



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  
30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली- 110 058  
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email: [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in)

V5/PDUNASS/2024-25/EOAO Prob. Exam/2022 Batch/ 300

Date: 05.08.2025

To,

05 AUG 2025

All Zonal ACC (HQ)s/All Zonal ACCs

All ACCs/RPFC-I of PDNASS Campuses, ACC/ RPFC-I (Exam) Head Office,

All RPFCs/OICs of Regional Offices/ District Offices

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

Sir/Madam,

As per the Annual Examination Plan, it has been decided to conduct the Probationary Examination for EO/AO (Dr) Batch 2022 who failed to qualify or remained absent or did not appear in the earlier Probationary Examination held on 27<sup>th</sup> to 29<sup>th</sup> March 2025 as per the EO/AO (Probationers) Examination Scheme, 2024.

2. In view of the above, it has been decided to conduct the Probationary Examination [hereinafter referred to as "Examination"] for the said EO/AOs from 20/08/2025 (Wednesday) to 22/08/2025 (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, Social Security Code & Schemes framed under the Act	20/08/2025, 11:00 to 13:00 hrs	2 Hrs	100
2.	Paper-II	Manual of Accounting Procedure, SOPs	20/08/2025, 15:00 to 17:00 hrs	2 Hrs	100
3.	Paper-III	Enforcement Manual and Legal Awareness	21/08/2025, 11:00 to 13:00 hrs	2 Hrs	100
4.	Paper-IV	Administration & Service Rules and Ethics	21/08/2025, 15:00 to 17:00 hrs	2 Hrs	100
5.	Paper-V	Drafting of Reports, Balance sheet and Basics of Accountancy	22/08/2025, 10:00 to 13:00 hrs	3 Hrs	100
6.	Paper-VI	Computer Proficiency Test	22/08/2025, 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 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 22/08/2025. 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 etc.

4. The following instructions/guidelines are issued 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 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') 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 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 detailed instructions with respect to conduct of Paper VI are attached herewith in Annexure II.

iv. The password of the encrypted Booklets for all the papers will be shared with the Nodal Officer 60 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.

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 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 on the first page. Invigilator is also required to put his/her signature in the space provided below the answer grid in 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.

ix. Nodal Officer before handing over the Booklets to the officer nominated by the ACCs for the purpose of evaluation 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. After detaching/tearing of leaflet from the Booklets, the Nodal Officer will hand over the booklets to the Officer nominated by the ACCs for the purpose of evaluation.
  - d. As per the instructions contained in the Booklet for practical part of the Paper VI, 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 VI, 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.
- x. ACCs of the 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 6 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 Answer Grid along with his signature in the space provided at the bottom. For the purpose of evaluation of Paper VI 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 in encrypted format from their official email to the Controller of Examination followed by the password of the encrypted result through a separate email for compilation, declaration and uploading on the website of EPFO.
- xii. It will be mandatory for all EO/AOs mentioned in Annexure-I to appear in the Examination at the examination centre assigned to them in the Annexure I.
- xiii. For differently-abled (PH) candidates, the guidelines issued by the Ministry of Social Justice and Empowerment for conducting the Examinations for the 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.

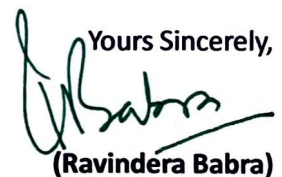
5. There will also be a Central Observer duly nominated by the Head Office, for each Examination Centre, who will observe the whole examination process and will submit his/her report to the Head Office.

6. In case, any discrepancy is noted in the details of the candidates in Annexure-1 or in case the name of any Probationer AO/EO 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 11.08.2025 through email to [coe.pdnass@epfindia.gov.in](mailto: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 PDUNASS Campuses are requested to inform the constitution of the Board of Examination on or before 11.08.2025. The email id of the Nodal Officer may also be communicated for the purpose of transmission of the encrypted 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 id of the Controller of Examination i.e. [coe.pdnass@epfindia.gov.in](mailto: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 along with 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** 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-1 (NDC)...with request to post the above circular on the website.
8. Guard File.

**EMPLOYEES PROVIDENT FUND ORGANISATION**

**ADMIT CARD**

**Exam Code: EO/AO -PROB 2025/ II**

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

**Roll No.** :  
**Candidate name** :  
**Category** :  
**Examination Center** :

Photograph to be pasted and  
signed across

**PAPERS IN WHICH CANDIDATE IS REQUIRED TO APPEAR**

Sl.No.	Date of Exam	Subject	Paper	Time
1.				
2.				
3.				
4.				
5.				
6.				

**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.**

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**EO/AO Probationary Examination, 20th-22nd August, 2025**

**STATEMENT OF CANDIDATES WHO APPEARED FOR THE EXAM**

Centre: \_\_\_\_\_

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

(to be tallied with item 7 above).

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

Detail of each candidate (Present/Absent)

NOTE: Indicate **ABSENT** in RED INK/**PRESENT** in blue ink

Date:

(Nodal Officer)

Signature

Seal

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**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**EO/AO Probationary Examination, 20th-22nd August, 2025**

**ATTENDANCE SHEET OF CANDIDATES WITH THEIR SIGNATURE**

-

**Examination Centre**\_\_\_\_\_

Time :

Date:

Subject:

Paper No.:

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

**Date:**

**(Nodal Officer)**

Signature

Seal

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**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**EO/AO Probationary Examination, 20th-22nd August, 2025**

**CERTIFICATE REGARDING SEALING OF QUESTION PAPER CUM ANSWER BOOKLETS**

**Examination Centre:** \_\_\_\_\_

Certified that Question Paper cum Answer Booklets of EO/AO (Probationary) Examination held on \_\_\_\_\_ for Paper No. \_\_\_\_\_ 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**

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**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**EO/AO Probationary Examination, 20th-22ND August, 2025**

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

**Examination Centre: \_\_\_\_\_**

Certified that the EO/AO Probationary Examination held on \_\_\_\_\_ at (Centre) \_\_\_\_\_ has been conducted at the concerned center with total objectivity, fairness and under strict supervision.

1. Certified that no unauthorized person/ staff member was found loitering in the vicinity of the examination hall during the course of the examination.
2. Certified that no candidate was found using unfair means.
3. Details on cases of unfairness, if any, with Roll No. (Separate Report to be enclosed).
4. Certified that the answer books along with the extra question papers and other reports as per existing instructions were compiled 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**

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**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**EO/AO Probationary Examination, 20th-22nd August, 2025**

Examination Centre\_\_\_\_\_

**SEATING ARRANGEMENT PLAN**

DATE: \_\_\_\_\_

PAPER NO.: \_\_\_\_\_

PAPER\_\_\_\_\_ (Subject)

(Please show seating plan of Exam Hall)

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No. of Candidates:

No. of Absentees: (Roll Nos.\_\_\_\_\_)

Date:

**(Nodal Officer)**  
**Signature**  
**Seal**

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**EO/AO Probationary Examination, 20th-22nd August, 2025**

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

**Centre** \_\_\_\_\_

**Name & Designation**

**Signature**

1. \_\_\_\_\_  
(Nodal officer)

\_\_\_\_\_

2. \_\_\_\_\_  
(Invigilator/s)

\_\_\_\_\_

3. \_\_\_\_\_  
(Observer)

\_\_\_\_\_

4. \_\_\_\_\_  
(Central Observer)

\_\_\_\_\_

Date:

**(ACC)  
Signature:**

**Seal:**

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