



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

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



File No. A-12034/5/2025-EPFO-HQ/RC/420

Date: 22.05.2025

To,

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

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

Madam/Sir,

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

Employees' Provident Fund Stenographer (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 STENOGRAPHER (PROBATIONERS)**  
**EXAMINATION SCHEME, 2025**

**1 Short Title, Application & Commencement:**

- i. This Scheme may be called the Employees' Provident Fund Stenographer (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 Stenographer (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 Organisation against direct recruitment quota vacancies in the cadre of Stenographer 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, and,
- 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 appointment order. 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.

**Syllabus:** The examination shall consist following four papers :

Sl. No.	Subject	Paper	Type	Time	Marks
1	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and Schemes framed thereunder. b) Services provided by EPFO c) Various portals of EPFO, etc.	I	MCQs	2 Hrs	50
2	a) Noting & Drafting in Government Correspondence b) Administrative and Service Rules	II	Descriptive (50 Marks) MCQ (50 Marks)	2 Hrs	100
3	English Language and Comprehension	III	Descriptive	2 Hrs	100
4	Computer Proficiency Test	IV	Skill Test(CBT)	2 Hr	50

**NOTE:**

- The syllabus of the examination may be as detailed in the schedule annexed.
- 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:**

- 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.
- 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:**

- A probationer has to appear and qualify the Stenographer (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 sent 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.

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## **SCHEDULE**

### **SYLLABUS FOR STENOGRAPHER (PROBATIONERS) EXAMINATION SCHEME, 2025**

#### **PAPER-I**

TIME : 2 Hours	PAPER-I	Marks 50 (MCQ)
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**I. Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and Schemes framed thereunder:**

- i. Employees' Provident Fund & Miscellaneous Provisions Act, 1952
- ii. Employees' Provident Fund Scheme, 1952
- iii. Employees' Pension Scheme, 1995
- iv. Employees' Deposit Linked Insurance Scheme, 1976

**II. Services Provided by EPFO :**

- i. UAN & EPF Accounts
- ii. Process of settlement of PF, Pension & EDLI claims of members/claimants including transfer claims
- iii. Correction in member's profile.
- iv. Right to Information Act, 2005
- v. Functions of PRO and various help desks.

**III. Various portals of EPFO, etc.:**

- i. EPFiGMS Portal
- ii. CPGRAM Portal
- iii. MIS portal,
- iv. UMANG App
- v. Compliance e-proceedings portal
- vi. CAIU Portal
- vii. LIMBS
- viii. Employer Login Portal
- ix. Employee Login Portal
- x. Account Section Login Portal
- xi. Report making and E-mail handling
- xii. Basic Knowledge of Office Equipment like Printer, Scanner, Projector, etc.

## PAPER-II

TIME : 2 Hours	PAPER-II	Marks 100
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### Noting/ Drafting in Government Correspondence and Administrative and Service Rules

#### I. Noting & Drafting in Government Correspondence (50 Marks - Descriptive)

- Purpose and Importance of Noting & Drafting in Government Offices
- Principles of Effective Noting & Drafting
- Differences between Noting, Drafting, and Official Correspondence
- Types of Official Communication: Letters, Circulars, Notifications, Office Memoranda and DO Letter.
- Use of Official Language (Hindi & English) in Government Correspondence (Official Language Rules, 1976)
- Noting and Drafting in case based scenarios
- Legal Aspects of Government Noting & Drafting (RTI, Record-Keeping & Confidentiality)
- Drafting Responses to RTI on behalf of CPIO and Appellate Authority and drafting replies to Parliament Questions.
- Drafting of Speaking Orders

#### II. Administrative and Service Rules (50 Marks-MCQ)

- Employees' Provident Fund (Officers & Employees' Condition of Service) Regulations, 2008
- E.P.F. Staff (Classification, Control & Appeal) Rules, 1971.
- Central Civil Service (Conduct) Rules, 1964.
- Central Civil Service (Leave) Rules, 1972.
- Central Civil Service (Pension) Rules, 1972.
- Leave Travel Concession Rules.
- Traveling Allowance Rules
- Central Services (Medical Attendance) Rules, 1944
- Fundamental Rules & Supplementary Rules
- General Financial Rules, 2017
- Government e-Marketplace (GeM)

## PAPER-III

TIME : 2 Hours	PAPER-III	Marks 100 (Descriptive)
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#### I. English Language and Comprehension

- Reading Comprehension
- Letter Writing
- Essay Writing
- Precis Writing
- Rearrangement of sentence
- Fill in the Blanks

- vii. English Grammar (Synonym, Antonym, Active/Passive Voice, idioms, phrases, etc)

**PAPER-IV**

TIME : 2 Hours	PAPER-IV	Marks 50 (Skill based)
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**Computer Proficiency Test**

- i. Preparing a letter / order in MS Word File through mail merge function.
- ii. Rewriting of Paragraph in MS Word format using Track change, Comment remove, table creation, spelling check and other functions.
- iii. Preparing a power point presentation on given subject including adding animation.
- iv. Preparing a MS Excel spreadsheet, formatting cells, enter formula for calculation in cells, inserting built in functions in cells and answering arithmetic problems.
- v. Preparing pie chart/bar graphs /diagrams in MS -Excel based on the data provided & VLOOKUP.

