



सत्यमेव जयते

पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY
भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली -110058
दूरभाष (PHONE): 011 28526264, फैक्स (FAX): 011 28525987
email: natrss@epfindia.gov.in



File No.33/7/2023-24/SSAs(DR)Prob.Exam-2021/537

Date: 19.11.2024

To,

All Zonal Addl. CPFCs (HQ)/Addl. CPFC (EXAM)/ Addl. CPFC,
Zonal Training Institutes/RPFC-I, ZTIs/All RPFC (OIC).

Subject: Probationary Examination for SSAs- regarding.

Madam/Sir,

The Competent Authority has decided to conduct the Probationary Examination for SSA's who failed to qualify, or remained absent, or were ineligible due to non-completion of Induction Training to appear in the earlier Probationary Examination held on 10.12.2023 as per the examination scheme i.e. Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 (Copy enclosed).

2. In view of the above, it has been decided to conduct the Probationary Examination for the said SSAs on **05.12.2024 and 06.12.2024 at all the four Zonal Training Institutes. The Examination will be conducted as per syllabus contained in examination scheme mentioned above.** The detailed schedule of Probationary Examination is given below:

S. No.	Paper	Subject	Date & Time of Exam	Duration (Minutes)	Total marks
1.	I	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. b) An Overview of EPFO	05.12.2024 10:00 AM to 12:00 PM	120	100
2.	II	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services provided by EPFO	05.12.2024 03:00 PM to 05:00 PM	120	100
3.	III	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioural Aspects d) Computer Proficiency	06.12.2024 10:00 AM to 12:00 PM	120	100

3. The details of the candidates who have to appear in the said examination is attached as **Annexure-I.**

4. The following instructions are issued for the four Zonal Training Institutes where examination is to be conducted and for the candidates appearing in the examination:

- (i) There shall be a Board of Examination constituted at each Zonal Training Institute, by the Addl. CPFC of the Zonal Training Institute. The Board of Examination shall consist of a Nodal Officer, Invigilators and an Observer/Invigilator either from ESIC or any other Central Government Office situated in the same city/location. The Board of Examination shall be responsible for smooth conduct of the Examination. The Nodal Officer will be responsible for sending the requisite certificates in the prescribed formats (attached herewith as Forms 'A' to 'F') on the same day through email to coe.pdnass@epfindia.gov.in attaching therewith scanned copies of all the certificates duly signed by him/her under official seal.
- (ii) The question paper cum answer booklet will be sent through encrypted file to the Zonal Training Institutes at email IDs of the Nodal Officers designated for conducting the Examination.
- (iii) The password of the encrypted question paper cum answer booklet will be shared with the Nodal Officer 60 minutes prior to the examination. Upon receipt of the password, the Nodal Officer will open each question paper cum answer booklet and will take print outs of the same to be distributed amongst the candidates.
- (iv) The question papers cum answer booklet will be distributed to the candidates at the time of examination.
- (v) The candidate will be required to write his/her Roll Number on the Top right-hand corner of the question paper cum answer booklet. The candidate will answer the multiple-choice questions in the grid provided on the question paper cum answer booklet.
- (vi) The Question Paper cum Answer Booklet will be got signed from the candidate in the presence of Nodal officer and will be countersigned by the Invigilator in the space provided.
- (vii) After completion of each paper the question cum answer booklet shall be collected by the invigilator.
- (viii) After completion of each paper, the Nodal Officer shall seal all question paper cum answer booklets and shall be responsible for getting evaluated the question paper cum answer booklets and forward the result to PDNASS within 07 days.
- (ix) It will be mandatory for all SSAs mentioned in **Annexure-I** to appear in the said exam at the given Examination Centre, provided that they have completed the Induction Training. Further, if any SSA has completed the Induction Training and his/her name is not appearing in Annexure-I, the same may be brought to the notice of the Controller of Examination at coe.pdnass@epfindia.gov.in. Similarly, if any SSA has not completed the Induction Training and his/her name is appearing in Annexure-I, the same also may be brought to the notice of the Controller of Examination.

(x) For Physically Handicapped (PH) candidates, the instructions issued vide Letter No. 33/7/2023-24/SSAs (DR) Prob Exam-2021/PDNASS/SSAs (DR) Exam/626 dated 05.12.2023 (attached herewith as **Annexure - II**) will be followed.

(xi) No mobile phone/electronic gadgets shall be allowed inside the Examination Room/Hall.

(xii) Sufficient arrangements should be made for deposition of the mobile phones and other electronic gadgets before the commencement of each session and may be returned back to the candidates after each session.

(xiii) There will also be a Central Observer duly nominated by the Head Office, for each Zonal Training Institute, who will observe the whole examination process and will submit his/her report to the Head Office.

5. In case there is any other discrepancy in the list (**Annexure-I**) same may please be brought to the notice of the Controller of Examination on or before 25.11.2024 through email to coe.pdnass@epfindia.gov.in

6. The format of admit card is also enclosed with this letter and the same may be issued by the concerned office where the concerned SSA is posted and copy of the same may be forwarded to the concerned Zonal Training Institute.

Zonal Training Institutes are requested to inform the constitution of the Board of Examination on or before 25.11.2024. It is also requested to take all other necessary action to ensure smooth conduct of the above examination.

(This issues with the approval of Director, PDNASS)

Yours faithfully,

(Ravindera Babra)

Controller of Examination

Regional P.F. Commissioner-I, PDNASS

Enclosures:

1. List of eligible candidates along with Roll numbers (**Annexure-I**)
2. Letter No. 33/7/2023-24/SSAs (DR) Prob Exam-2021/PDNASS/SSAs (DR) Exam/626 dated 05.12.2023 (**Annexure - II**)
3. Format of certificates (**Forms 'A' to 'F'**)
4. Format of **Admit Card** to be issued by the concerned office.
5. The Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme 2023.

Copy for information please:

1. PS to CPFC
2. Addl. CPFC (HQ), HRM
3. CVO
4. Director, PDNASS
5. Addl. CPFC (Exam)
6. The RPFC-I (Exam), HO
7. The RPFC-I (NDC)...with request to post the above circular on the website.
8. Guard File

Annexure I - List of Candidates for SSA Probationary Exam - Dec 5-6, 2024								
S. No.	Place of Posting	Name of Candidate	Father's Name	Roll No.	EID	Category	Papers	Examination Centre
1	RO, Kolkata	Abhinandan Kumar Sharma	Dilip Kumar Sharma	23130001	AD281290101030323	OBC	I, II, III	ZTI East Zone, Kolkata
2	RO, Howrah	Archana Anand	Tribhuwan Yadav	23130002	AR060385028210422	OBC	I, II, III	ZTI East Zone, Kolkata
3	RO, Patna	Ravi Kant Rahul	Uday Rajak	23170043	RU040794121290621	SC	I, II, III	ZTI East Zone, Kolkata
4	RO, Muzaffarpur	Abhishek Vardhan Awasthi	Laxmi Chandra Awasthi	23170049	AL041094072090421	GEN	I	ZTI East Zone, Kolkata
5	RO, Lucknow	Anshika singh Tomar	Sanjay Singh	23200037	AS090697087110821	GEN	I, II, III	ZTI North Zone, Faridabad
6	RO, Meerut	Vivek Tiwari	Vidya Kumar Tiwari	23030091	VV230893088220321	EWS	I, II, III	ZTI North Zone, Faridabad
7	RO, Meerut	Shivam M P	Omprakash	23030116	SO120295088190421	EWS	I, II, III	ZTI North Zone, Faridabad
8	RO, Meerut	Avinash Singh	Balram Singh	23030097	AB210794088250321	OBC	I, II, III	ZTI North Zone, Faridabad
9	RO, Meerut	Krishna Dixit	Sushil Kumar Dixit	23030117	KS160593088310521	EWS	I, II, III	ZTI North Zone, Faridabad
10	RO, Noida	Abhishek Kumar Chaudhary	Satyendra Chaudhary	24010001	AS270194057220321	SC	I, II, III	ZTI North Zone, Faridabad
11	RO, Noida	Abhishek Kumar	Pawan Kumar	24010002	AP150993057260321	OBC	I, II, III	ZTI North Zone, Faridabad
12	RO, Noida	Sachin Chaudhary	Moti Lal Chaudhary	24010003	SM030692057260321	SC	I, II, III	ZTI North Zone, Faridabad
13	RO, Noida	Vipul Srivastava	Vikas Srivastava	24010004	VV15109705710321	GEN	I, II, III	ZTI North Zone, Faridabad
14	RO, Noida	Kiran Kumari	Upendra Prasad Yadav	23010186	KA180189057290622	OBC	I	ZTI North Zone, Faridabad
15	RO, Varanasi	Spriha Tiwary	Ravi Shankar Tiwary	23170035	SR220596013160421	GEN	I, II, III	ZTI North Zone, Faridabad
16	RO, Haldwani	Ankur Kumar	Subhash Chandra	23030029	AS050694049100521	SC	I, II, III	ZTI North Zone, Faridabad
17	RO, Dehradun	Shana Hasan	Sayed Hasan	23030020	SS290895081090421	OBC	I, II, III	ZTI North Zone, Faridabad
18	RO, Delhi East	Roma Priya	Rajesh Kumar Sharma	23010037	RR050296112240521	GEN	I, II, III	ZTI North Zone, Faridabad
19	RO, Shimla	Parul Gupta	Rajesh Gupta	24010005	PR010193052230321	GEN	I, II, III	ZTI North Zone, Faridabad
20	RO, Dehradun	Neha Chauhan	Naresh Kumar	24010006	NN041293081010421	EWS	I, II, III	ZTI North Zone, Faridabad
21	RO, Lucknow	Rashmi Kanaujia	H K Lal Kanaujia	24010007	RH210192087230321	SC	I, II, III	ZTI North Zone, Faridabad
22	RO, Gurugram West	Pragati Mittal	Prasoon Kumar Gupta	24010008	PP130195145250621	EWS	I, II, III	ZTI North Zone, Faridabad

23	RO, Gurugram East	Kapil Beniwal	Laxman	24010009	KL150594048010421	SC	I, II, III	ZTI North Zone, Faridabad
24	RO, Vellore	S. Thaseen	M Shajahan	23150045	SM170592084200820	OBC	III	ZTI South Zone, Chennai
25	RO, Bengaluru (Malleswaram)	B K Vijaya	B Kempalingaiah	23080028	VB031077139230720	GEN	I, III	ZTI South Zone, Chennai
26	RO, Bengaluru (K R Puram)	Archana A	K S Ashok	23080092	AA230997060200421	OBC	I, II, III	ZTI South Zone, Chennai
27	RO, Barkatpura	Thota Manikanta	Thota Nagaraju	23100023	TT011096134110321	OBC	I	ZTI South Zone, Chennai
28	RO, Warangal	B Shalini	B Mohan Rao	23100136	BB051196018250422	SC	II	ZTI South Zone, Chennai
29	RO, Barkatpura	Duppatla Latha	Duppatla Santharao	24020001	DD180396134220221	OBC	I, II, III	ZTI South Zone, Chennai
30	RO, Madhapur	Chidithoti Mamatha	Dasari Narayana	24020002	CD200892135070621	SC	I, II, III	ZTI South Zone, Chennai
31	RO, Bengaluru (Koramangala)	Patati Sravanthi	P Subramanyam	24020003	PB260894139011121	EWS	I, II, III	ZTI South Zone, Chennai
32	RO, Bengaluru (Central)	Pooja Kumari Swain	Sagar Nayak	24020004	PS070795136160421	GEN	I, II, III	ZTI South Zone, Chennai
33	RO, Patancheru	G Pranavi	G Veera Reddy	24020005	GG171093106010321	GEN	I, II, III	ZTI South Zone, Chennai
34	RO, Yelahanka	Talla Siva Deeksha	Sreenivasa Reddy T	24020006	TS100796133290321	EWS	I, II, III	ZTI South Zone, Chennai
35	RO, Jaipur	Akansha Tepan	Ashok Kumar Tepan	24030001	AA060693011010721	SC	I, II, III	ZTI West Zone, Ujjain
36	RO, Jodhpur	Kamakshi Kachhwaha	S L Meena	24030002	KS070794063220321	ST	I, II, III	ZTI West Zone, Ujjain
37	RO, Bandra	Snehal Manas Sorte	Vijay Hedau	24030003	SM291292125030521	OBC	I, II, III	ZTI West Zone, Ujjain
38	RO, Nariman Point	Maya Singh	Kameshwar M Singh	24030004	MK301196125220722	OBC	I, II, III	ZTI West Zone, Ujjain
39	RO, Powai	Ms.Shamal Mahalle	Wasudeo Mahalle	24030005	SW270192125150421	OBC	I, II, III	ZTI West Zone, Ujjain
40	RO, Sagar	Kshtiz Pathak	Om Prakash Pathak	24030006	KO020695010280621	GEN	I, II, III	ZTI West Zone, Ujjain
41	ZO, Bhopal	Lovely Bhojwani	Suresh Kumar Lalwani	24030007	LS120995062121121	GEN	I, II, III	ZTI West Zone, Ujjain
42	RO, Kandivali West	Tanuja Sharma	Ravi Shankar Sharma	23060197	TR110494119200421	GEN	I, II, III	ZTI West Zone, Ujjain
43	RO, Pune Akurdi	Neha Paritosh Bobde	Manohar Sudan Bande	24030008	NM041292155090421	GEN	I, II, III	ZTI West Zone, Ujjain
44	RO, Pune Akurdi	Shirin Akshay Barahate	Sardarhussain Shahadat Husain Sayyad	24030009	SS040895155120421	GEN	I, II, III	ZTI West Zone, Ujjain
45	RO, Kohlapur	Aishwarya Sunil Kadhao	Sunil	24030010	AS010497075120421	OBC	I, II, III	ZTI West Zone, Ujjain



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY
भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
30-31, इंस्टीट्यूशनल एरिया, जानकपुरी, नई दिल्ली - 110 058
30-31, INSTITUTIONAL AREA, JANAK PURI, NEW DELHI- 110058
दूरभाष (PHONE): 011 28526264, फैक्स (FAX): 011 28525987
email: natrass@epfindia.gov.in



ANNEXURE - II

No. 33/7/2023-24/SSAs (DR) Prob Exam-2021/PDNASS/SSAs (DR) Exam/626

Date: 05.12.2023

To,

All Chairman, Board of Examination
SSA Probationary Examination 2023

Subject: Guidelines for conducting SSA Probationary Examination 2023 for persons with Disabilities in EPFO— regarding.

Madam/Sir,

The following guidelines are issued in respect of persons with Disabilities who are appearing in SSA Probationary Examination 2023 to be conducted on 10th December 2023.

1. The facility of **Scribe/Reader** should be allowed to any person with benchmark disability as defined under Section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.
2. The facility of Scribe/Reader would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act 2016 but not covered under definition of Section 2(r) of the Act. The facility of scribe under this provision shall be granted subject to production of certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the concerned Medical Authority of a Government healthcare institution as per the proforma at ANNEXURE-I

The medical authority for the purpose of certification as mentioned above should be a multi-member authority comprising of the following:-

- i. Chief Medical Officer/Civil Surgeon/ District Medical Officer..... **Chairperson.**
- ii. Orthopedic/PMR specialist
- iii. Neurologist, if available*
- iv. Clinical Psychologist/Rehabilitation Psychologist/Psychiatrist/Special Educator
- v. Occupational therapist, if available*
- vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

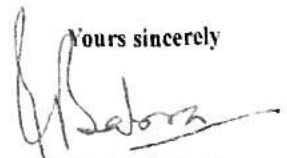
(* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)

3. In case of candidates with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader shall be given, if so desired by the candidate.

4. In case of other category of candidates with benchmark disabilities, the provision of scribe/reader can be allowed on production of a certificate to the effect that the candidate concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **ANNEXURE-II**.
5. The candidate should have the discretion of opting for his/her own scribe/reader at his/her own cost or can request the Board of Examination for providing of scribe/reader. In case, the scribe/reader is provided by the Board of Examination, the candidates should be allowed to meet the scribe/reader **two days** before the examination so that the candidates get a chance to check and verify whether the scribe/reader is suitable or not.
6. The Board of Examination shall ensure that the scribe/reader should not be an employee of the EPFO. Criteria like educational qualification, marks scored, age or other such restrictions for the scribe/reader should not be fixed. Instead the invigilation system should be strengthened so that the candidates using scribe/reader do not indulge in malpractices like copying and cheating during the examination.
7. There should also be flexibility in accommodating any change in scribe/reader in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers. However, there can be only one scribe/reader per paper. The disability certificate issued by the competent medical authority at any place should be accepted.
8. The additional compensatory time should **not be less than 20 minutes per hour of examination** for candidates who are allowed use of scribe/reader. All the candidates with benchmark disability not availing the facility of scribe/reader may be allowed additional time of minimum of one hour for examination of 3 hours duration.
9. The candidates shall be responsible for any misconduct on the part of the scribe/reader brought by him/her during the examination. No attendant other than the scribe/reader for eligible candidates will be allowed inside the examination hall.
10. Proper seating arrangements (preferably on the ground floor) should be made for disabled candidates prior to the commencement of examination to avoid confusion or distraction during the day of examination. Separate seating arrangements should be provided to them so as to avoid distraction to other candidates. The examination venues should be easily accessible for persons with disability.

It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. Further, in case of any doubt, the guidelines issued from time to time by the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment shall be followed.

Yours sincerely



(Ravindra Babra)

Regional PF Commissioner-I and Controller of Examination
PDNASS

Employees Provident Fund Organisation

ADMIT CARD

Exam Code: SSAs-PROB 2024/II (New)

SSAs (Probationers) Examination -2024/II (As per New Scheme dated 10.11.2023)

Roll No. :

Candidate name :

Category :

Examination Center :

Photograph to be pasted and
signed across

PAPERS IN WHICH CANDIDATE IS REQUIRED TO APPEAR

S No.	Date of Exam	Subject	Paper	Time
1.				
2.				
3.				

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 other's 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. 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.
5. 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 ball pen for answering the question.

Please be seated 15 minutes prior to commencement of examination.

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR SSAs (New Scheme dated 10.11.23) (5th-6th Dec '24)
STATEMENT OF CANDIDATES WHO APPEARED FOR THE EXAM

Centre: _____

- | | |
|--|---|
| 1. Date | : |
| 2. Time | : |
| 3. Paper No. | : |
| 4. Subject | : |
| 5. No. of candidates due to appear | : |
| 6. No. of candidates Appeared | : |
| 7. No. of Absentees | : |
| 8. No. of Answer paper required for Evaluation | : |

(to be tallied with item 7 above).

S.No.	Roll No.	Present / Absent
1.		
2.		

Detail of each candidate (Present/Absent)

NOTE: Indicate **ABSENT** in RED INK/**PRESENT** in blue ink

Date:

(Nodal Officer)

Signature

Seal

(FORM NO. 'B')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR SSAs(New Scheme dated 10.11.23)(5th-6thDec '24)
ATTENDANCE SHEET OF CANDIDATES WITH THEIR SIGNATURE

Centre_____

Time:

Date:

Subject:

Paper No.:

S. No.	Roll No.	Full Name (Sh./Smt./Kum.)	Dated initial of the Candidates
1.			
2.			

Date:

(Nodal Officer)

Signature

Seal

(FORM NO. 'C')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR SSAs (New Scheme dated 10.11.23)(5th-6th Dec '24)

CERTIFICATE REGARDING SEALING OF QUESTION PAPER CUM ANSWER BOOKLETS

Centre _____

Certified that Question cum Answer Booklets of SSAs (Probationary) Examination held on _____ for Paper No. _____, _____, and _____ in respect of Probationary Examination for SSAs were packed and sealed in our presence in the Examination Hall immediately after the Examination.

1. _____

(Nodal Officer)
Signature

2. _____

(Invigilator))
Signature

Date:

(Nodal Officer)
Signature
Seal

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR SSAs (New Scheme dated 10.11.23)(5th-6thDec '24)

**CERTIFICATE REGARDING CONDUCT OF EXAMINATION WITH TOTAL OBJECTIVITY,
FAIRNESS AND PROPER SUPERVISION.**

Centre_____

1. Certified that the Probationary Examination for SSA (Probationary) Examination as per New Scheme dated 10.11.2023 held on _____ at (Centre)_____has been conducted at the concerned center withtotal objectivity, fairness and under strict supervision.
2. Certified that no unauthorized person/ staff member was found loitering in the vicinity of the examination hall during the course of the examination.
3. Certified that no candidate was found using unfair means.
4. Details on cases of unfairness, if any, with Roll No. (Separate Report to be enclosed.)_____.
5. Certified that the answer books along with the extra question papers and other reports as per existing instructions were compiled and papers/materials sealed in the presence of the Board of Examination for being dispatched to the prescribed center/office.

Date:

**(Nodal Officer)
Signature
Seal**

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR SSAs (New Scheme dated 10.11.23)(5th-6thDec '24)

Centre _____

SEATING ARRANGEMENT PLAN

DATE: _____

PAPER NO.: _____

PAPER _____ (Subject)

(Please show seating plan of Exam Hall)

No. of Candidates:

No. of Absentees: (Roll Nos. _____)

Date:

(Nodal Officer)
Signature
Seal

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR SSAs (New Scheme dated 10.11.23)(5th-6thDec '24)

**ATTENDANCE SHEET OF BOARD OF EXAMINATION, CENTRAL OBSERVER AND
INVIGILATORS**

Centre _____

Name & Designation

Signature

1. _____

(Nodal officer)

2. _____

(Invigilator)

3. _____

(Observer)

Date:

(Addl. CPFC/Regional Provident Fund Commissioner-I)
ZTI, West Zone, Ujjain



ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
BHAVISHYA NIDHI BHAWAN, 14, BHIKAIJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in

File No. A-31011/2/2020-EXAM/57.

Date: 10.11.2023

To,

All Addl. CPFC (HQ)/ACC (Zones)
Including Addl. CPFC (ASD), HO
Director (PDNASS)

**Subject: - Employees' Provident Fund Social Security Assistant (Probationers)
Examination Scheme, 2023 – Regarding**

Madam/Sir,

I am directed to forward herewith the Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 as approved by the Competent Authority.

Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 will come into force from the date of issue of this circular. This may please be circulated to all concerned. A copy may also be displayed on Notice Board.

Yours faithfully,

(Jerin David M.)

Regional P.F. Commissioner-II (Exam)

Encl: As above

Copy to:

1. PS to CPFC
2. All Zonal Training Institutes
3. All Regional PF Commissioners-in-charge of the Regional Offices
4. Assistant Director (OL) – for Hindi Version
5. RPFC (NDC) for uploading the same on EPFO Website.
6. Guard File

(Jerin David M.)

Regional P.F. Commissioner-II (Exam)

EMPLOYEES' PROVIDENT FUND SOCIAL SECURITY ASSISTANT (PROBATIONERS) EXAMINATION SCHEME, 2023

1. Short Title, Application & Commencement:

- i. This Scheme may be called the Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023.
- ii. It shall come into force from such date as may be published by the Central P.F. Commissioner on the official website of EPFO.

2. Definition:

- i. 'Examination' means Social Security Assistant (Probationers) Examination conducted under the Scheme.
- ii. 'Employee' means a person appointed against a sanctioned post in the Organisation.
- iii. 'Organisation' means Employees' Provident Fund Organisation.
- iv. 'Probationer' means an employee appointed to a post in the Organisation by direct recruitment and is required to be on probation for a period specified in the relevant Recruitment Rules or appointment order.
- v. 'Paper' means any paper of the examination specified in the schedule to the Scheme.
- vi. 'Schedule' means a schedule annexed to this Scheme and
- vii. 'Syllabus' means the syllabus prescribed for the examination.

3. Eligibility for Appearing in the Examination:

- i. Examination is open to all Employees appointed in the Organization against direct recruitment quota vacancies in the cadre of Social Security Assistant and placed on probation on appointment. Qualifying his/her examination is a pre-condition for direct recruits for successful completion of the period of probation.
- ii. Qualifying the Examination under the Scheme within the prescribed period is one of the conditions for satisfactory completion of the period of probation prescribed in the relevant Recruitment Rules or Letter of Appointment. In case a probationer fails to qualify the Examination under the Scheme within the prescribed period he/she may be given chance(s) to appear in the Examination during the extended period of probation, if any.

4. **Syllabus:** The examination shall consist of the following three papers with 100 marks in each paper.

Sl. No.	Subject	Paper	Time	Marks
1	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. b) An Overview of EPFO	I	2 Hours	100
2	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services provided by EPFO	II	2 Hours	100
3	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioral Aspects d) Computer Proficiency	III	2 Hours	100

NOTE:

- Candidate may have to qualify Regional Language paper, if required.
- The syllabus of the examination may be as detailed in the schedule annexed. The questions may consist of descriptive and/ or objective.
- The guidelines issued by the Ministry of Social Justice & Empowerment for conducting written examination for Persons with Benchmark Disabilities shall be followed.

5. Medium of Examination:

The medium of examination shall be Hindi/English. The probationer may write the examination either in Hindi or English.

6. Venue and frequency of Examination:

- The examination may be conducted two times in a calendar year at such time and place(s) as may be decided and notified.
- Every probationer who has not yet qualified in the Examination shall appear in the examination according to the programme of examination notified.

7. Number of chances and time limit for qualifying the Examination:

- i. A probationer has to appear and qualify the Social Security Assistant (Probationers) Examination(s) conducted within the normal period of probation as mentioned in Para 7(3) of the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulation, 2008 as amended from time to time. If the candidate fails to qualify the examination, the Competent Authority, keeping in view all the relevant facts and circumstances of the case will examine the question of further extension of his/her probation or termination of his/her services. In case the probation is extended, the probationer will be given additional chances within the extended period of probation. If the candidate fails to qualify in the examination during the extended period of probation, he/she will be discharged from the services as per terms and conditions of appointment.
- ii. A probationer shall not be entitled to his/her annual increment until he/she qualifies the examination.

8. Qualifying Marks:

The qualifying marks for a general category candidate is 40% in each paper and the qualifying marks for a SC/ST/PwBD candidate is 35% in each paper.

9. Grant of Exemption:

A candidate who appears in the examination and is not able to qualify in the same but secures qualifying marks in any one of the papers will be granted exemption in that paper and will not have to reappear in that paper in the next examination.

10. Use of unfair means:

Any candidate, who is found to be copying from the answer paper of another candidate(s) or from any written paper or document brought by him/her, or in any other way obtaining help or giving help to other candidate(s) by irregular means, or found to be in possession of a book, mobile phones, Bluetooth devices and other electronic or other devices specifically banned which is not authorized to be used or any written paper or document, or found guilty of any other malpractices or misconduct or misbehavior will be 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 evaluation, 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 centre(s) of the examination, the examination of the concerned examination centre(s) will be liable to be cancelled. Any complaint of malpractice by the candidate(s) should be submitted to the Invigilator of the examination before leaving the examination hall.

Any complaint received after the candidates leave the examination will not be entertained under any circumstance.

11. Procedure for supply of Marks List:

After declaration of result and the same is uploaded on EPFO's website, the marks of all the candidates appearing in the examination will be uploaded on EPFO's website.

12. Re-totaling and verification of marks:

- i. If a candidate desires re-totaling of his/her marks and verification of the facts that all answers written by him /her have been dully assessed by the examiner, he/she should submit an application to the Examination Conducting Authority through the Officer in Charge of the office with a fee of Rs.100 per paper. The application must be supported with confirmation from the Officer in charge of the Office that a fee of Rs. 100/- per paper has been deposited by the candidates applying for re-totaling / verification of marks within the prescribed time.
- ii. Such applications must be send to dir.natrss@epfindia.gov.in within 15 days from the date of communication of the respective results. Any application submitted thereafter shall not be entertained.
- iii. Fee paid for re-totaling of marks will not be refundable under any circumstances.

Note I: It must be clearly understood that the only scrutiny intended under this provision is whether all the answers written by the candidates have been assessed and there is no mistake in the re-totaling of the marks.

Note II: Revaluation of answer script is not permissible in any case or under any circumstances.

Note III: All fee received in response to the requests for re-totaling and verification of marks shall be credited by the Regional Provident Fund Commissioner In-charge of the Regional Office /Administrative Services Division (Head Office) to the Employees Provident Fund Account No.2/4 respectively.

SCHEDULE

SYLLABUS FOR SOCIAL SECURITY ASSISTANT (PROBATIONERS) EXAMINATION SCHEME, 2023

PAPER-I

TIME : 2 Hours	PAPER-I	Marks 100
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Employees' Provident Fund & Miscellaneous Provision Act, 1952 and the Schemes framed thereunder:

- i. Employees' Provident Fund & Miscellaneous Provisions Act, 1952
- ii. Employees' Provident Fund Scheme, 1952
- iii. Employees' Pension Scheme, 1995
- iv. Employees' Deposit Linked Insurance Scheme, 1976
- v. Citizens' Charter
- vi. An Overview of EPFO

PAPER-II

TIME : 2 Hours	PAPER-II	Marks 100
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I. Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO

PART A:- Manual of Accounting Procedure (General) – Part-I: (1) Chapter -1: Administration of EPF & MP Act, 1952 and the Schemes, (2) Chapter-2: General Office Procedure,(3) Chapter- 3: Duties and function, (4) Chapter-6: Funds Management (Banking), (5) Chapter-7: Cash Branch, (6) Chapter-8: Investment, (7) Chapter-9: Budget, (8) Chapter -10: Balance Sheet, (9) Chapter-11: SPF, Pension & Group Insurance Scheme, (10) Chapter-14: Audit & Functions of Concurrent Audit in EPFO, Internal Audit Party , Statutory Audit, Regional Fraud Management Committee, Zonal Fraud Management Review Committee, Overpayment Review Committee. (11). Official communications: Noting and drafting of official letters.

PART B:- Manual of Accounting Procedure (Part II-A - Employees' Provident Fund Scheme, 1952) with clarifications/ notifications /circulars issued on the provisions of the Manual that is available on EPFO's website) :

- i. Application- Para 1.3.1 to 1.3.2,

- ii. Funds set up under the Employees' Provident Funds Scheme, 1952 – Para 1.4.1 to 1.4.3, iii) Administration – Para 1.5.1, iv) Accounting Procedure under the Employees' Provident Fund Scheme, 1952 – Para 1.6.1 to 1.6.2., v) Membership of the Fund – Chapter 2-Para 2.1.1 to 2.1.26, vi) Contributions – Chapter 3 (Whole Chapter)
- iii. vii) Expenses of Administration (Chapter 4) – Para 4.1.1 to 4.2.2 with up-to-date charges as published on EPFO's website from time to time, viii) Nomination (Chapter-5) (Whole chapter), ix) Interest on transfer of Accounts (Chapter 6) Para 6.1.20.20 to 6.1.20.25, x) Enforcement of Recovery of Advance with Penal Interest thereon (Chapter 9) -Para 9.14.1 to 9.14.5,
- iv. xi) Refund of Provident Fund Dues: (Chapter- 10) (Para 10.1.1 to 10.11.6 and 10.16), xii) Transfer of Accounts (Chapter 11)-Para 11.1.1 to 11.1.2, xiii) Statement of Accounts (Chapter 12)- Para 12.1.1.
- v. Inoperative Account

PART C:- Manual of Accounting Procedure (Part II-B - Employees' Deposit Linked Insurance Scheme, 1976) with clarifications/notifications/circulars issued on the provisions of the Manual that is available on EPFO's website): i) Membership -Para 1.1 to 1.6, ii) Nomination under the Scheme – Para 2.1.1, 2.1.2 and 2.1.3, iii) Minimum average balance- Para 2.2.2 to 2.2.10, iv) Assurance Benefit to whom payable- Para 2.4, v) Calculation of average monthly balance- Para 2.5, vi) Special Checks to be made on Form 5(IF) received from Provident Fund Exempted Establishments –Para 2.7, and vii) Transfer -Para 2.9.

PART D:- Manual of Accounting Procedure-(Part III- Employees' Pension Scheme, 1995) with clarifications/notifications/circulars issued on the provisions of the Manual that is available on EPFO's website) : Chapter 1 to 11.

PART E:- Standard Operating Procedures (SoP) being followed by EPFO.

II. Services Provided by EPFO:

Services provided under ECR, UAN, Grievance Handling System in EPFO including CPGRAMS, EPFiGMS and functions of PRO, Sharm Suvidha Portal, CAIU Portal, e-proceedings portal, Member E-Seva, OLRE, Digital Life Certificate, Direct UAN Allotment by employees, Activation of UAN, UMANG App, EPFO dashboards, Desk Review, Legal Framework Document, Concurrent Audit, Exemption and KYC of EPF Members.

PAPER-III

TIME : 2 Hours	PAPER-III	Marks 100
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I. Administrative, Service and Financial Rules

PART A: - Staff Service Regulation and other Service Mater:

- i. Employees' Provident Fund (Officers & Employees' Condition of Service) Regulations, 2008
- ii. Schedule of Administrative and Financial powers of Officials in EPFO.
- iii. The E.P.F. Staff (Classification, Control & Appeal) Rules, 1971.
- iv. The EPF, Central Board of Employees (Allotment of Residence) Rules, 1972.
- v. Employees' Provident Fund (Fixation of Seniority) Regulations, 1989.
- vi. Central Civil Service (Conduct) Rules, 1964.
- vii. Central Civil Service (Joining Time) Rules, 1979.
- viii. Central Civil Service (Leave) Rules, 1972.
- ix. Central Civil Service (Pension) Rules, 1972.
- x. Leave Travel Concession Rules.
- xi. Central Services (Medical Attendance) Rules, 1944.
- xii. DoPT Instructions on Reservation in Service and preparation of Post Based Roster etc.
- xiii. MACP Scheme.
- xiv. DoPT Instructions on Departmental Promotion Committee

PART B:- Fundamental Rules & Supplementary Rules: Definitions, Lien, General Condition of Service, Foreign Service, Deputation, Retirement, Standard License Fee, pay and Allowance, Fixation of Pay, Dismissal Removal and Suspension, Traveling Allowance.

PART C: -

i. General Financial Rules, 2017: Chapter-2: General System of Financial Management, Chapter-6: Procurement of Goods and Service Procurement of Goods, Chapter-7: Inventory Management, Chapter-8: Contract Management, and Chapter 12: Miscellaneous.

ii. GeM

- II. **RTI Act, 2005:** Section 2 to 4 and Section 6 to 11 of Right to Information Act, 2005 as in force from time to time.
- III. **Behavioral Aspects:** Motivation / Emotional Intelligence / Stress Management / Ethics and Values.
- IV. **NPS:** Notifications/Circulars/Rules on NPS as issued and amended from time to time
- V. **Computer Proficiency:** Basics of Computer, MS Office.