



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

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V5/PDUNASS/2025-26/APFC Prob. Exam/II/891

Date: 19.03.2026

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 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 of 2024 Batch (DR) 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 06/04/2026 (Monday) to 08/04/2026 (Wednesday). 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%)	06/04/2026, 9:00 a.m. to 12:00 Noon	3 Hrs	100
2	Paper-II	Accounting, Pension Products, Investment, Enforcement & recovery		06/04/2026, 02:00 p.m. to 05:00 p.m.	3 Hrs	100
3	Paper-III	Administration & Service Rules		07/04/2026, 9:00 a.m. to 12:00 Noon	3 Hrs	100

4	Paper-IV	Government Communication (Internal & External), Legal drafting and Awareness	Descriptive	07/04/2026 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	08/04/2026, 9:00 a.m. to 12:00 Noon	3 Hrs	100
6	Paper-VI	Digital Governance & Computer Proficiency Test	MCQs & Skill Test	08/04/2026, 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 & 2 case studies descriptive type questions. 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 may kindly arrange for requisite number of Desktop computers /Laptops for conducting the Computer Proficiency test on 08/04/2026. The desktop computers should not be provided with any type of Internet connectivity.

The Examination will be conducted at PDUNASS (New Delhi). There will be two examination venues (Halls) at PDUNASS centre. The details of examination venues is given below:

Sr No.	Examination Centre	Examination Venue
1	PDUNASS (New Delhi)	i. Manthan Hall (3rd Floor)
		ii. Brihaspati Hall (2nd 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 where Examination is to be conducted and for all the candidates appearing in the Examination:

i. There shall be a separate Board of Examination in respect of both Examination Venues duly constituted by the Director, PDUNASS. 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 Nodal Officer in respect of both the venues shall be nominated by the Head Office. The Recruitment Division of Head Office is requested to nominate two Officers in respect of each venue and communicate the same to Director, PDUNASS for constitution of the Board of Examination. 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.

a) It is specifically clarified that the examination venues allotted in **Annexure-I** are applicable only for **Paper-I, II, and III**.

b) For **Paper-IV and Paper-V**, the examination venue for **all candidates** shall be **Manthan Hall (3rd Floor)**. Consequently, the Board of Examination constituted for Manthan Hall for the first three papers will also serve as the Board of Examination for Paper-IV and Paper-V.

c) **Paper-VI (Computer Proficiency Test)** will be conducted at the **Computer Lab, Second Floor**. The Board of Examination originally constituted for Manthan Hall will continue to oversee and remain responsible for the conduct of this paper also.

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. The candidates are advised to be seated on their respective seats 10 mins prior to the commencement of the Examination. Candidates will not be allowed to enter the Examination Hall 15 mins after 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 assigned to them in the Annexure-I and as per the instructions contained at **4.i** of this notification.

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 both 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 field office where the candidate is posted, on or before 27.03.2026 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 of both the Examination Venues 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.

Director, PDUNASS New Delhi is requested to inform the constitution of the Board of Examination in respect of each Examination Venue on or before 27.03.2026. The email id of the Nodal Officers may also be informed for the purpose of all exam related communications.

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 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,



(Ravindra 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. Addl. CPFC (Exam)
5. The RPFC-I (Exam), HO
6. The RPFC-1 (NDC)...with request to upload the above circular on the website.
7. Guard File.