



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

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File No. Exam.3(1)2017/SS/252

Dated: 11 DEC 2017

To

All ACCs (Zonal Offices),
(Including ACC (ASD), Head Office)

Subject:- Notification of the Employees' Provident Fund Section Supervisor Limited
Departmental Competitive Examination Scheme 2017 - Regarding.

Sir,

I am directed to forward herewith the Examination Scheme namely Employees' Provident Fund Section Supervisor Limited Departmental Competitive Examination Scheme 2017.

2. The above Scheme has been approved by the Chairperson, Executive Committee and Secretary, Ministry of Labour and Employment, Govt. of India.

3. Accordingly, the Scheme has been finalized as per the directions of the Executive Committee, EPF taking into consideration the views of the All India EPF Staff Federation and approved by the Chairperson, Executive Committee, EPF and is notified herewith for the information of all concerned. The Scheme shall come into force from the date of issue of this notification i.e. 11.12.2017.

4. With the notification of this Scheme, the existing Scheme of Examinations for the posts covered under this Scheme shall cease to have effect.

This may please be circulated to all concerned.

(This issued with the approval of Central Provident Fund Commissioner)

Yours faithfully,

Encls: As above

(M. Ngullie)

Regional P.F. Commissioner (Exam.)

Copy to:-

1. PS to CPFC, All Additional C.P.F.C. / F.A & C.A.O, Director, PDNASS, C.L.O
2. PS to CVO
3. Secretary General, EPFC Officers Association
4. Secretary General, EPF Staff Federation
5. Guard File
6. EPFC (NDC) for uploading on the website please.

(M. Ngullie)

Regional P.F. Commissioner (Exam.)

**Limited Departmental Competitive Examination Scheme for promotion to the post of
Section Supervisor Employees Provident Fund Organisation 2017**

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

(i) This Scheme shall be called the Employees' Provident Fund Section Supervisor Limited Departmental Competitive Examination Scheme 2017

(ii) The examination under this Scheme shall be held for filling up the vacant posts of **Section Supervisor** falling under Examination Quota as prescribed in the relevant Recruitment Rules.

(iii) It shall come into force from the date of its notification. It shall supersede all provisions of the EPF Departmental Promotion Examination Scheme, 2016 except otherwise provided in this Scheme. It shall be applicable to the examinations conducted after its notification.

(iv) The Central P F Commissioner may, from time to time, give such directions as considered fit for the fair and transparent conduct of examination and when any such direction is given, such direction shall be binding.

2. DEFINITIONS

(a) "**Examination**" for the purpose of this Scheme means the Limited Departmental Competitive Examination for promotion to the post of Section Supervisor for filling up vacancies against examination quota in the cadre.

(b) "**Organisation**" means Employees' Provident Fund Organisation.

(c) "**Paper**" means question paper(s) specified in Para 6 of the Scheme.

(d) "**Schedule**" means the Schedule annexed to this Scheme.

(e) "**Syllabus**" means the syllabus prescribed for the Examination at (a) above

(f) "**vacancy Year**" means the financial year.

(g) "**DPC**" means Departmental Promotion Committee as per the Recruitment Rules for the post of Section Supervisor in the Employees' Provident Fund Organisation.

(h) "**DOPT**" means "Department of Personnel and Training" under the Ministry of Personnel, Public Grievances and Pensions, Government of India.

(i) "**Region**" means the respective Regions where the cadre is maintained i.e the seniority list, roster, etc are maintained.

(j) "**Liaison Officer/ Chief Liaison Officer**" means the officers duly appointed for ensuring implementation of beneficial provisions for each reserved category – SC/ST/OBC/ PH and others as per rules .

(k) "**Screening Committee for Determination of Vacancies**" means a Committee constituted as per the constitution of DPC prescribed for the RR.

3.DETERMINATION OF VACANCIES

(i) The Regional Commissioner In Charge of Regions / RPFC-I (ASD, HQ) in their respective jurisdiction shall determine the examination quota vacancies in different categories. While determining such vacancies, the Regional Commissioners In Charge of Regions will take into account all existing and anticipated vacancies for each vacancy year to which such determination pertains.

(ii) the Examination shall be conducted in all the Regions / HQ simultaneously in respect of the vacancies that have been assessed in respect of the vacancy year(s) for which the examination is to be conducted.

(iii) The officer in charge of the Region/ASD (EPFO, HQ) shall finalise the vacancies under the Examination Quota in all categories and forward the same to Head Office, HRM Division along with the certificate of the Liaison Officers / Chief Liaison Officer and Screening Committee constituted for determination of vacancies. The vacancies so determined shall be forwarded to Examination Section by HR Division, Head Quarters.

(iv) The vacancies so notified shall be provided for the information of the Candidates. The DPC for appointment to the examination quota vacancies shall consider and make recommendations against the vacancies assessed and notified for each Region/HQ/All India Cadre subject to fulfillment of all other criteria for such promotion as provided under the Recruitment Rules for the cadre.

(v) vacancies which remain unfilled based on the result of the examination shall be filled up from the subsequent examinations only.

4.ELIGIBILITY

4(a)

(i) The required qualifications and eligibility conditions for appointment to the post of Section Supervisor under Examination Quota will be same as prescribed under the notified Recruitment Rules.

(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 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 provisions due to which he / she is found ineligible. The candidate may submit a representation for reconsideration to the concerned officer – 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.

4(b) Employees under Suspension / undergoing Disciplinary Proceedings / Criminal Proceedings / Undergoing Punishment

The officials who are eligible but are under suspension or against whom disciplinary proceeding / Criminal proceedings are pending / undergoing penalty may be permitted to appear in the examination. The result will be declared based on the merit of the candidate. DPC shall follow the DOPT instructions in regard to such cases.

5. PREPARATION OF MERIT LIST

- (i) The examination is a Competitive Examination.
- (ii) A single Merit List of Qualified Candidates for the number of 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.
- (iii) A Waiting List shall also be prepared on the same lines as the Merit List of Qualified Candidates, which shall be utilized in the event that any person from the Merit List is not found fit by the DPC for promotion or does not join the post after promotion or refuses the promotion for any reason whatsoever. The number of candidates in the Waiting List shall not exceed 20 percent of the notified vacancies for the examination subject to a minimum of one candidate.
- (iv) The DPC shall make recommendations for promotion against the examination quota vacancies on the basis of the Merit List of Qualified Candidates and duly assessing their fitness based on other criteria as contained in the Recruitment Rules.
- (v) The DPC shall make recommendations for promotion against the examination quota vacancies on the basis of the Merit List of Qualified Candidates. While recommending the candidates for promotion against the vacancies, the DPC shall determine the eligibility and other criteria and thereafter consider recommending a candidate for promotion from the declared Merit List of Qualified Candidates in the order of merit.
- (vi) A candidate who is found not eligible by the DPC, shall not be considered for promotion irrespective of merit position in the declared Merit List of Qualified Candidates.
- (vii) In case any vacancy remains unfilled in the event that a person in the Merit List is found to be unfit for promotion by the DPC or due to non-joining of candidates recommended and offered promotion shall be filled up from the available candidates in the Waiting List.
- (viii) Only the vacancies arising during the period for which the examination has been conducted shall be filled up based on this result. In case any vacancy remains unfilled due to non-availability of qualified candidates, the same shall be filled up through subsequent examinations.

6.DETAILS OF EXAMINATION

| S. No | Paper | Time | Part | Marks | Type of Exam | Subject and Marking Scheme | |
|-------|-------|-------|------|-------|---------------------------------------|---|----------------|
| | | | | | | Subject | Marking Scheme |
| 1 | I | 3 Hrs | I | 100 | Computer based objective examination. | English | 30 |
| | | | | | | Staff Service Regulations | 70 |
| | | | II | 100 | | EPF Act & Scheme, | 70 |
| | | | | | | Numerical Ability and Test of Reasoning | 30 |

The syllabus for the various papers are given in the Schedule to this Scheme. The questions shall be based on the up-to-date and amended rules / provisions on the subjects. The pattern of examination will be decided from time to time by the Competent Authority and notified at the time of notification of the Examination.

In addition to the above, the candidates may be required to qualify such Computer Proficiency Test as may be prescribed for them from time to time before being considered for promotion to the higher post for which he / she has qualified. Failure to qualify such Test may render the candidate ineligible for promotion even though he / she maybe in the Merit List of Qualified Candidates or in the Waiting List and his / her name having been recommended by the DPC.

7. MEDIUM OF EXAMINATION

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

8.QUALIFYING MARKS AND METHOD FOR PREPARATION OF RESULT & PANEL

(i) The candidates belonging to General Category who secure at least 40 % marks in each part and candidates belonging to SC/ST Category who secure at least 35 % marks in each part shall be eligible to be considered for inclusion in the merit list.

(ii) The candidates eligible to be considered for the merit list as per Para 8(i) shall be arranged in a single list for each category and for each Region/Head Office/All India Cadre in the order of merit taking into account the total marks secured by them in the examination.

(iii) The fact that a General candidate has obtained at least 40% marks in each part and SC/ST candidate obtained 35% marks in each part and has been placed in the merit list will not entitle him/her to claim the right of promotion to the higher post. All candidates who fail to be promoted by the competent authority – either due to their not fulfilling the eligibility condition or due to lack of vacancies in their category and / or vacancy year or other reasons shall be considered to be unsuccessful in the examination.

(iv) In case two or more candidates have the same marks, the candidate senior-most in the feeder cadre will be considered as having higher rank than the other candidate(s) and will be first considered for promotion subject to fitness and eligibility.

(v) Those SC/ST candidates who qualify as per General Category norms (both minimum qualifying marks in each part as well as overall merit as per General Norms) shall be eligible to be considered against the General Category merit if they are within the panel for General

category vacancies failing which they shall be considered against their respective categories. These instructions shall be subject to DOPT instructions issued from time to time and applicable at the time of conducting of the examination.

9. DATE OF EXAMINATION

The dates of the examination will be notified by the Head Office from time to time. The officials desirous of appearing in the examination will have to apply to Officer in-charge of the Regional Office /(ASD,HQ), as the case may be, within the time and date specified.

Provided that the Central Provident Fund Commissioner may waive the above condition in favour of a candidate, if he/she is satisfied that it was beyond the control of the candidate to apply in time.

10. Use of unfair means:

Any candidate who is found to be copying from the answer paper of another candidate or from any written paper or document brought by him / her, or in any other way obtaining help or giving help to other candidates by irregular means, or is found to be in possession of a book , **mobile phones, Bluetooth devices and other electronic or other devices specifically banned** which is not authorised to be used or any written paper or document, or **not following any other directions that have been issued**, he/ she 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 found that some 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. Communication of result

The list of candidates declared successful in the Examination will be circulated in the organization for information of all the candidates.

12. Procedure for supply of marklist

The marks obtained by Candidates in all the Papers shall be intimated to the Candidates.

13. RETOTALLING AND VERIFICATION OF MARKS

(a) If a candidate desires re-totalling of his/her marks and verification of the fact that all answers written by him/her have been duly assessed by the examiner, he/she should submit an application to the Regional PF Commissioner (Examination) through the Regional Commissioner, In-charge of the Regional Office / Administrative Services Division(Head Office) for undertaking the re-totalling and verification. The application must be supported with confirmation from Regional Commissioner, In-charge of the Regional Office /Administrative Services Division (Head Office) that a **fee of Rs.100/- per paper** has been deposited by the candidates applying for re-totalling / verification of marks within the prescribed time.

(b) Such applications must be submitted within 15 days from the date of communication of the respective results by the Examination Division, Head Office. Any application submitted thereafter shall not be entertained.

**Schedule to the Employees' Provident Fund Section Supervisor Limited Departmental
Competitive Examination Scheme 2017**

SYLLABUS

| S. No | Paper | Time | Part | Marks | Type of Exam | Subject and Marking Scheme | |
|-------|-------|-------|------|-------|---------------------------------------|---|----------------|
| | | | | | | Subject | Marking Scheme |
| 1 | I | 3 Hrs | I | 100 | Computer based objective examination. | English | 30 |
| | | | | | | Staff Service Regulations | 70 |
| | | | II | 100 | | EPF Act & Scheme, | 70 |
| | | | | | | Numerical Ability and Test of Reasoning | 30 |

TITLE : ENGLISH & STAFF SERVICE REGULATIONS

Part – I:

ENGLISH - (30 Marks)

Questions will be set on Precis of material pertaining to any subject including correspondence or notes on an official matter, essay, letter, office order etc. Questions will also be asked on correct application of English Grammar to test the candidates verbal ability to write grammatically correct English and ability to reason.

STAFF SERVICE REGULATIONS- 70 Marks

(a) Employees' Provident Fund (Officers & Employees' Conditions of Service) Regulations, 2008

Question will be set on the general provisions of the staff Service Regulations as applicable to the employees of the Employees' Provident Fund Organisation as amended from time to time.

(b) Fundamental and Supplementary Rules

Questions of an elementary nature will be set on fixation of pay, leave, leave salary, joining time, travelling allowance rules, pension etc.

(c) General Financial Rules

Questions will be set on 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, treatment of contingent and miscellaneous expenditure, stores, advances to employees.

(d) Pension Rules

Questions will be asked on the types of pension and gratuity Pension under the CCS Pension Rules and New Pension Scheme as amended from time to time including questions on Admissibility, Determination of amount of pension, sanctioning authority and procedure for disbursement etc.

PART II : EPF ACT & SCHEMES, , NUMERICAL ABILITY & TEST OF REASONING

EPF ACT & SCHEMES (70 Marks)

Questions will be asked on the administration of the Employees' Provident Funds Act and Schemes, applicability of the Act, coverage, enforcement, recovery of dues through prosecution and revenue recovery, penal damages and exemption, maintenance of accounts, audit of forms rendered by establishments, sanction of advances, settlement of claims, compilation and issue of annual statement of accounts, audit, budget, investment, declaration of annual rate of interest and submission of audited accounts to Parliament.

NUMERICAL ABILITY & TEST OF REASONING - 30 Marks

Numerical Ability

Number System, Percentage, Ratio & Proportion, Average, Time & Work, Time & Distance, Rounding Numbers & Estimation, Simple Interest & Compound Interest etc.

Test of Reasoning

Reasoning test through diagram, figures, designs etc. to evaluate the power of logical reasoning, quickness of thinking and the ability to differentiate or co-relate to judge the mental ability.