.gov.in) or by FAX 011-26172661.

(This issues with the approval of Competent Authority)

Yours Sincerely,

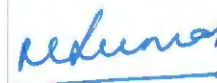


(Mukesh Kumar)

Regional Provident Fund 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 Provident Fund Commissioner (Exam.)



## ANNEXURE- 'A'

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

Sl. No.	State/Region	Vacancy position Examination Quota Vacancies of LDC							PH(out of Total)			
		Total Sanctioned	In-position	Vacancies	Category Wise				VH	O H	HH	PH Total
					SC	ST	UR	Total				
1.	Dehradun	01	01	-	0	0	0	0	0	0	0	0
2.	Delhi	07	04	03	1	0	02	03	0	01	0	01
3.	Haryana	03	03	-	0	0	0	0	0	0	0	0
4.	Rajasthan	04	03	01	0	0	01	01	0	0	0	0
5.	Punjab	08	02	06	0	0	06	06	0	01	0	01
6.	Himachal Pradesh	01	01	0	0	00	0	0	0	0	0	0
7.	Uttar Pradesh	09	02	07	02	01	04	07	0	01	0	01
8.	Bihar	02	02	0	0	0	0	0	0	0	0	0
9.	Odisha	04	03	01	0	0	01	01	0	0	0	0
10.	Andhra Pradesh	43	37	02	0	01	01	02	0	0	0	0
11.	Telangana	-	06	-	-	-	-	-	-	-	-	-
12.	Karnataka	11	05	06	0	0	06	06	0	0	0	0
13.	Goa	0	0	0	0	0	0	0	0	0	0	0
14.	Tamilnadu	23	03	20	03	01	16	20				0
15.	Kerala	07	05	02	0	0	02	02	0	0	0	0
16.	West Bengal	17	19	00	0	0	0	0	0	0	0	0
17.	Guwahati	0	-	-	0	0	0	0	0	0	0	0
18.	Jharkhand	0	-	-	0	0	0	0	0	0	0	0
19.	Maharashtra	29	-	29	04	02	23	29	01	0	0	01
20.	Chhatisgarh (Raipur)	01	-	01	0	0	01	01	0	0	0	0
21.	Gujrat	17	-	17	02	01	14	17	0	0	0	0
22.	Madhya Pradesh	06	01	05	0	01	04	05	01	0	0	01
	Total			100				100				

(Authority for vacancies – Note Ref. No U.O. Note No. HRM-VII/59(10)2013/HO/204 dated 18.04.2017)

**ANNEXURE 'B'**

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

This is to acknowledge the receipt of the letter No. Exam. .... dated .....and 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/ ..... dated .....2017)

**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)
				<b>To be allotted later</b>		

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**(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 1<sup>st</sup> 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.

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