



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन, श्रम एवं रोज़गार मंत्रालय, भारत सरकार
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली -110 058
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V5/PDUNASS/2024-25/EOAO Prob. Exam/2022 Batch/ **749**

Date: 11.03.2025

To,

ACC Zonal ACC (HQ)s/All Zonal ACCs
All ACCs/ RPFC-Is, PDUNASS Campuses (Faridabad, Ujjain, Kolkata, and Chennai)
All RPFCs/OICs of Regional Offices/District Offices

Subject: Probationary Examination for Enforcement Officers/Accounts Officers (EO/AO) - Regarding.

Sir/Madam,

The Probationary Examination [hereinafter referred to as 'The Examination'] for the DR EO/AO, 2022 batch has to be conducted. As a precursor to the Examination, the Scheme of Examination, duly approved by the Competent Authority, has been notified and placed on the official website of EPFO in the Circulars at Sl. No. 86 dated 26/06/2024.

2. In view of the above, it has been decided to conduct the Probationary Examination for the said EO/AO from 27/03/2025 (Thursday) to 29/03/2025 (Saturday). 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 (Hrs)	Total Marks
1.	Paper-I	EPF Act, Social Security Code & Schemes framed under the Act	27/03/2025, 11:00 to 13:00 hrs	2 Hrs	100
2.	Paper-II	Manual of Accounting Procedure, SOPs	27/03/2025, 15:00 to 17:00 hrs	2 Hrs	100
3.	Paper-III	Enforcement Manual and Legal Awareness	28/03/2025, 11:00 to 13:00 hrs	2 Hrs	100
4.	Paper-IV	Administration & Service Rules and Ethics	28/03/2025, 15:00 to 17:00 hrs	2 Hrs	100
5.	Paper-V	Drafting of Reports, Balance sheet and Basics of Accountancy	29/03/2025, 10:00 to 13:00 hrs	3 Hrs	100
6.	Paper-VI	Computer Proficiency Test	29/03/2025, 15:00 to 17:00 hrs	2 Hrs	100

Paper-I to IV will be objective type with multiple choice questions. Paper-V will be descriptive in nature. Paper-VI is a computer proficiency test and in addition to the Answer booklet, a few questions (practical part) in it will also need to be answered on computer. **The concerned offices responsible for conducting the probationary examination may kindly arrange for requisite number of Desktop computers for conducting the Computer Proficiency test on 29/03/2025. The desktop computers should not be provided with any type of Internet connectivity.**

3. The details of the Candidates who have to appear in the said Examination are attached as **Annexure-I**. This annexure contains all the relevant details of the candidates such as Roll number, Examination Centre/venue etc.
4. The following instructions/guidelines are issued for all Zonal Offices under whose jurisdiction the Examination venues are located, for all PDUNASS Campuses where Examination is to be conducted and for all the candidates appearing in the examination:
- i. There shall be a Board of Examination constituted at each Examination Centre/Venue by the ACC(HQ)/ACCs of the concerned Zones and PDUNASS Campuses. The Board of Examination shall consist of a Nodal Officer (not below the rank of RPFC-I), 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 in respect of Paper-I to Paper-VI will be sent through encrypted file from coe.pdnass@epfindia.gov.in to the email ID of the Nodal Officers designated for conducting the Examination one day prior to the examination date.
 - iii. The Nodal Officers will be provided with a password protected folder to be used for Paper-VI (practical part) through the email of the Controller of Examination, i.e., coe.pdnass@epfindia.gov.in. This folder must be uploaded **60 minutes** prior to the start of examination on the computers on which the examination will be taken. The password will be shared with the Nodal Officers at least **30 minutes** before the start of the examination. The password to access the contents of the folder will be provided to the candidates **5 minutes** before the start of the examination by the Nodal Officer. Each candidate will save the folder by renaming it as per her/his Roll number after completion of Paper-VI. The folder has to be saved on the desktop only.
 - iv. The password of the encrypted question paper cum answer booklet in respect of Papers-I to VI will be shared with the Nodal Officer **60 minutes** prior to the examination. The Nodal Officer will open each question paper cum answer booklet received through email and will take requisite number of print outs of the same to be distributed amongst the candidates. ***The concerned office conducting the probationary examination may ensure availability of adequate number of desktop computers, printers and stationery at the examination venue.***
 - v. The question papers cum answer booklet will be distributed to the candidates at the time of examination.
 - vi. The candidate will be required to write **only** their Roll Number on the Top right-hand corner of the question paper cum answer booklet. The candidates will answer the multiple-choice questions in the grid provided on the question paper cum answer booklet.

- vii. 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.
- viii. After completion of Papers-I to VI the question cum answer booklet shall be collected and sealed by the invigilators. Similarly, Nodal Officer must ensure that after the completion of Paper-VI the folders have been renamed and saved on the desktop. Nodal Officer will ensure that the correctly renamed folders on the desktop are copied to an external hard disk/Pen drive before the candidates leave the hall.
- ix. The concerned ACC-HQ/ACC Zones or the ACC PDUNASS Campuses shall be responsible for getting the evaluation completed in respect of Paper-I to VI. An evaluation committee may be constituted for this purpose. One technical member may be included in the committee keeping in mind the Computer Proficiency test (Paper-VI). The papers must be evaluated, result compiled and the result may be sent to PDUNASS at the email coe.pdnass@epfindia.gov.in only within 07 days.
- x. It will be mandatory for all EO/AOs mentioned in **Annexure-I** to appear in the said exam at the given Examination venues.
- xi. For differently-abled (PH) candidates, the guidelines issued by the Ministry of Social Justice and Empowerment for conducting written examinations for the persons with Benchmark Disabilities shall be followed.
- xii. No mobile phone/electronic gadgets/Calculators shall be allowed inside the Examination Room/Hall.
- xiii. 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.
- xiv. A Central Observer duly nominated by the Head Office, for each Examination Venue, will observe the whole examination process and submit his/her report to the Head Office.
5. In case, any discrepancy is noted in the details of the candidates (**Annexure-I**), the same may please be brought to the notice of the Controller of Examination by the concerned office where the candidate is posted on or before 18.03.2025 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 to the candidates by the concerned office in which the candidate is posted. The concerned Nodal Officer to coordinate with the concerned office and obtain copy of admit card issued to the candidates well in advance before the examination.
7. The list of examination centres/venue and the concerned office responsible for conducting the examination are tabulated below:

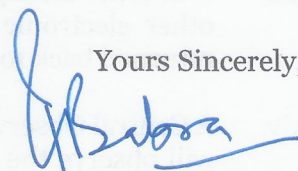
S. No.	Name of Centre	Responsible Office	Examination Venue
1	Faridabad	Faridabad Campus, PDUNASS	Faridabad Campus, PDUNASS
2	Ujjain	Ujjain Campus, PDUNASS	Ujjain Campus, PDUNASS
3	Chennai	Chennai Campus, PDUNASS	Chennai Campus, PDUNASS

4	Kolkata	Kolkata Campus, PDUNASS	Kolkata Campus, PDUNASS
5	Bengaluru	ZO Bengaluru	Conference Hall RO Bengaluru Central
6	Thane	ZO Thane	To be notified shortly
7	Pune	ZO Pune	Anjuman Khairul Islam's Poona Institute of Management Sciences and Entrepreneurship, K B Hidayatula Road, Poona College Campus, Camp, Pune 411001
8	Thiruvananthapuram	ZO Kerala	RO Thiruvananthapuram
9	New Delhi	ZO DL & UK	To be notified shortly
10	Ahmedabad	ZO Gujarat	To be notified shortly

All the concerned ACC-HQ/ACC Zones and ACCs of PDUNASS Campuses are requested to inform the constitution of the Board of Examination on or before 18.03.2025. It is also requested to take all other necessary actions to ensure smooth conduct of the above examination.

(This issues with the approval of Director, PDUNASS)

Yours Sincerely,



(Ravindera Babra)
Controller of Examination
Regional P F Commissioner-I
PDUNASS, EPFO.

Enclosures:

1. List of eligible EO/AO along with Roll numbers (**Annexure-I**)
2. Format of certificates (**Forms 'A' to 'F'**)
3. Format of **Admit Card** to be issued by the concerned office.

Copy for information please:

1. PS to CPFC
2. Addl. CPFC (HQ), HRM
3. CVO
4. Director, PDUNASS
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.

Employees Provident Fund Organisation

Exam Code: EO/AO - PROB 2025/I

ADMIT CARD

EO/AO Probationary Examination, 2025 (As per Scheme dated 26.06.2024)

Roll No. :

Candidate name :

Category :

Examination Venue :

Photograph to be pasted
and signed across

PAPERS IN WHICH CANDIDATE IS REQUIRED TO APPEAR

S. No.	Date & Time of the Exam	Subject	Paper
1.		EPF Act, Social Security Code & Schemes framed under the Act	I
2.		Manual of Accounting Procedure, SOPs	II
3.		Enforcement Manual and Legal Awareness	III
4.		Administration & Service Rules and Ethics	IV
5.		Drafting of Reports, Balance sheet and Basics of Accountancy	V
6.		Computer Proficiency Test	VI

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.

S. No.	Date & Time of the Exam	Subject	Paper
1		ITP Act, Social Security Code, Labour Code under 1947	I
2		Manual of Accounting Procedure, 2003	II
3		Enforcement Manual and Legal Framework	III
4		Administrative & Service Rules and Order	IV
5		Drafting of Reports, Notices, Orders and Circulars	V
6		Computer Proficiency Test	VI

EMPLOYEES' PROVIDENT FUND ORGANISATION
EO/AO Probationary Examination, 2025
STATEMENT OF CANDIDATES WHO APPEARED FOR THE EXAM

Examination Venue: _____

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

(to be tallied with item 7 above).

S. No	Roll No.	Present / Absent
1.		
2.		
3.		

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
EO/AO Probationary Examination, 2025
ATTENDANCE SHEET OF CANDIDATES WITH THEIR SIGNATURE

Examination Venue _____

Date:

Time:

Subject:

Paper No:

S. No.	Roll No.	Full Name (Sh./Smt./Kum.)	Dated initial of the Candidates
1.			
2.			
3.			

Date:

(Nodal Officer)

Signature:

Seal:

EMPLOYEES' PROVIDENT FUND ORGANISATION

EO/AO Probationary Examination, 2025

CERTIFICATE REGARDING SEALING OF QUESTION PAPER CUM ANSWER BOOKLETS

Examination Venue: _____

Certified that Question cum Answer Booklets of EO/AO Probationary Examination, 2025 held from ____ to ____ for Paper No. __, __, __, __, __ and __ in respect of Probationary Examination for EO/AO 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:

(FORM NO. 'D')

EMPLOYEES' PROVIDENT FUND ORGANISATION

EO/AO Probationary Examination, 2025

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

Examination Venue: _____

1. Certified that the Probationary Examination for EO/AO Probationary Examination, 2025, as per Scheme dated 26.06.2024 held from ____ to ____ at (Venue)_____ has been conducted at the concerned center with total 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 booklets along with the extra question papers and other reports as per existing instructions were complied with 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:

(FORM NO. 'E')

EMPLOYEES' PROVIDENT FUND ORGANISATION

EO/AO Probationary Examination, 2025

Examination Venue _____

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: _____

(FORM NO. 'F')

EMPLOYEES' PROVIDENT FUND ORGANISATION

EO/AO Probationary Examination, 2025

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

Examination Venue _____

Name & Designation

Signature

1. _____
(Nodal officer)

2. _____
(Invigilator)

3. _____
(Invigilator)

4. _____
(Central Observer)

5. _____
(Local Observer)

Date:

(ACC(HQ)/ACC)
