



"पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी"

"Pandit Deendayal Upadhyaya National Academy of Social Security (PDUNASS)"

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

Employees' Provident Fund Organisation | Ministry of Labour & Employment, Govt. of India

30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली 110 058

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Azadi Ka  
Amrit Mahotsav

File No. 33/1/2019-20/PDNASS/176

Date:

25 JUL 2022

To,

The Addl. CPFCs (HQ)/Addl. CPFCs Zonal Offices

The Addl. CPFCs (HQ)/Addl. CPFCs

All ZTIs (As per enclosed list)

**Sub: Conduct of Probationary Exam for Enforcement Officers/Account Officers (DR) Regarding.**

Madam/Sir,

This is in continuation of this office e-mail dated 02.03.2022, 10.03.2022 and 25.04.2022 on the subject cited above.

2. In this regard, it is informed that it has been decided by the Competent Authority to conduct the above-mentioned **Probationary Exam for the Enforcement Officers/Account Officers (DR) from 22.08.2022 to 26.08.2022** at Zonal Training Institutes as per the enclosed list.

The schedule of the above exam is as given below:-

S.No.	Date of Exam	Subject	Paper	Time	Marks
1.	22.08.2022 (Monday)	EPF& MP Act and Manual for Inspectors	I	10:00 AM to 01:00 PM (3Hrs)	100
2.	23.08.2022 (Tuesday)	Scheme framed under the Act	II	10:00 AM to 01:00 PM (3Hrs)	100
3.	24.08.2022 (Wednesday)	EPF System of Accounts & Manual of Accounting Procedure	III	10:00 AM to 01:00 PM (3Hrs)	100
4.	25.08.2022 (Thursday)	Establishment Rules	IV	10:00 AM to 01:00 PM (3Hrs)	100
5.	26.08.2022 (Friday)	Book -Keeping, Accountancy, Investment Accounts, Principles of Banking	V	10:00 AM to 01:00 PM (3Hrs)	100

3. The above-mentioned probationary exam will be conducted in offline mode. The following instructions are issued for strict compliance by all concerned offices:

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i) **Exam Centers:** The exam will be conducted at Zonal Training Institutes as per the list enclosed herewith. The concerned Zonal Training Institutes are requested to ensure that the exam is conducted in fair and objective manner. It should also be ensured that no unfair means are used by the candidate's reference.

(ii) **List of candidates:** A ZTI-wise list of candidates (Enforcement Officers/Account Officers (DR) alongwith their respective Roll No. is attached herewith for information and further necessary action. All ZO/ROs are requested to check the said list carefully to ensure that no eligible candidate is left out of the above list. If it is found that there is any other EO/AO (DR) left out of the above list, same may please be brought to the notice of PDNASS as well as Zonal Training Institute immediately alongwith the copy of the appointment letter for further necessary action.

(iii) **Admit Cards:** All the concerned controlling officers/Officers-In-Charge are requested to issue Admit Cards (as per the prescribed format attached herewith) to the eligible candidates and also to send a copy of the same through email to the concerned Zonal Training Institutes where the EO/AOs are required to appear for the aforesaid probationary exam. The concerned Zonal Training Institutes are also requested to follow up with the concerned ZO/ROs for doing the needful.

(iv) **Board of Examination:** As per extant instructions all exam centres are required to constitute a Board of Exam to conduct the exam in fair and objective manner as per the EPF, Hqrs instructions on the subject. Hence, all concerned Addl. CPFCs/Regional Provident Fund Commissioners-I are requested to constitute Board of Exam as per the instructions issued by EPF, Hqrs. The Board of Examination shall consist of one RPFC-I as Supervisor, one RPFC-II/APFC as Assistant Supervisor and one independent member (preferably Group 'A') as Member-cum-Invigilator either from ESIC or any other Central Government Office situated in same city/location. The information of constituting the Board of Exam and specimen of internal and external seal of the office to be fixed on the sealed cover of Answer sheets and Forms 'A' to 'J' as per Hqrs instructions may please be sent to PDNASS at the earliest. The mobile numbers and official email addresses of the Supervisor of the Board of Exam may also please be provided.

(v) **Examination Hall and other facilities:** The monitoring of the above exam will be done by PDNASS through online mode. Hence, the above exam is required to be conducted in a conference/meeting hall having sufficient sitting capacity with social distancing for examinees and fully equipped with high speed internet connection, webcam and power back-up. The conference/meeting hall should also be equipped with CCTV facility (with recording facility). The concerned ZTIs are required to ensure video recording of the exam on all five days and send the said video recording to PDNASS in a pen drive.

(vi) **Central Observer:** PDNASS will nominate an officer as Central Observer from any of the nearby EPF offices for the above exam. The Central Observer shall submit a report to the Director, PDNASS regarding the conduct of the exam as per instructions issued in this behalf (A copy of the same is enclosed herewith).

Further instructions regarding blank Answer Sheets, Continuation Sheets, Question paper, evaluation etc. will be issue to concerned ZTIs separately. All concerned EO/AOs (DR) may also be informed accordingly.





In view of the above, you are requested to take necessary action at the earliest under intimation to this office.

**(This issues with the approval of the Competent Authority)**

Yours faithfully,

Enclosures: As above.



**(Nilendu Mishra)**  
**Regional P.F. Commissioner-I**

Copy to:

1. PS to CPFC for information
2. Addl. CPFC (HQ) (HRM) for information
3. CVO for information
4. Director, PDNASS for information
5. Addl. CPFCs/RPFC-I, All ZTIs for information and necessary action.
6. All Addl. Central PF Commissioners (Hqrs)/Add Central PF Commissioners/Officers-in Charge of Regional Offices for information and necessary action.
7. The RPFC-I (Exam) for information.
8. The RPFC-I (NDC) with a request to upload the above circular on EPFO website.

**PROBATIONARY EXAM FOR EO's/AOs (DR)**

**22.08.2022 TO 26.08.2022**

LIST OF EXAMINATION CENTERS		
SL NO.	NAME OF ZONAL OFFICE	TOTAL NO OF CANDIDATES
1.	Zonal Training Institute, East Zone, Kolkata	04
2.	Zonal Training Institute, West Zone, Ujjain	12
3.	Zonal Training Institute, South Zone, Chennai	04
4.	Zonal Training Institute, North Zone, Faridabad	8



# Employees Provident Fund Organisation

**ADMIT CARD**

**Exam Code: EOs/AOs-PROB 2022-23**

**DR EO/AOs )Probationers( Examination-2022-23**

Roll No. :  
Candidate name :  
Category :  
DR RANK :  
Designation :  
Date of First Joining in EPFO :  
Examination Center :  
Examination Venue :

Photograph to be  
pasted and signed  
Across

## **PAPERS IN WHICH CANDIDATE IS REQUIRED TO APPEAR**

Sl. No.	Date of Exam	Subject	Paper	Time	Language
1.	22.08.2022 (Monday)	EPF& MP Act and Manual for Inspector	I	10:00 AM to 01:00 PM (3 Hrs)	100
2.	23.08.2022 (Tuesday)	Scheme framed under the Act	II	10:00 AM to 01:00 PM (3 Hrs)	100
3.	24.08.2022 (Wednesday)	EPF System of Accounts & Manual of Accounting Procedure	III	10:00 AM to 01:00 PM (3 Hrs)	100
4.	25.08.2022 (Thursday)	Establishment Rules	IV	10:00 AM to 01:00 PM (3 Hrs)	100
5.	26.08.2022 (Friday)	Book-keeping Accountancy, Investment Accounts, Principles of Banking	V	10:00 AM to 01:00 PM (3 Hrs)	100

Signature of the Candidate

Signature of the Issuing Authority

Name )in Block Letters(\_\_\_\_\_

Official Seal:

### **Instructions:**

1. Please ensure that you read the "Instructions for the Candidates" carefully and follow the same during the examination.
2. Candidates found talking to one another, looking at each others papers etc. during the course of examination shall be debarred from the examination, any query etc. should be addressed to the Invigilators present in the room.
3. Candidates shall remain seated in complete silence after the completion of the examination till the answer paper is handed over to Invigilator.
4. Candidates should strike out blank sheets before handing over the answer paper to the Invigilator and record correct number of supplementary sheets.
5. Any candidates found talking, writing or leaving their seats after completion of the examination before the permission is granted by the Invigilator will be liable to be debarred from the examination.
6. Any candidate found with Mobile Phone, Blue Tooth or any other electronic Device inside the Examination Hall will be debarred from the examination in addition to disciplinary action.

Note: - Use only Blue Pen with waterproof ink for answering the question.  
Please be seated 15 minutes prior to commencement of examination.



## LIST OF CANDIDTATES

Sl. No.	Name of Candidate	Designation	Category	Roll No.	Place of Posting	Name of ZTI
1	TANVEER CHANDRA NARAYAN SINGH	EO/AO	GEN	EO-AO-656	BANDRA	WEST ZONE
2	PRATIK DINKAR DHARMIK	EO/AO	OBC	EO-AO-654	KANDIVALI	WEST ZONE
3	PRASHANT CHANDRA YADAV	EO/AO	OBC	EO-AO-662	KANDIVALI	WEST ZONE
4	ALPESH CHOURASIA	EO/AO	OBC	EO-AO-674	VASHI	WEST ZONE
5	YOGESH KUMAR MEENA	EO/AO	ST	EO-AO-678	BANDRA	WEST ZONE
6	AMARENDRA KUMAR SINGH	EO/AO	OBC (PH)	EO-AO-546	RANCHI	EAST ZONE
7	G.K. SURESH	EO/AO	OBC	EO-AO-703	PODUCHERRY	SOUTH ZONE
8	DHIRUV JAYANT	EO/AO	SC	EO-AO-568	GURUGRAM-2	NORTH ZONE
9	VISHWESH VIWEK	EO/AO	GEN	EO-AO-520	AHMEDABAD	WEST ZONE
10	SAMEER KUMAR GUPTA	EO/AO	OBC	EO-AO-643	NAGPUR	WEST ZONE
11	KUNAL DIXIT	EO/AO	GEN	EO-AO-655	PUNE (AKURDI)	WEST ZONE
12	SRI SAMIR RAJ	EO/AO	GEN	EO-AO-708	BHUBANESWAR	EAST ZONE
13	SHIVENDRA PRATAP SINGH CHAUHAN	EO/AO	GEN	EO-AO-697	SHIMLA	NORTH ZONE
14	STEVE JOSE	EO/AO	GEN	EO-AO-709	THIRUVANANTH APURAM	SOUTH ZONE
15	KASANI NARESH	EO/AO	OBC	EO-AO-711	HYDERABAD	SOUTH ZONE
16	ROHIT GUPTA	EO/AO	GEN	EO-AO-713	NOIDA	NORTH ZONE
17	KHUSHBOO RANI	EO/AO	OBC	EO-AO-715	DEHRADUN	NORTH ZONE
18	SUYASH NARAYAN	EO/AO	SC	EO-AO-718	K R PURAM	SOUTH ZONE
19	SAGAR NAVNATH SHELKE	EO/AO	OBC	EO-AO-719	DADAR	WEST ZONE
20	SANKET PRAKASHRAO CHEKE	EO/AO	OBC	EO-AO-720	DADAR	WEST ZONE
21	AMIT PAWAR	EO/AO	GEN	EO-AO-721	DADAR	WEST ZONE
22	KAORE OMKAR DEEPAK	EO/AO	GEN	EO-AO-723	POWAI	WEST ZONE
23	NAVJOT SINGH	EO/AO	GEN	EO-AO-724	JALANDHAR	NORTH ZONE
24	SUJEET KUMAR PANDEY	EO/AO	GEN	EO-AO-727	JAMSHEDPUR	EAST ZONE
25	ATUL RANJAN	EO/AO	GEN (PH)	EO-AO-728	PATNA	EAST ZONE
26	AMIT SAINI	EO/AO	OBC	EO-AO-729	KOTA	NORTH ZONE
27	RAHUL KUMAR	EO/AO	OBC	EO-AO-731	DELHI (WEST)	NORTH ZONE
28	GOBIND KUMAR	EO/AO	OBC	EO-AO-732	DELHI (WEST)	NORTH ZONE

*Handwritten signature*