



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

एन.बी.सी.सी सेंटर, ब्लॉक-2, ग्राउंड-4th फ्लोर, ईस्ट किदवाई नगर, नई दिल्ली-110023

NBCC Centre, Block-2, Ground-4th Floor, East Kidwai Nagar, New Delhi-110023

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



File No. A-12034/5/2025-EPFO-HQ/RC/421

Date: 22.05.2025

To,

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

**Subject: Employees' Provident Fund Junior Translation Officer (Probationers)
Examination Scheme, 2025 - Regarding**

Madam/Sir,

I am directed to forward herewith the Employees' Provident Fund Junior Translation Officer (Probationers) Examination Scheme, 2025 as approved by the Competent Authority.

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

Yours faithfully,

Encl: As above

(Bhupendra Singh)

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

(Bhupendra Singh)

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

**EMPLOYEES' PROVIDENT FUND JUNIOR TRANSLATION OFFICER
(PROBATIONERS) EXAMINATION SCHEME, 2025**

1. Short Title, Application & Commencement:

- i. This Scheme may be called the Employees' Provident Fund **Junior Translation Officer** (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 Junior Translation Officer (Probationers) Examination conducted under the Scheme.
- ii. 'Employee' means a person appointed against a sanctioned post in the Organisation.
- iii. 'Organisation' means Employees' Provident Fund Organisation.
- iv. 'Probationer' means an employee 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 Employees appointed in the Organization against direct recruitment quota vacancies in the cadre of Junior Translation Officer 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 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 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 following four papers

| Sl. No. | Subject | Paper | Type | Time | Marks |
|---------|--|-------|-------------|-------|-------|
| 1 | Hindi Language | I | Descriptive | 3 Hrs | 100 |
| 2 | English Language | II | | 3 Hrs | 50 |
| 3 | a) Provisions related to Official Language | III | MCQs | 1 hr | 50 |
| | b) Computer Proficiency Test | | CBT | 2 hrs | 50 |

| | | | | | |
|---|---|----|------|-------|-----|
| 4 | a) Employees' Provident Fund & MP Act, 1952 and Schemes framed under the Act b) Staff Service Regulation and other Service Matters | IV | MCQs | 2 Hrs | 100 |
|---|---|----|------|-------|-----|

NOTE:

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

5. Medium of Examination:

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

6. Venue and frequency of Examination:

- i. 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 Junior Translation Officer (Probationers) Examination(s) conducted within the normal period of probation as per Para 7 of the Employees' Provident Fund (Staff and Conditions of Service) Regulations, 2025. 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:

A candidate will be declared qualified in the examination only if he/she secures 45% or more marks in each paper for general category. For SC/ST/PwBD candidates the qualifying marks 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 facts 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. Retotaling will not be restricted to only the portion sought to be retotaled by the candidate but shall include the entire paper.
- iii. The retotaled marks may decrease, remain unchanged, or increase upon completion of the retotaling process. The marks finalized through this process will be conclusive, and no further retotaling will be allowed.

- iv. Such applications must be send to the Competent Authority within 15 days from the date of communication of the respective results. Any application submitted thereafter shall not be entertained.
- v. 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 no mistake in the re-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.



SCHEDULE

SYLLABUS FOR JUNIOR TRANSLATION OFFICER (PROBATIONERS) EXAMINATION SCHEME, 2025

PAPER-I

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

Hindi Language

- i. हिंदी व्याकरण
- ii. प्रशासनिक शब्दावली
- iii. लोकोक्ति (अंग्रेजी और हिंदी)
- iv. वर्तनी परीक्षण
- v. गद्यांश
- vi. वाक्य पूर्णता और संरचनाएँ
- vii. विलोम शब्द
- viii. समानार्थी शब्द
- ix. मुहावरे और वाक्यांश
- x. निबंध लेखन
- xi. अच्छे अनुवाद/शब्दावली/शब्दकोश के उपयोग के तत्व
- xii. अपठित बोध
- xiii. रचनात्मक लेखन
- xiv. अंग्रेजी से हिंदी में अनुवाद

PAPER-II

| | | |
|----------------|----------|------------------------|
| TIME : 3 Hours | PAPER-II | Marks 50 (Descriptive) |
|----------------|----------|------------------------|

I. English Language and Comprehension

- i. Reading Comprehension
- ii. Letter Writing
- iii. Essay Writing
- iv. Precis Writing
- v. Narrative Writing
- vi. Rearrangement of sentence
- vii. Fill in the Blanks
- viii. English Grammar (Synonym, Antonym, Active/Passive Voice, idioms, phrases, etc)
- ix. **Figures of Speech:** Metaphor, Simile, Personification, Oxymoron, etc.
- x. **Sentence Structure:** Subject-verb agreement, sentence types (simple, compound, complex)
- xi. **Adjectives and Adverbs:** Degree, comparison, and usage
- xii. **Prepositions and Conjunctions:** Usage and function in sentences.
- xiii. Hindi to English Translation

PAPER-III

| | | |
|----------------|-----------|-----------|
| TIME : 2 Hours | PAPER-III | Marks 100 |
|----------------|-----------|-----------|

Provisions related to official language (MCQ) (50 Marks)

- Constitutional Provisions related to languages
- Official Language Act, 1963
- Official Language Rules, 1976 as amended from time to time.
- Inspections, Reports related to Official Language
- Current affairs related to Hindi literature and Rajbhasa
- General awareness about the basic Hindi Literature and English Literature
- Initiatives taken by Government to promote use of Hindi Language
- Preparation of Reports & returns on Official Language/Preparation of Annual OL Programme

Computer Proficiency Test (50 Marks)

- Preparing a letter / order in Word File through mail merge function.
- Error check and spelling correction is given in Word Documents and other functions like Comment remove, spelling check and Bold-underline-remove (Rewriting of Paragraph) etc.
- Preparing a power point presentation on given subject.
- Preparing an excel spreadsheet and answering an arithmetic problem.
- Preparing pie chart/bar graphs / diagrams in MS -Excel based on data provided.

PAPER-IV

| | | |
|----------------|----------|-----------------|
| TIME : 2 Hours | PAPER-IV | Marks 100 (MCQ) |
|----------------|----------|-----------------|

Employees' Provident Fund & MP Act, 1952 and Schemes framed under the Act (50 marks)

- Employees' Provident Fund & Miscellaneous Provisions Act, 1952
- Employees' Provident Fund Scheme, 1952
- Employees' Pension Scheme, 1995
- Employees' Deposit Linked Insurance Scheme, 1976
- Social Security Code, 2020

Staff Service Regulation and other Service Matter (50 marks)

- i. Employees' Provident Fund (Officers & Employees' Condition of Service) Regulations, 2008
- ii. The E.P.F. Staff (Classification, Control & Appeal) Rules, 1971.
- iii. Central Civil Service (Conduct) Rules, 1964.
- iv. Central Civil Service (Leave) Rules, 1972.
- v. Central Civil Service (Pension) Rules, 1972.
- vi. Leave Travel Concession Rules.
- vii. Traveling Allowance Rules
- viii. Central Services (Medical Attendance) Rules, 1944
- ix. National Pension Scheme, Unified Pension Scheme

