



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY



कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA

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V5/PDUNASS/2025-26/Stenographer Prob. Exam/I/405

Date: 03.09.2025

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

Subject: Probationary Examination for Stenographer (Probationers)- Regarding.

Sir/Madam,

As per the Annual Examination Plan, it has been decided to conduct the Probationary Examination for Stenographers as per the the Employees' Provident Fund Stenographer (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 Stenographers from 18/09/2025 (Thursday) to 19/09/2025 (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	Date & Time of Exam	Duration (Hrs)	Total Marks
1.	Paper-I	EPF Act & Schemes framed under the Act, Services provided by EPFO, Various portals of EPFO	18/09/2025, 10:00 to 12:00 hrs	2 Hrs	50
2.	Paper-II	Noting & Drafting in Government Correspondence, Administrative & Service Rules	18/09/2025, 14:00 to 16:00 hrs	2 Hrs	100
3.	Paper-III	English Language & Comprehension	19/09/2025, 10:00 to 12:00 hrs	2 Hrs	100
4.	Paper-IV	Computer Proficiency Test	19/09/2025, 14:00 to 16:00 hrs	2 Hrs	50

Paper-I will be objective type with multiple choice questions. Paper-II will be 50 Marks descriptive & 50 Marks objective type with MCQs. Paper III will be descriptive type in nature. Paper-IV is a computer proficiency test and in addition to the Question Paper cum Answer Booklet (hereinafter referred as "Booklet"), a few questions (practical part) in it will also need to be answered on computer. **The concerned PDUNASS Campuses responsible for conducting the Examination may kindly arrange for requisite number of Desktop computers for conducting the Computer Proficiency test on 19/09/2025. 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 Examination are attached as **Annexure-I**. This annexure contains all the relevant details of the candidates such as Roll number, Examination Centre etc.

4. The following instructions/guidelines are issued for North & East 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 by the ACCs of the concerned PDUNASS Campuses. 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 Booklets in respect of all the papers will be sent through password protected file from **coe.pdnass@epfindia.gov.in** to the email address of the Nodal Officers designated for conducting the Examination one day prior to the Examination date.

iii. The detailed instructions with respect to conduct of Paper IV are attached herewith in Annexure II.

iv. The password of the encrypted Booklets for all the papers will be shared with the Nodal Officer 30 minutes prior to the commencement of the Examination. The Nodal Officer will open each Booklet received through email and will take requisite number of print outs of the same to be distributed amongst the candidates. The concerned PDUNASS Campus conducting the Examination may ensure availability of adequate number of desktop computers with internet connectivity, printers and stationery at the Examination venue for the purpose of printing of Booklets.

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

vi. 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. The candidates will answer the multiple-choice questions in the grid provided in the Booklet.

vii. The Booklets will be got signed from the candidates in the presence of Nodal officer and will be countersigned by the Invigilator in the space provided on the first page. Invigilator is also required to put his/her signature in the space provided below the answer grid at the end of the Booklet.

viii. After completion of each paper, the Booklets shall be collected & sealed by the Nodal Officer/invigilator & be kept in the safe custody. Nodal Officer before sealing the Booklets will comply with the following guidelines:

a. Nodal Officers are required to put unique identification code in respect of each Booklet inside the designated box at the bottom of the first page & at the top right-hand side of the third page of the Booklet.

b. After marking the identification code on the space provided at first and third page of all the Booklets, the nodal officer is required to tear the leaflet containing Name, Roll Number, Signature of candidate & unique identification code and keep the detached leaflets in the safe

custody. The leaflet is required to be detached/torn from the designated marking on the first page of the Booklets.

- c. As per the instructions contained in the Booklet for practical part of the Paper IV, the candidates are required to name the folder on their Desktop Computer as their Roll number in Capital letters. However, after the completion of the Examination of Paper IV, before retrieving the folder for the purpose of evaluation, the nodal officer shall rename the folder and replace the Roll number with the unique identification code as marked in the Booklet of the respective candidates.
 - d. After completion of the above activities, the Nodal Officer shall seal all the Booklets and keep in safe custody for subsequently handing them over to the Evaluator once answer key is shared by the Controller of Examination with the Nodal Officer after completion of all the 4 papers.
 - ix. After the completion of Examination & after the receipt of answer keys, the Nodal Officer will hand over the booklets to the Officer nominated by the ACCs for the purpose of evaluation. The proper record of the handing over and taking over of the Booklets between the Nodal Officer and the evaluator may be maintained.
 - x. ACCs of the concerned PDUNASS Campuses are required to nominate an Officer not below the rank of APFC for the purpose of evaluation of Booklets of the candidates. The Officer so nominated by the ACCs will evaluate the Booklets on the basis of the Answer Keys provided by the Controller of Examination after the completion of all 4 papers. The officer evaluating the Booklets will write the marks obtained by each candidate in the box provided at the bottom of the last page of the Booklet along with his signature in the space provided at the bottom. For the purpose of evaluation of Paper IV i.e. the computer proficiency test, if required, a separate officer equipped with the adequate knowledge of computer may be nominated. After evaluation of all the Booklets, the nominated officer/s will hand over all the Booklets to the concerned Nodal Officer.
 - xi. The Nodal Officer upon receiving all the evaluated Booklets will match the unique identification code of each Booklet with the leaflets detached earlier from it and on that basis he/she will compile the results in the format furnished along with the Answer Keys in respect of all the candidates and submit the compiled result to the concerned ACCs of the PDUNASS Campuses. The result so received from the Nodal Officer is to be forwarded by the ACCs from their official email to the email address of the Controller of Examination for compilation and uploading the final result on the website of EPFO.
 - xii. It will be mandatory for all Stenographers mentioned in Annexure-I to appear in the Examination at the examination centre assigned to them in the Annexure I.
 - xiii. The guidelines issued by the Ministry of Social Justice and Empowerment for conducting written Examinations for persons with Benchmark Disabilities shall be followed.
 - xiv. No mobile phone/electronic gadgets/Calculators shall be allowed inside the Examination Room/Hall.
 - xv. 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.
5. There will also be a Central Observer duly nominated by the Head Office, for each Examination Centre, who will observe the whole examination process and will submit his/her report to the Head Office.

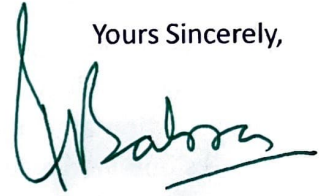
6. In case, any discrepancy is noted in the details of the candidates in Annexure-1 or in case the name of any Probationer Stenographer is missing in the Annexure I, the same may please be brought to the notice of the Controller of Examination by the concerned candidate through his/her respective field office, on or before 10.09.2025 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 Officer to coordinate with the concerned office and obtain scanned copy of admit card issued to the candidates well in advance before the Examination. The candidates are required to carry original Admit Card duly issued by his/her office in each paper of the Examination.

All the ACCs of the concerned PDUNASS Campuses are requested to inform the constitution of the Board of Examination on or before 12.09.2025. The email id of the Nodal Officer may also be communicated for the purpose of transmission of the password protected Booklets. It is also requested 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 please 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 IV (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 Stenographer (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.