



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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File No 33/7/2023/2023-24/SSAs (DR) Prob.Exam-2021/604

Date:28.11.2025

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 Social Security Assistant (Probationers)-  
Regarding.**

Sir/Madam,

As per the Annual Examination Plan, it has been decided to conduct the Probationary Examination for Social Security Assistants of 2024 batch and for SSAs who failed to qualify or remained absent in the earlier Probationary Examination held on 10.12.2023, 05<sup>th</sup> - 06<sup>th</sup> December 2024 & 28<sup>th</sup>- 29<sup>th</sup> June 2025 as per the the Social Security Assistant (Probationers) Examination Scheme, 2023 (copy attached).

2. In view of the above, it has been decided to conduct the Probationary Examination [hereinafter referred to as "Examination"] for the Social Security Assistants on 18/12/2025 (Thursday) & 19/12/2025 (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 (Minutes)	Total Marks
1	I	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. b) An Overview of EPFO	18.12.2025 10:00 AM to 12:00 Noon	120	100
2	II	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services provided by EPFO	18.12.2025 02:00 PM to 04:00 PM	120	100
3	III	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioural Aspects d) Computer Proficiency	19.12.2025 10:00 AM to 12:00 Noon	120	100

All the three papers will be objective type with 100 MCQs to be answered in a Question Paper cum Answer Booklet (hereinafter referred as "Booklet").

3. The Examination will be conducted at the centres mentioned in Annexure-III. Further, concerned ACC HQs/ACCs of Examination conducting Zonal Office/PDUNASS Campuses are requested to communicate the address of the Examination venues in respect of their Examination Centres. In this connection attention is invited towards the email dated 26<sup>th</sup> November 2025 wherein request was already made to explore and select the suitable venue for conducting the Examination of SSAs.

4. The details of the candidates of 2024 Batch 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 etc. The address of the Examination Venue in respect of all the Examination Centres will be communicated shortly. The details of the candidates who failed to qualify or remained absent in the earlier Probationary Examinations held on 10.12.2023, 05<sup>th</sup>-06<sup>th</sup> December 2024 & 28<sup>th</sup>-29<sup>th</sup> June 2025 is attached as Annexure- II. These candidates have to appear only in the paper/papers indicated against their names as per the attached Annexure-II. Concerned SSAs & field offices where these SSAs are posted are also requested to check the correctness of the details in Annexure II and if any discrepancy is observed, the same may be brought to the notice of Controller of Examination.

5. The following instructions/guidelines are issued for all Examination conducting Zonal Offices/ PDUNASS Campuses and for the candidates appearing in the examination:

i. There shall be a Board of Examination constituted at each Examination Venue by the ACC(HQ)/ACCs of the concerned Zones and 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 completion of each paper on the same day through email to **coe.pdnass@epfindia.gov.in** attaching therewith scanned copies of all the certificates duly signed along with official seal.

ii. The Booklets will be distributed to the candidates 5 minutes before the commencement of each Paper. The candidates are required to take their seats as per the seating arrangement of the Examination Venue 15 minutes before the scheduled time of the Paper.

iii. The candidate will be required to write his/her Name, Roll Number & put his/her 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.

iv. 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.

v. It will be mandatory for all SSAs mentioned in Annexure-I & Annexure II to appear in the Examination at the examination centre/venue assigned to them in the respective Annexure-I & Annexure II.

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

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

viii. 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.

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

6. 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.

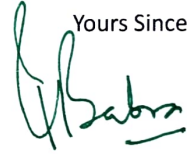
7. In case, any discrepancy is noted in the details of the candidates in Annexure-I & Annexure II or in case the name of any Probationer SSAs is missing in the Annexure I & II, the same may please be brought to the notice of the Controller of Examination by the concerned field office/candidate through his/her respective field office, on or before 05.12.2025 through email to [coe.pdnass@epfindia.gov.in](mailto:coe.pdnass@epfindia.gov.in).

8. 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/invigilators 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.

All the ACC HQs/ACCs of the concerned examination conducting centres are requested to inform the constitution of the Board of Examination in respect of each Examination Centre on or before 05.12.2025. The email id of the Nodal Officers may also be informed for the purpose of all Examination related communications. It is also requested to 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](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 containing all relevant details (Annexure-I).
2. List of candidates from the previous Probationary Examination (Annexure II).
3. Format of certificates (Forms 'A' to 'F'). & Admit Card.
4. The Employees' Provident Fund Assistant Provident Fund Commissioner (Probationers) Examination Scheme, 2023

**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.