



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/2025-26/APFC Prob. Exam/513

Date:23.10.2025

To,

All Zonal ACC (HQ)s/All Zonal ACCs
All ACCs/RPFC-I of PDUNASS Campuses, ACC/ RPFC-I (Exam) Head Office,
All RPFCs/OICs of Regional Offices/ District Offices

22 OCT 2025

Subject: Probationary Examination for Assistant Provident Fund Commissioner (Probationers)- Regarding.

Sir/Madam,

As per the Annual Examination Plan, it has been decided to conduct the Probationary Examination for Assistant Provident Fund Commissioners as per the the Employees' Provident Fund Assistant Provident Fund Commissioner (Probationers) Examination Scheme, 2025 (copy attached).

2. In view of the above, it has been decided to conduct the Probationary Examination [hereinafter referred to as "Examination"] for the Assistant Provident Fund Commissioner from 12/11/2025 (Wednesday) to 14/11/2025 (Friday). The Examination will be conducted as per syllabus contained in Examination Scheme mentioned above. The detailed schedule of Examination is given below:

S. No	Paper	Subject	Type	Date & Time	Duration	Marks
1	Paper-I	Social Security/Social Protection Overview: EPF Act, Scheme, International Conventions & Social Security Code	MCQs (50%) Descriptive (50%)	12/11/2025, 9:00 a.m. to 12:00 Noon	3 Hrs	100
2	Paper-II	Accounting, Pension Products, Investment, Enforcement & Recovery		12/11/2025, 02:00 p.m. to 05:00 p.m.	3 Hrs	100
3	Paper-III	Administration & Service Rules		13/11/2025, 9:00 a.m. to 12:00 Noon	3 Hrs	100
4	Paper-IV	Government Communication (Internal & External), Legal drafting and Awareness	Descriptive	13/11/2025, 02:00 p.m. to 05:00 p.m.	3 Hrs	100

5	Paper-V	Behavioural Management & Ethics	MCQs 60 Marks Case Studies (2-Descriptive)-40 Marks	14/11/2025, 9:00 a.m. to 12:00 Noon	3 Hrs	100
6	Paper-VI	Digital Governance & Computer Proficiency Test	MCQs & Skill Test	14/11/2025, 02:00 p.m. to 04:00 p.m.	2 Hrs	100

As elaborated above, Paper-I, II & III will be of MCQs & descriptive type questions in a Question Paper cum Answer Booklet (hereinafter referred as "Booklet"). Paper IV will contain descriptive type questions. Paper-V will be 60 Marks MCQs & descriptive type questions on 2 case studies. Paper VI is a computer proficiency test comprising of a few questions (MCQs) to be answered in the Booklet & few questions (practical part) in it will need to be answered on computer. PDUNASS (New Delhi) & PDUNASS Faridabad Campus (ZTI-North), responsible for conducting the Examination may kindly arrange for requisite number of Desktop computers /Laptops for conducting the Computer Proficiency test on 14/11/2025. The desktop computers/Laptops should not be provided with any type of Internet connectivity.

The Examination will be conducted at two Centres i.e. PDUNASS (New Delhi) and PDUNASS Faridabad Campus (ZTI-North). There will be multiple Examination Venues (Halls) at both the Examination Centres. The details of Examination Centres and the Venues are given below:

Sr No.	Examination Centre	Examination Venue
1.	PDUNASS, 30-31, Institutional Area, Janakpuri, New Delhi 110058.	i. Manthan Hall (3rd Floor)
		ii. Brahaspati Hall (2nd Floor)
		iii. Tea Lounge (3rd Floor)
2.	PDUNASS Faridabad Campus (ZTI-North), Sector 16-A, Old Faridabad, Faridabad 121002.	i. Hall 1 (1st Floor)
		ii. Hall 2 (1st Floor)

3. The details of the Candidates who have to appear in the Examination are attached as **Annexure-I**. This Annexure contains all the relevant details of the candidates such as Roll number, Examination Centres/Venues etc.

4. The following instructions/guidelines are issued for PDUNASS (New Delhi) & PDUNASS Faridabad Campus (ZTI-North), where Examination is to be conducted and for all the candidates appearing in the Examination:

- There shall be a separate Board of Examination in respect of all the Examination Venues duly constituted by the Director, PDUNASS (New Delhi) & the ACC in-charge, PDUNASS Faridabad Campus (ZTI-North). The Board of Examination shall consist of a Nodal Officer (not below the rank of RPFC-I), adequate number of Invigilators and an Observer 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') after the completion of each

Examination 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 detailed instructions with respect to conduct of Paper VI i.e. Computer Proficiency Test are attached herewith in **Annexure II**.

iii. The Booklets will be distributed to the candidates 5 minutes before the commencement of the Examination.

iv. The candidates will be required to write their Name, Roll Number & put their signature on the space provided at the bottom of the first page only. Except at the bottom of the first page, the candidates are not required to put their names, roll numbers, signatures or any personal details anywhere else in the Booklet.

v. The Invigilators must verify the candidate's signature and all other details filled by the candidate on the Booklet by cross-checking them with the candidate's Admit Card. Following this verification, the Invigilator is required to countersign the space provided on the first page, and also to put their signature in the designated space below the answer grid at the end of the Booklet.

vi. It will be mandatory for all APFCs mentioned in Annexure-I to appear in the Examination at the Examination Venue/Centre assigned to them in the Annexure-I.

vii. The guidelines issued by the Ministry of Social Justice and Empowerment for conducting written Examinations for persons with Benchmark Disabilities shall be followed.

viii. No mobile phone/electronic gadgets/Calculators shall be allowed inside the Examination Room/Hall.

ix. Sufficient arrangements should be made for deposition of the mobile phones and other electronic gadgets before the commencement of each session at each Examination Venue and may be returned back to the candidates after each session.

x. Further instructions for Nodal Officers and all other concerned Officers with regard to the conduct of the Examination will be issued separately by mail.

5. There will also be a Central Observer duly nominated by the Head Office, for each Examination Venue, who will observe the whole Examination process and will submit his/her report to the Head Office.

6. In case, any discrepancy is noted in the details of the candidates in Annexure-1 or in case the name of any Probationer Assistant Provident Fund Commissioner is missing in the Annexure I, the same may please be brought to the notice of the Controller of Examination by the concerned candidate through his/her respective field office, on or before 31.10.2025 through email to coe.pdnass@epfindia.gov.in.

7. The format of Admit card is also enclosed with this circular and the same may be issued to the candidates by the concerned office where the candidate is posted. The Nodal Officers are to coordinate with the concerned field offices and obtain scanned copy of admit card issued to the candidates well in advance before the Examination. The Nodal Officers must verify the scanned copy of the Admit Card

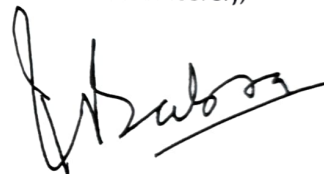
against the original Admit Card presented by the candidate during the Examination. The candidates are required to carry original Admit Card duly issued by his/her office in each paper of the Examination.

PDUNASS (New Delhi) and ACC in-charge PDUNASS Faridabad Campus (ZTI-North), are requested to inform the constitution of the Board of Examination in respect of each Examination Venue at their respective Examination Centres on or before 31.10.2025. The email id of the Nodal Officers may also be informed for the purpose of all Examination related communications.

It is also requested to all concerned officers involved in the conduct of Examination to take all other necessary actions to ensure smooth conduct of the Examination. It may please be noted that any communication in connection with this Examination may be made on the email address of the Controller of Examination i.e. coe.pdnass@epfindia.gov.in

(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 candidates containing all relevant details (Annexure-I).
2. Guidelines for Paper VI (Annexure II).
3. Format of certificates (Forms 'A' to 'F').
4. Format of Admit Card.
5. The Employees' Provident Fund Assistant Provident Fund Commissioner (Probationers) Examination Scheme, 2025

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-1 (NDC)...with request to upload the above circular on the website.
8. Guard File.