



सत्यमेव जयते

**पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी**  
**PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY**

**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 -110058

दूरभाष (PHONE): 011 28526264, फैक्स (FAX): 011 28525987

email: natrss@epfindia.gov.in



**File No.33/7/2023-24/SSAs(DR)Prob.Exam-2021/168**

**Date: 13 JUN 2025**

To,

All Zonal ACC (HQ)s/All Zonal ACCs  
All ACCs/RPFC-Is, PDNASS Campuses, ACC/ RPFC-I (Exam) Head Office,  
All RPFCs/OICs of Regional Offices/ District Offices

**Subject: Probationary Examination for Social Security Assistant- Regarding**

Madam/Sir,

The competent Authority has decided to conduct the Probationary Examination for SSAs of 2024 batch and for SSAs who failed to qualify or remained absent in the earlier Probationary Examination held on 10.12.2023 and from 05<sup>th</sup> - 06<sup>th</sup> December 2024 as per the examination scheme i.e. Employees Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 (Copy enclosed).

2. In view of the above, it has been decided to conduct the Probationary Examination for the said SSAs from 28/06/2025 (Saturday) to 29/06/2025 (Sunday). The Examination will be conducted as per syllabus contained in Examination Scheme mentioned above. The detailed schedule of Probationary 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	<b>28.06.2025</b> 10:00 AM to 12:00 PM	120	100
2.	II	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services provided by EPFO	<b>28.06.2025</b> 03:00 PM to 05:00 PM	120	100
3.	III	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioural Aspects d) Computer Proficiency	<b>29.06.2025</b> 10:00 AM to 12:00 PM	120	100



3. The details of the candidates of 2024 batch who have to appear in the said examination is attached as **Annexure-I**. This annexure contains all the relevant details of the candidates such as Roll number, Examination Centre/venue etc. The details of the candidates who failed to qualify or remained absent in the earlier Probationary Examinations held on 10.12.2023 and from 05-th-06<sup>th</sup> December 2024 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.

4. The following instructions/guidelines are issued for all Zonal Offices under whose jurisdiction the Examination venues are located, for all PDNASS Campuses where Examination is to be conducted and for the candidates appearing in the examination:

(i) There shall be a Board of Examination constituted at each Examination Centre/Venue by the ACC(HQ)/ACCs of the concerned Zones and PDNASS Campuses. The Board of Examination shall consist of a Nodal Officer (not below the rank of RPFC-I), Invigilators and an Observer/Invigilator 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 by him/her under official seal.

(ii) The Question Paper cum Answer Booklet (hereafter referred as Booklet) will be sent one day prior to the examination through encrypted file to the email IDs of the Nodal Officers designated for conducting the Examination.

(iii) The password of the encrypted Booklet will be shared with the Nodal Officer 60 minutes prior to the examination. Upon receipt of the password, 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 Nodal Officer conducting the Probationary Examination may ensure availability of adequate number of desktop computers, printers and stationery at the examination venue.**

(iv) The Booklet will be distributed to the candidates 5 minutes before the scheduled time of the examination.

(v) 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 Booklets. The candidates will answer the multiple-choice questions in the grid provided in the Booklets.

(vi) 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.

(vii) After completion of each paper the Booklets shall be collected & sealed by the Nodal Officer/invigilator & be kept in the safe custody.

(viii) Nodal Officer before handing over the Booklets to the officer nominated by the ACC (HQ)s/ ACCs for the purpose of evaluation will comply with the following guidelines:



- a. Nodal Officers is 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 Booklets.
- 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 Booklet, the Nodal Officer will hand over the Booklets to the Officer nominated by the ACC(HQ)s/ACC for the purpose of evaluation.

(ix) Zonal ACC (HQ)s/ACCs of the Examination conducting venues 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 ACC(HQ)s/ACC will evaluate the Booklets on the basis of the Answer Keys provided by the Controller of Examination after the completion of all 3 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. After evaluation of all the Booklets, the nominated officer will hand over all the answer booklets to the concerned Nodal Officer.

(x) The Nodal Officer upon receiving all the evaluated Booklets will match the unique identification code of Booklets with the leaflets detached earlier from the Booklets 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 ACC (HQ)s/ACCs of examination conducting Zones/PDNASS Campuses. The result so received from the Nodal Officer will be forwarded by the concerned ACC(HQ)s/ ACCs to the Controller of Examination for declaration and uploading on the website of EPFO.

(xi) It will be mandatory for all SSAs mentioned in **Annexure-I** to appear in the said examination at the given Examination Centre/Venues. Further, if any SSA has completed the Induction Training and his/her name is not appearing in Annexure-I, the same may be brought to the notice of the Controller of Examination at [coe.pdnass@epfindia.gov.in](mailto:coe.pdnass@epfindia.gov.in). Similarly, if any SSA has not completed the Induction Training and his/her name is appearing in Annexure-I, the same also may be brought to the notice of the Controller of Examination.

(xii) For differently-abled (PH) candidates, the guidelines issued by the Ministry of Social Justice and Empowerment for conducting written examinations for the persons with Benchmark Disabilities shall be followed.

(xiii) No mobile phone/electronic gadgets shall be allowed inside the Examination Room/Hall.

(xiv) 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.



(xv) 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.

5. In case, any discrepancy is observed in the details of the candidates (Annexure-1), the same may please be brought to the notice of the Controller of Examination via mail ([coe.pdnass@epfindia.gov.in](mailto:coe.pdnass@epfindia.gov.in)) through the concerned Zonal Office on or before 20.06.2025.

6. The format of admit card is also enclosed with this Notification and the same may be issued by the Office where the concerned SSA is posted and copy of the same may be forwarded to the concerned Nodal Officer of the Examination Venue.

7. The list of examination centre/venue and the concerned office responsible for conducting the examination are tabulated below:

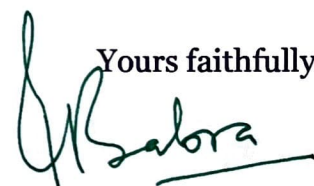
Sr No	Name of Centre	Name of Responsible Office	Examination Venue
1	Kolkata	Kolkata Campus, PDNASS	Kolkata Campus, PDNASS
2	Kolkata	ZO Kolkata	Hariyana Vidya Mandir, BA-193, Sector -1, Salt Lake, Kolkata-700064
3	Kolkata	ZO Kolkata	The Assembly of God Church School, 125/1, Park Street, Mullick Bazar, Park Street Area, Kolkata-700017
4	Guwahati	ZO Guwahati	St. Stephen's School, Christian Basti, G.S. Road, Guwahati-781005 Landmark: Opposite to Central Mall, Christian Basti
5	Ranchi	ZO Patna	SR DAV Public School, Pundag, Ranchi-834004
6	Chennai	Chennai Campus, PDNASS	Chennai Campus, PDNASS
7	Bengaluru	ZO Bengaluru	RO Bengaluru Central
8	Kochi	ZO Thiruvananthapuram	GPS, Greets Public School, Ashoka Road, Kaloor, Kochi-17, Kerala
9	Visakhapatnam	ZO Vijayawada	Stella Maris School, PF Office Road, Marripalem, Vuda Layout, NAD Post, Visakhapatnam-530009
10	Coimbatore	ZO Coimbatore	PSG College of Technology Hall No. 113 in A- Block ground floor on 28.06.2025 & 29.06.2025 (28.06.2025 full day & 29.06.2025 forenoon session)
11	Hyderabad	ZO Hyderabad	NIRAJ PUBLIC SCHOOL, GREEN LANDS, OPP GREEN PARK HOTEL AMEERPET HYDERABAD-500018.
12	Ujjain	Ujjain Campus PDNASS	Ujjain Campus, PDNASS
13	Mumbai	ZO Bandra	Purushottam High School, Lion Prinicipal K B Kotian Marg, Kher Nagar, Bandra East, Mumbai- 400 051
14	Mumbai	ZO Thane	Oxford Public School, located at Charkop Sector-3 Kandivali (West) ,Mumbai-400067
15	Pune	ZO Pune	Anjuman Khairul Islam's Poona Institute of Management Sciences and Entrepreneurship, K B Hidayatula Road, Poona College Campus, Camp, Pune 411001
16	Surat	ZO Ahmedabad	Vanita Vishram Institute of Nursing Vanita Vishram Campus Athwagate Surat 395001
17	Ahmedabad	ZO Ahmedabad	GLS University Netaji Rd Opp Law Garden, Ellisbridge, Ahmedabad, Gujarat, 380006
18	Jaipur	ZO Jaipur	Saint Soldier Public School, C-Scheme, Ashok Nagar, Jaipur, 302001

19	Raipur	ZO Bhopal	Shri Balaji Vidya Mandir, Sector 2, Devendra Nagar, Raipur (C.G.)
20	Faridabad	Faridabad Campus PDNASS	Faridabad Campus,PDNASS
21	New Delhi	ZO DL & UK	Prabhu Dayal Public School, Dakshini Block- A, Shalimar Bagh, Delhi - 110088
22	New Delhi	ZO DL & UK	Paramount International School, Sector -23, Dwarka, New Delhi - 110077
23	Gurugram	ZO Faridabad	Euro International School, Block A, Greenwood City, Sector 45, Gurugram, Haryana 122003
24	Chandigarh	ZO Chandigarh	Lajpat Bhawan, Sector-15-B, Chandigarh – 160015
<b>Note:</b> There are multiple Examination venues under ZO Kolkata and ZO DL & UK. Examination Venues for candidates appearing in these Examination Centres have been specified in attached Annexure-I.			

8. Any discrepancy in the address of the Examination Venues as mentioned in Point 7 above may be brought to the notice of the Controller of Examination via mail ([coe.pdnass@epfindia.gov.in](mailto:coe.pdnass@epfindia.gov.in)).

The concerned Zonal Offices/ PDNASS Campuses are requested to inform the constitution of the Board of Examination on or before 20.06.2025. It is also requested to take all other necessary actions to ensure smooth conduct of the above examination. It may please be noted that any communication in connection with this Probationary 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, PDNASS)

Yours faithfully,  


(Ravindera Babra)  
Controller of Examination  
Regional P.F. Commissioner-I, PDNASS

**Enclosures:**

1. List of eligible candidates along with Roll numbers (**Annexure-I & II**)
2. Format of certificates (**Forms 'A' to 'F'**)
3. Format of **Admit Card** to be issued by the concerned office.
4. The Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme 2023.

Copy for information please:

1. PS to CPFC
2. Addl. CPFC (HQ), HRM
3. CVO
4. Director, PDNASS
5. Addl. CPFC (Exam), HO
6. The RPFC-I (Exam), HO
7. The RPFC-I (NDC)...with request to upload the above notification on the website.
8. Guard File

**Employees Provident Fund Organisation**

**ADMIT CARD**

**Exam Code: SSAs-PROB 2025/ I**

**SSAs Probationary Examination-2025/I (As per Scheme dated 10.11.2023)**

**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.				

**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**

**SSAs Probationary Examination, 28th-29th June, 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

\*\*\*\*

**(FORM NO. 'B')**

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**SSAs Probationary Examination, 28th-29th June, 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

\*\*\*\*\*



**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**SSAs Probationary Examination, 28th-29th June, 2025**

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

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

Certified that Question Paper cum Answer Booklets of SSAs (Probationary) Examination held on \_\_\_\_\_ for Paper No. \_\_\_\_\_ in respect of Probationary Examination for SSAs 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**

\*\*\*\*\*

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**SSAs Probationary Examination, 28th-29th June, 2025**

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

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

1. Certified that the S S A s Probationary Examination held on\_\_\_\_\_at (Centre/Venue) \_\_\_\_\_has been conducted at the concerned center with total objectivity, fairness and under strict supervision.
2. Certified that no unauthorized person/ staff member was found loitering in the vicinity of the examination hall during the course of the examination.
3. Certified that no candidate was found using unfair means.
4. Details on cases of unfairness, if any, with Roll No. (Separate Report to be enclosed).
5. 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**

\*\*\*\*\*

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

**SSAs Probationary Examination, 28th-29th June, 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**

**SSAs Probationary Examination, 28th-29th June, 2025**

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

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

**Name & Designation**

**Signature**

1. \_\_\_\_\_

(Nodal officer)

\_\_\_\_\_

2. \_\_\_\_\_

(Invigilator/s)

\_\_\_\_\_

3. \_\_\_\_\_

(Observer)

\_\_\_\_\_

Date:

**(ACC-HQ/ ACC/ any Officer authorized by ZO)**

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