



कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

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Website: www.epfindia.gov.in, www.epfindia.nic.in



File No. A-31011/1/2025-EPFO-HQ/RC /450

Date:18.03.2025

To,

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

Subject: Assistant Provident Fund Commissioners (Probationers) Examination Scheme, 2025 - Regarding

Madam/Sir,

I am directed to forward herewith the Assistant Provident Fund Commissioners (Probationers) Examination Scheme, 2025 as approved by the Competent Authority.

Assistant Provident Fund Commissioners (Probationers) Examination Scheme, 2025 will come into force from the date of issue of this circular. This may please be circulated to all the concerned. A copy may also be displayed on Notice Board.

Yours faithfully,

Encl: As above

(Jaivadan Ingle)

Regional P.F. Commissioner-I(Recruitment/Exam Division)

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

(Jaivadan Ingle)

Regional P.F. Commissioner-I(Recruitment/Exam Division)

ASSISTANT PROVIDENT FUND COMMISSIONERS (APFCs)
(PROBATIONERS) EXAMINATION SCHEME, 2025

1. Short Title, Application & Commencement:

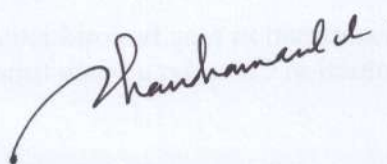
- i. This Scheme may be called the Assistant Provident Fund Commissioners (Probationers) Examination Scheme, 2025.
- ii. It shall come into force from such date as may be published on the official website of EPFO.

2. Definition:

- i. 'Examination' means Assistant Provident Fund Commissioners (Probationers) Examination conducted under the Scheme.
- ii. 'Officer' means a person appointed against a sanctioned post in the Organisation.
- iii. 'Organisation' means Employees' Provident Fund Organisation.
- iv. 'Probationer' means an officer 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 Probationers appointed in the Organization against direct recruitment quota vacancies in the cadre of Assistant Provident Fund Commissioners and placed on probation on appointment. Qualifying the probationary examination is a pre-condition for direct recruits for successful completion of the period of probation.
- ii. Qualifying for 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 for 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 two parts.

Part-A

This part includes written examinations and there are six papers with 100 marks in each paper.

| Sl. No. | Subject | Paper | Type | Time | Marks |
|---------|--|-------|---|-------|-------|
| 1 | Social Security/Social Protection Overview: EPF Act, Schemes, International Conventions & Social Security Code | I | MCQs (50%) Descriptive (50%) | 3 Hrs | 100 |
| 2 | Accounting, Pension Products, Investment, Enforcement & Recovery | II | | 3 Hrs | 100 |
| 3 | Administration & Service Rules | III | | 3 Hrs | 100 |
| 4 | Government Communication (Internal & External), Legal drafting and Awareness | IV | Descriptive | 3 Hrs | 100 |
| 5 | Behavioral Management & Ethics | V | MCQs- 60 marks Case Studies (2-Descriptive) - 40 marks | 3 Hrs | 100 |
| 6 | Digital Governance and Computer Proficiency Test | VI | MCQs & Skill Test | 2 Hrs | 100 |

NOTE:

- The syllabus of the examination shall be as detailed in the schedule annexed.
- The guidelines issued by the Ministry of Social Justice & Empowerment for conducting written examinations for persons with Benchmark Disabilities shall be followed.

Part-B

This part includes Course Director's Assessment Test which is of qualifying nature. The syllabus of the Test is detailed in the schedule annexed.

5. **Medium of Examination:**

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

6. **Venue and frequency of Examination:**

- The examination may be conducted two times in a calendar year preferably as per the Examination Calendar at such time and place(s) as may be decided and specified.



- ii. Every probationer who has not yet qualified in the Examination shall appear in the examination according to the program of examination approved by Competent Authority.

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

- i. A probationer has to appear and qualify the Assistant Provident Fund Commissioners(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:

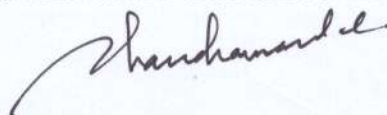
The qualifying marks for a General Category/OBC/EWS candidate is 45% in each paper and the qualifying marks for a SC/ST/PwBD candidate is 40% in each paper.

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:

- i. 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 immediately be expelled from the examination hall and summarily debarred from the examination, in addition to being liable for disciplinary action.
- ii. 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:

The result of the examination and 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 fact that all answers written by him /her have been duly 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.500/- per paper. The application must be supported with confirmation from the Officer in-charge of the Office that a fee of Rs. 500/- per paper has been deposited by the candidates applying for re-totaling / verification of marks within the prescribed time.
- ii. Such applications must be sent to the Competent Authority 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 any mistake in the totaling of the marks.

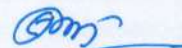
Note II: Revaluation of answer script is not permissible in any case or under any circumstances.

Note III: All fee received in response to the requests for re-totaling and verification of marks shall be credited by the Officer In-charge of the Regional Office / Zonal Office to the Employees Provident Fund Account No.2.



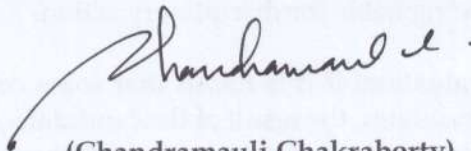
(Ajay K Mehra)

Additional CPFC (Recruitment/Exam)



(S.K. Suman)

Additional CPFC (HRM)



(Chandramauli Chakraborty)

Additional CPFC(HQ)

SCHEDULE

SYLLABUS FOR ASSISTANT PROVIDENT FUND COMMISSIONERS (PROBATIONERS) EXAMINATION SCHEME, 2025

PART-A

PAPER-I

| | | |
|----------------|---------|--|
| TIME : 3 Hours | PAPER-I | Marks 100 MCQ - 50 marks Descriptive- 50 marks |
|----------------|---------|--|

Social Security/Social Protection Overview: EPF Act, Schemes, International Conventions & Social Security Code

- Global Perspective on Social Security
- Constitutional Provisions & Social Security Framework in India
- EPF & MP Act, 1952.
- Emerging Trends in India's Social Security System
- Social Security Code 2020.
- EPF Scheme, 1952.
- EDLI Scheme, 1976.
- EPS Scheme, 1995.
- Role of International Organizations (World Bank, ILO, ISSA) in Social Security
- Recent Government Initiatives through EPFO (PMRPY, PMPRY, PMGKY, ABRY, ELIS)

PAPER-II

| | | |
|----------------|----------|--|
| TIME : 3 Hours | PAPER-II | Marks 100 MCQ - 50 marks Descriptive- 50 marks |
|----------------|----------|--|

Accounting, Pension Products, Investment, Enforcement & Recovery

I. Accounting Procedures and Investment Basics (50 Marks)

- EPS System of Accounts.
- Manuals of Accounting Procedure (MAP)
- Calculation of pension under the EPS, 1995.
- Calculation of Insurance benefits under the EDLI Scheme, 1976.
- Standard Operating Procedure (SOP) for settlement of claims
- Investment Basics (Understanding of Key Terms/Products)

II. Enforcement and Recovery (50 Marks)

- Manual for Inspectors cum Facilitator.
- SOP for Inspection
- Compliance Manual
- Recovery Manual including Income Tax Act: Overview and its relevance to EPF & MP Act-1952. 2nd and 3rd Schedule of the Income Tax Act.
- SOP for IBC.
- Exemption Manual.

PAPER-III

| | | |
|---------------|-----------|--|
| TIME: 3 Hours | PAPER-III | Marks 100 MCQ - 50 marks Descriptive- 50 marks |
|---------------|-----------|--|

Administration & Service Rules

- i. EPF (Officers & Employees' Condition of Service) Regulations, 2008 as amended from time to time
- ii. Schedule of Administrative and Financial powers in EPFO as amended from time to time
- iii. The E.P.F. Staff (Classification, Control & Appeal) Rules, 1971 as amended from time to time
- iv. The EPF, Central Board Employees (Allotment of Residence) Rules, 1972 as amended from time to time
- v. Employees' Provident Fund (Fixation of Seniority) Regulations, 1989 as amended from time to time
- 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. Traveling Allowance Rules
- xii. Central Services (Medical Attendance) Rules, 1944
- xiii. Rules related to Departmental Promotion Committee
- xiv. Rules/DoPT Instructions related to Reservation Roster
- xv. Recruitment Rules of all cadres in EPFO
- xvi. ACP/MACP Scheme
- xvii. Official Language Rules, 1976 as amended from time to time
- xviii. GPF(CS) Rules, 1960
- xix. Fundamental Rules & Supplementary Rules
- xx. General Financial Rules, 2017
- xxi. Old Pension Scheme/National Pension Scheme/Unified Pension Scheme
- xxii. Government e-Marketplace (GeM)
- xxiii. Audit Manual

PAPER-IV

| | | |
|---------------|----------|-------------------------|
| TIME: 3 Hours | PAPER-IV | Marks 100 (Descriptive) |
|---------------|----------|-------------------------|

Government Communication (Internal & External), Legal drafting and Awareness

I. Noting & Drafting in Government Communication (50 Marks)

- i. Definition, Purpose, and Importance of Noting & Drafting in Government Offices
- ii. Principles of Effective Noting & Drafting
- iii. Differences between Noting, Drafting, and Official Correspondence

- iv. Types of Official Communication: Letters, Circulars, Notifications, Office Memoranda DO
- v. Use of Official Language (Hindi & English) in Government Correspondence (Official Language Rules, 1976)
- vi. Legal Aspects of Government Noting & Drafting (RTI, Record-Keeping & Confidentiality)
- vii. Drafting Responses to RTI as CPIO and Appellate Authority and Parliamentary Questions Replies
- viii. Legal drafting of Speaking Judicial Orders
- ix. Social Media & Public Outreach in Modern Times, Framing

II. Compliance related Legal Awareness (50 Marks)

- i. Important provisions of IPC, Cr. PC, CPC, and their relevance to EPF & MP Act, 1952 and in the working of EPFO
- ii. Preparation of counter-affidavit in legal cases
- iii. Filing of FIR under IPC for PF related offences
- iv. Filing of Prosecution under section 14 of EPF & MP Act, 1952
- v. Legal Framework Document (LFD).
- vi. Legal landscape and understanding of Enforcement Role vis-a-vis Police and Judiciary
- vii. Important Supreme Court/High Court Judgements related to EPFO
- viii. Bankruptcy Code: Its overview and relevance to EPF & MP Act, 1952
- ix. RTI Act, 2005

PAPER-V

| | | |
|----------------|---------|--|
| TIME : 3 Hours | PAPER-V | Marks 100 |
| | | MCQs - 60 marks |
| | | Case Studies (2- Descriptive) - 40 marks |

Behavioral Management & Ethics

I. Code of Conduct & Ethical Framework for Government Servants (20 Marks)

- i. Relationship between Ethics, Morality, and Law in Public Service
- ii. Integrity & Transparency in Public Administration
- iii. Central Civil Services (Conduct) Rules, 1964
- iv. Integrity & Discipline in Public Service
- v. Conflict of Interest & Political Neutrality
- vi. Whistle blower Protection & Grievance Redressal Mechanisms
- vii. Anti-Corruption Laws (Prevention of Corruption Act, Lokpal & Lokayukta Act)
- viii. RTI Act, 2005 - Role in Ensuring Accountability

II. Emotional Intelligence & Professional Ethics (20 Marks)

- i. Concept of Emotional Intelligence (EI) & Its Importance in Public Service
- ii. Self-Awareness, Self-Regulation, and Empathy in Governance
- iii. Techniques for Managing Stress & Conflict in Government Workplaces
- iv. Ethics in Decision-Making & Leadership
- v. Workplace Harassment, Gender Sensitization & Diversity Management

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III. Ethical Challenges & Dilemmas in Government Service (20 Marks)

- i. Common Ethical Dilemmas Faced by Government Officials
- ii. Ethical Decision-Making Models for Public Administrators
- iii. Balancing Administrative Discretion & Public Interest
- iv. Ethical Issues in Public Procurement, Financial Management & Policy Implementation

IV. Practical Application & Case Studies (2 Case studies - 40 Marks)

- i. Real-Life Case Studies on Ethics in Public Administration
- ii. Analyzing a Case of Whistleblowing & its Consequences
- iii. Case Studies on Ethical Failures & Lessons Learned
- iv. Case Studies on Conflict of Interest & Political Neutrality
- v. Case Studies on Misuse of Power & Lack of Accountability

PAPER-VI

| | | |
|---------------|----------|------------------------|
| TIME: 2 Hours | PAPER-VI | Marks 100 (Skill Test) |
|---------------|----------|------------------------|

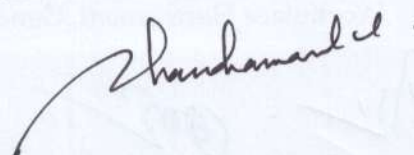
Digital Governance and Computer Proficiency Test

(1) Digital Governance (50 Marks) (50 Questions 45 minutes)

- i. Digital India Initiative
- ii. National E Governance Plan
- iii. National Cyber Security Policy
- iv. Data Protection Bill
- v. Aadhaar Data Security Framework
- vi. IT-Enabled Public Services (Digilocker, Umang, E-Shram, e-KYC & Aadhaar Authentication, Smart Cities Mission, Cyber Hygiene, CERT-In Guidelines, e-Office & File Management Systems)

(2) Computer Proficiency Test (50 Marks) (75 minutes)

- i. Preparing a letter / order in MS Word File through mail merge function.
- ii. Rewriting of Paragraph in MS Word format using Track change, Comment remove, table creation, spelling check and other functions.
- iii. Preparing a power point presentation on given subject including animation.
- iv. Preparing a MS Excel spreadsheet, formatting cells, enter formula for calculation in cells, inserting built in functions in cells and answering arithmetic problems.
- v. Use of Vlookup tool in MS Excel.
- vi. Preparing pie chart/bar graphs /diagrams in MS -Excel based on the data provided.
- vii. Use of "Pivot" in MS Excel to generate data analysis report from the given spreadsheet.
- viii. Use of MS Access in Creation and manipulation of Data bases.



PART-B

Course Director's Assessment Test:

Participants' overall performance will be assessed through various criteria, including attendance, quizzes, assignments, participation, discipline and case study analysis:

| S.N. | Component | Weightage |
|------|------------------------------|-----------|
| 1. | Participation and Leadership | 30% |
| 2. | Discipline | 30% |
| 3. | Attendance | 30% |
| 4 | Timely Assignments | 10 |

The grading criteria shall be formulated by Director, PDUNASS in consultation with Course Directors. The broad contours are as follows:

1. Participation and Leadership:

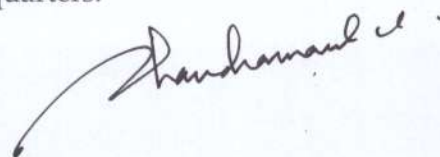
- i) Quizzes.
- ii) Assignments.
- iii) Decision-making and problem-solving techniques.
- iv) Practical exercises.
- v) Participation in workshops.
- vi) Interactive group discussions and in-depth case studies.
- vii) Application-oriented case studies and real-world scenarios.
- viii) Helping in cohort learning
- ix) Any other criteria as deemed fit

2. Discipline:

- i) Maintaining decency and decorum in class rooms and hostel
- ii) Maintaining Dress codes as per different occasions like Ceremonial days, working days, informal lunch etc.
- iii) Follow Mess Etiquette like Mess timings, queue etc.
- iv) Wear name tags during working hours and in the mess on formal/informal occasions.
- v) No smoking at any public / common place in the campus.
- vi) Observe etiquette and courtesy in dealings with faculty, staff and each other.
- vii) Not to park Personal Vehicles in the campus without permission.
- viii) Keeping or consuming prohibited substances like alcohol, narcotics, etc., in the hostels is prohibited.
- ix) Any other criteria as deemed fit

3. Attendance:

- i) Maintain punctuality in all training activities.
- ii) Unauthorized Absence from duty, without leave of absence or overstaying beyond the period for which leave has been sanctioned.
- iii) Not marking proxy attendance
- iv) For going out of station during holidays, whether the OTs have obtained, well in advance written permission to leave the headquarters.
- v) Any other criteria as deemed fit



Authority: Assessment shall be done by Course Director PDNASS in consultation with Faculties.

Passing Marks: Assessment test will be qualifying in nature. The qualifying marks for a General Category/OBC/EWS candidate is 45% and the qualifying marks for a SC/ST/PwBD candidate is 40%.

Intimation to Recruitment Division: The marks obtained in internal assessment shall be intimated by Director PDNASS to ACC (Recruitment Division), Head Office within 30 days of completion of the training of the Probationers.


03/3/25

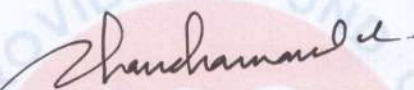
(Ajay K Mehra)

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Additional CPFC (HQ)