To
The Addl. CPFCs (ZO),
Director, PDNASS,
The Regional PF Commissioner/OIC,
All ROs/ASD, Hqrs.

Sub: Conduct of Probationary Examination for Direct Recruit Enforcement Officers/Account Officers from 25.11.2019 to 29.11.2019 - Regarding.

Madam/Sir,

Please refer to Regional PF Commissioner (Examination) letter no. Exam.10(9)/Calendar/21 dated 26.04.2019 (available at Serial No. 50 under “Office Orders/Circular” on Website) on the above cited subject, wherein the exam calendar/dates for Probationary Examination for Direct Recruit APFCs and Enforcement Officers/Account Officers (EOs/AOs) was declared. In this regard, it is informed that as per Regional PF Commissioner (Examination) letter no. 8(1)/2016/APFC(Prob.)/255/6902 dated 11.09.2019 the conduct of Probationary Examination for Direct Recruit APFCs and Enforcement Officers/Account Officers has been assigned to PDNASS.

2. It is further informed that as per the Employees’ Provident Fund Organisation (Enforcement Officers/Account Officers) Recruitment Rules, 1999, the period of probation for Direct Recruit Enforcement Officers/Account Officers is one year. In terms of Employees’ Provident Fund (Officers and Employees’ Conditions of Service) Regulations, 2008, every direct recruit is required to pass probationary examination for satisfactory completion of probation. Further, the Probationary Examination for Direct Recruit Enforcement Officers/Account Officers is conducted in accordance with the Employees’ Provident Fund (Provisioners) Examination Scheme, 1997, as amended from time to time (copy enclosed). Accordingly, it has been decided by the competent authority that the next Probationary Examination for the DR Enforcement Officers/Account Officers will be conducted from 25.11.2019 to 29.11.2019 by PDNASS at Zonal Training Institute (North Zone) and Zonal Training Institute (South Zone) as per the schedule mentioned below:
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date of Exam</th>
<th>Subject</th>
<th>Paper</th>
<th>Time (Duration)</th>
<th>Marks</th>
</tr>
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<tbody>
<tr>
<td>1.</td>
<td>25.11.2019</td>
<td>EPF &amp; MP Act and Manual for Inspector</td>
<td>I</td>
<td>10:00 AM to 01:00 PM (3 Hrs)</td>
<td>100</td>
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<td>2.</td>
<td>26.11.2019</td>
<td>Schemes framed under the Act</td>
<td>II</td>
<td>10:00 AM to 01:00 PM (3 Hrs)</td>
<td>100</td>
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<td>3.</td>
<td>27.11.2019</td>
<td>EPF System of Accounts &amp; Manual of Accounting Procedure</td>
<td>III</td>
<td>10:00 AM to 01:00 PM (3 Hrs)</td>
<td>100</td>
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<td>4.</td>
<td>28.11.2019</td>
<td>Establishment Rules</td>
<td>IV</td>
<td>10:00 AM to 01:00 PM (3 Hrs)</td>
<td>100</td>
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<td>5.</td>
<td>29.11.2019</td>
<td>Book-keeping Accountancy Investment Accounts, Principles of Banking</td>
<td>V</td>
<td>10:00 AM to 01:00 PM (3 Hrs)</td>
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</tbody>
</table>

3. All the DR Enforcement Officers/Account Officers of 2017 Batch who had appeared in the earlier probationary examinations but could not pass the same or failed to appear in the said probationary exam held from 10.06.2019 to 14.06.2019 are eligible to appear in this examination. Besides them, newly appointed EOs/AOs are also required to appear in the aforesaid Probationary Exam. The ZTI-wise list of eligible candidates is attached herewith as Annexure ‘A’. All the candidates eligible for the above mentioned Probationary Exam may please be informed about the details of the examination i.e. syllabus, qualifying marks, conditions for exemption for each paper, etc. provided in the aforesaid Examination Scheme. However, the candidates may be intimated that the said syllabus shall include all the modifications, amendments, etc. made subsequently and the questions shall be based on the current provisions. Though there is no limit to the number of attempts that a probationary Enforcement Officer/Account Officer can avail for passing the probationary examination, it is advised that they should endeavor to pass the examination within the normal period of probation of one year, failing which the period of probation shall be extended suitably and annual increment(s) may also be withheld.

4. In view of the above, all the Addl. CPFCs (Zonal Offices)/Director, PDNASS/ZTIs/RPFCs/OICs of RO/RPFC (ASD) are, therefore, requested to check and verify the details of all such eligible candidates and intimate PDNASS immediately in case of any discrepancy. After verifying the required details, the Admit Cards in the prescribed format
(format is attached herewith) may be issued to all eligible candidates by the concerned controlling Officers/OICs. One copy of the Admit card may be sent to concerned ZTI (North Zone or South Zone) where the candidate is required to appear for the Probationer Exam under intimation to PDNASS. The Roll No. of such candidates will remain same which were allotted earlier to them by Exam Wing, Headquarters. The roll numbers in respect of newly appointed EOs/AOs are being issued separately.

It is also requested to bring the contents of this letter to the notice of all DR Enforcement Officers/Account Officers posted in your respective offices. Necessary assistance may also be extended to the probationer Enforcement Officers/Account Officers by providing relevant circulars, letter, Manuals, books etc. through office library/website etc.

Hindi version will follow.

[This issues with the approval of Director, PDNASS]

Encl: 1. Examination Scheme, as amended from time to time
       2. ZTI-Wise list of Candidates
       3. Format of Admit Card

Yours faithfully,

(Rakesh Sahrawat)
Regional P.F. Commissioner-I

Copy to (For information):
1. P.S. to CPFC
2. P.S. to Chief Vigilance Officer/F.A. & C.A.O./All Additional CPFCs (HQ) Head Office
3. RPFC-I (HRM-III), Head Office
4. Addl. CPFCs/RPFC, Zonal Training Institutes (North Zone/South Zone) for information and necessary action.
5. RPFC (NDC): with the request to upload this letter on the website.
6. AD (OL), PDNASS: for translation in Hindi.
7. Guard File.

(Rakesh Sahrawat)
Regional P.F. Commissioner-I
<table>
<thead>
<tr>
<th>Total Number Of Candidates Is</th>
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North Zone: Finalized

List of EoA/ROB (F) who failed in the Prognostic Examination and who are to appear in the next Prognostic Examination at Zone Training Institute.
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<thead>
<tr>
<th>Code</th>
<th>Name</th>
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To

All Regional Provident Fund Commissioners
(In-Charge of the Regional Office / Sub Regional Office)
(Including Addl. CPFC (ASD) (Head Office))

Subject:- Amendment in the Employees’ Provident Fund (Probationers) Examination Scheme, 1997 - Syllabus of the Assistant Provident Fund Commissioner (Probationers) Examination - regarding.

Reference:-

Dear Sir/Madam,

Please refer to the Employees Provident Fund (Probationers) Examination Scheme, 1997, circulated vide letter dated 7.11.1997 and amendment circulated vide letter dated 01.01.2001 (copies enclosed). As all the activities of EPFO are being e-enabled, minimum knowledge of working in Computer is expected from all the officers and staff. Hence, it is necessary to make the Computer Proficiency Test a part of the Probationary Examination which each DR APFC has to pass for successful completion of probation.

2. Accordingly, the proposal, as above, which was placed before the Executive Committee, Central Board of Trustee in its 85th meeting held on 05.07.2016 was approved. Thus the Schedule of the Employees’ Provident Fund (Probationers) Examination Scheme, 1997 regarding the Syllabus of the Assistant Provident Fund Commissioner (Probationers) Examination is amended as under:-

(a) The details of the probationary examination for Direct Recruit Assistant Provident Fund Commissioners may now be read as under:-

SCHEDULE

1. Syllabus for Assistant Provident Fund Commissioner (Probationers) Examination.

|---------|-------------------------------------------------------------------------------------------------|

From these books the following topics will be included in the syllabus.

(a) General System of financial management and control, powers of sanction, preparation of budget, grant of appropriation, treatment of contingent and miscellaneous expenditure, stores, purchases, advances to employees.

(b) General outlines of the system of accounts, general principles and methods of accounts.

(c) Location of money standing in the Public Account, payment of Revenues into the Public Accounts Custody withdrawals & transfer of moneys, responsibility for money withdrawn.

(iii) Schedule of administrative & financial powers applicable to Employee's Provident Fund Organization.

(iv) EPF (Staff & Conditions of Service) Regulations, 1962.

(v) EPF (CCA) Rules, 1971.

(vi) EPF (Allotment of Residences) Rules.

Paper-V

(i) FRs & SRs (the following topics will be included in syllabus):

(a) General Conditions of service, Foreign service, Deputation, Fixation of Pay, EB, Pay during suspension under various contingencies, TA & LTC Rules.

(ii) CCS (Leave) Rules, 1972

(iii) CCS (Joining Time) Rules, 1979.

(iv) CCS (Conduct) Rules, 1964

(v) CCS (Pension) Rules 1972.

(vi) DPC Guidelines.

<table>
<thead>
<tr>
<th>Computer Proficiency Test</th>
<th>SI No.</th>
<th>Title</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.</td>
<td>Preparing a letter / order in Word File.</td>
<td>10 marks</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td>Error check and spelling correction in given Word Document and other functions: Comment remove, Spelling check Bold-underline-remove (Rewriting of Paragraph), etc.</td>
<td>10 marks</td>
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<td>3.</td>
<td>Preparing a power point presentation on given subject.</td>
<td>20 marks</td>
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<tr>
<td></td>
<td>4.</td>
<td>Preparing an excel spreadsheet and answering an arithmetic problem.</td>
<td>20 marks</td>
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<td></td>
<td>5.</td>
<td>Preparing pie chart / bar graphs / diagrams in MS-Excel based on data provided.</td>
<td>20 marks</td>
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<tr>
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<td>6.</td>
<td>Use of &quot;Pivot&quot; in MS Excel to generate data analysis report from a given spreadsheet.</td>
<td>20 marks</td>
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</table>

(b). In view of the above, the Para 6 of the said Scheme, in which the details of the Papers for the written examination for the Assistant Provident Fund Commissioner (Probationers) Examination shall be deemed amended as under:

Para 6- Details of Examination:

i. The Examination shall consist of Papers as given below:

I. For Probationers holding the post of Assistant Provident Fund Commissioner:
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Subject</th>
<th>Paper</th>
<th>Time</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>EPF &amp; MP Act and Manual for Inspectors</td>
<td>Paper-I</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Schemes under the Act</td>
<td>Paper-II</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>Establishment Rules-I</td>
<td>Paper-IV</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>5.</td>
<td>Establishment-II</td>
<td>Paper-V</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>6.</td>
<td>Computer Proficiency Test</td>
<td>Practical Test</td>
<td>1 Hr 30 Min</td>
<td>100</td>
</tr>
</tbody>
</table>

3. The above said amendments are hereby notified and shall be applicable only on DR APFCs recruited from 2016 onwards. The above amended provisions will not be applicable on the DR APFCs recruited in 2014.

(This issues with approval of CPFC)

Yours faithfully,

(S. C. Goyal)
Addl. Central P.F. Commissioner (HRM)

Encls: As above

Copy forwarded for information and necessary action:-
1. PS to CPFC.
2. PS to CVO.
3. PS to FA & CAO
4. PS to ACC (HQ-HR), PS to ACC (HQ-Comp.)
5. All Addl. CPFC
6. Director, PDUNASS.
7. RPFC (HRM), Head Office.
8. All Zonal Training Institute.
9. Chief Liaison Officer.
10. Secretary General, E.P.F. Officers Association.
11. RPFC (NDC) with a request to uploading on website.

(Swagata Rai)
Regional P.F. Commissioner (Exam)
No. Exam. 8(4)/94/322
Date: 7.11.1997

To

All Regional Provident Fund Commissioners.
(In-charge of the Region)
(Including RPFC(LA) (Head Office)).

Subject: Employees' Provident Fund (Probationers) Examination Scheme, 1997 - Notification thereof.

Sir,

I am directed to forward herewith the Employees' Provident Fund (Probationers) Examination Scheme, 1997 as notified by the Central Provident Fund Commissioner. The Scheme has been prepared integrating the existing Assistant Provident Fund Commissioner (Probationers) Examination Scheme, 1991; Enforcement Officer/Assistant Accounts Officer/Superintendent (Probationers) Examination Scheme, 1993 and Lower Division Clerk (Probationers) Examination Scheme, 1993 with certain modifications.

2. The Employees' Provident Fund (Probationers) Examination Scheme, 1997 will come into force from the date of issue of this letter, i.e. 7.11.1997. With the notification of this Scheme the existing Assistant Provident Fund Commissioner (Probationers) Examination Scheme, 1991, Enforcement Officer/Assistant Accounts Officer/Superintendent (Probationers) Examination Scheme, 1993 and Lower Division Clerk (Probationers) Examination Scheme, 1993 shall cease to have any effect. However, those probationers who have already appeared in any of the Probationers Examinations under the old Schemes will continue to be governed under that Scheme.

Please acknowledge receipt.

Yours faithfully,

Encls.: As above

(P.M. Mathew)
Regional P.F. Commissioner (Exam.)
for Central Provident Fund Commissioner
Copy forwarded for information and necessary action to:

1. All Addl. CPFCs and PA & CAO.
2. Director, NATRSS, Vikas Puri, New Delhi.
3. RPFC (RA) (Head Office).
4. All Training Officers (North Zone, South Zone, East Zone and West Zone).
5. All Officer In-charge of Sub-Regional Offices.
6. APPFCs (P-I) and (P-II) (Head Office).
7. PA to CPFC.
8. Hindi Officer with a request to translate in Hindi for issue.
9. Guard File.

(P.G. BANERJEE)
Assistant P.F. Commissioner (Exam.)
for Central Provident Fund Commissioner
1. **Short title and Commencement:**

   (i) This Scheme may be called the Employees' Provident Fund (Probationers) Examination Scheme, 1997.

   (ii) It shall come into force from such date as may be notified by the Central Provident Fund Commissioner.

2. **Definition:**

   (a) 'Examination' means Probationers Examination conducted under this Scheme.

   (b) 'Employee' means a person appointed against a sanctioned post in the Organisation.

   (c) 'Organisation' means Employees' Provident Fund Organisation.

   (d) 'Probationer' means any 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.

   (e) 'Paper' means any paper of the examination specified in the schedule to the Scheme.

   (f) 'Schedule' means a schedule annexed to this Scheme, and

   (g) '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 cadres of Assistant Provident Fund Commissioner or Enforcement Officer/Assistant Accounts Officer/ Superintendent or Lower Division Clerk and placed on probation on appointment. Qualifying this examination is a pre-condition for direct recruits for successful completion of the period of probation.

   (ii) Qualifying the Examination under this 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 this Scheme within the prescribed period, he/she may be required to appear in the examination again.
4. Venue and frequency of Examination:

(i) The examination shall be conducted at such time and place/s and such number of times as may be decided by the Central Provident Fund Commissioner.

(ii) Every probationer who has not yet qualified in the Examination shall appear in the examination according to the programme of examination, notified by the Central Provident Fund Commissioner.

5. Number of Chances and the time limit for qualifying the Examination:

(i) A probationer will be allowed a maximum of three chances to qualify the examination within the normal period of probation as prescribed in the relevant recruitment rules. In case the candidate fails to qualify the examination within three chances, as stated above, the question of further extension of his probation for a period of one year or termination of his services will be examined by the competent authority keeping in view all the relevant facts and circumstances of the case. In case of extension of period of probation, the probationer may be allowed further two additional chances to qualify the examination.

(ii) A probationer shall not be entitled to for his annual increment until, he qualifies the examination.
6. Details of Examination:

(i) The examination shall consist of papers as given below:

I. For Probationers holding the post of Assistant Provident Fund Commissioner:

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<th>S.No.</th>
<th>Subject</th>
<th>Paper</th>
<th>Time</th>
<th>Marks</th>
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<tbody>
<tr>
<td>1.</td>
<td>EPF &amp; MP Act and Manual for Inspectors</td>
<td>I</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Schemes under the Act</td>
<td>II</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>Establishment Rules-I</td>
<td>IV</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>5.</td>
<td>Establishment Rules-II</td>
<td>V</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
</tbody>
</table>

II. For Probationers holding the post of Enforcement Officer/ Assistant Accounts Officer/ Superintendent

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>Paper</th>
<th>Time</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>EPF &amp; MP Act &amp; Manual for Inspectors</td>
<td>I</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Schemes framed under the Act</td>
<td>II</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>EPF System of Accounts &amp; Manual of Accounting Procedure</td>
<td>III</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>4.</td>
<td>Establishment Rules</td>
<td>IV</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
<tr>
<td>5.</td>
<td>Book-keeping Accountancy, Investment Accounts, Principles of Banking</td>
<td>V</td>
<td>3 Hrs</td>
<td>100</td>
</tr>
</tbody>
</table>

......4/-
Clerk:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>Paper</th>
<th>Time</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>EPF &amp; MP Act, 1952 and the Schemes framed thereunder</td>
<td>I</td>
<td>2 Hrs.</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>(i) Manual of Accounting Procedure; and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Office Procedure</td>
<td>II</td>
<td>2 Hrs.</td>
<td>100</td>
</tr>
</tbody>
</table>

(ii) The syllabus of the examinations may be as detailed in the schedule annexed. The question papers may consist of both types of questions i.e. theoretical and practical.

7. **Medium of Examination:**
   The medium of examination shall be Hindi/English.
   The probationer may write the examination either in Hindi or in English.

8. **Qualifying Marks:**
   (i) To be declared successful, in the examination a candidate must obtain minimum qualifying marks as given below:

<table>
<thead>
<tr>
<th>Name of the post held by the Probationer</th>
<th>Minimum Qualifying Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Provident Fund Commissioner</td>
<td>45%</td>
</tr>
<tr>
<td></td>
<td>(In each paper)</td>
</tr>
<tr>
<td>Enforcement Officer/Assistant Accounts Officer/Superintendent Examination</td>
<td>45%</td>
</tr>
<tr>
<td></td>
<td>(In each paper)</td>
</tr>
<tr>
<td>Lower Division Clerk</td>
<td>40%</td>
</tr>
<tr>
<td></td>
<td>(In each paper)</td>
</tr>
</tbody>
</table>

9. **Grant of exemption:**
   A candidate, who appears in the examination and is not able to qualify in the same but secures 50% or more marks in any one of the papers, will be granted exemption in that paper and will not have to reappear in that paper next time.

10. **Use of unfair means:**
    Any candidate who is found to be copying from the answer paper of another candidate(s) or from any written...
paper or document found in unauthorized possession of him or in any other way obtaining help from or giving help to other candidate(s) by irregular means, or found to be in possession of a book, which is not authorised to be used or any written paper or documents, 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. Even at the time of valuation, if it is concluded that there is a suspicion that 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 centres of the examination, the examination of the concerned examination centre/s will be liable to be cancelled.

11. Procedure for supply of Mark List:

Immediately on declaration of the result of the examination, the statement of marks of all the candidates appearing in the examination will be sent to the respective Region for communicating to the candidates. The mark list would be treated as confidential and handed by a responsible officer and the mark list should be supplied only to the candidate concerned who appeared in the Examination.

12. Retotalling and verification of marks:
(a) If a candidate desires retotalling of his marks and verification of the fact that all answers written by him have been duly assessed by the examiner, he should submit an application with a fee of Rs. 100/- per paper to the Central office through his Regional Office/ Sub-regional Office for under taking the retotalling and verification.
(b) Such applications must be submitted within two weeks from the date of communication of the respective results. Any application submitted thereafter shall not be entertained.
(c) Fee paid for retotalling of marks will not be refunded in 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 totalling of the marks.

NOTE II: Revaluation of answer scripts is not permissible in any case or under any circumstances.

NOTE III: All fees received in response to the requests for retotalling and verification of marks shall be credited by the Regional Provident Fund Commissioner/ the Officer-in-charge of Sub-regional Office/ Assistant Provident Fund Commissioner (LA) on receipt to the Employees' Provident Fund Accounts No. 2/4 respectively.

13. The Zonal Training Institute shall conduct the Lower Division Clerk (Probationers) Examination in accordance with the guidelines that may be issued by the Examination Section in the Central Office and Assistant Provident Fund Commissioner (Probationers) Examination and Enforcement Officer/ Assistant Accounts Officer/ Superintendent (Probationers) Examination shall be Conducted by the Examination Section of Central Office.

14. Repeal & Saving:
The Assistant Provident Fund Commissioner (Probationers) Examination Scheme, 1991, the Enforcement Officer/ Assistant Accounts Officer/ Superintendent (Probationers) Examination Scheme, 1993 and the Lower Division Clerk (Probationers) Examination Scheme, 1993 are hereby repealed. Provided that such repeal shall not affect the previous position of the said Scheme or anything done or action taken thereunder.
I. Syllabus for Assistant Provident Fund Commissioner (Probationers) Examination.


From these books the following topics will be included in the syllabus.

(a) General System of financial management and control, powers of sanction, preparation of Budget, grant of appropriation, treatment of contingent and miscellaneous expenditure, stores, purchases, advances to employees.

(b) General outlines of the system of accounts, general principles and methods of accounts.

(c) Location of money standing in the Public Account, payment of Revenues into the Public Accounts Custody withdrawals & transfer of moneys, responsibility for money withdrawn.

(iii) Schedule of administrative & financial powers applicable to Employees' Provident Fund Organisation.

(iv) EPF (Staff & Conditions of Service) Regulations, 1962.

(v) EPF (CCA) Rules, 1971.

(vi) EPF (Allotment of Residences) Rules.

Paper V (i) FRs & SIs (the following topics will be included in syllabus):

(a) General Conditions of Service, Foreign service, Deputation, Fixation of Pay, EB, Pay during suspension under various contingencies, TA & LTC Rules.

(ii) CCS (Leave) Rules, 1972.

(iii) CCS (Joining Time) Rules, 1979.

(iv) CCS (Conduct) Rules, 1964.

(v) CCS (Pension) Rules 1972.

(vi) DPC Guidelines.
SYLLABUS FOR ENFORCEMENT OFFICER/ASSISTANT ACCOUNTS OFFICER/SUPERINTENDENT (PROBATIONERS) EXAMINATION

PAPER-I

Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and Manual for Inspectors


Note: Candidates will be required to quote sections/paragraphs/authorities, relevant to the answer.

PAPER-II

Schemes framed under the Employees' Provident Funds & Miscellaneous Provisions Act, 1952

1. Employees' Provident Fund Scheme, 1952.
2. Employees' Deposit-Linked Insurance Scheme, 1976.

Note: Candidates will be required to quote paragraph/authorities, relevant to the answer.

PAPER-III


1. System of Accounts, including practicals on repayment of provident fund dues of the members, benefits under Employees' Pension Scheme and Employees' Deposit-linked Insurance Scheme, Transfer of Accounts, Investment of Funds, Acceptance of past Accumulation dues, compilation of Balance Sheet and receipt and payment accounts etc.
2. Manual of Accounting Procedure (as updated/corrected/amended/revised--uptodate)

vol.I
Part-I (General)
Part-II (EPF Scheme, 1952)
Part-IV (ELDI Scheme, 1976)
Procedure for settlement of claims under EP Scheme, 1995)

vol.II
Part-V - Registers - special proforma; AND

Part-VI - Forms
Establishment Rules (70 Marks)

**PART-A**

Staff Service Regulations and other Service Matters

1. Employees' Provident Fund (Staff & Conditions of Service) Regulations, 1962 (as amended up to date).
9. CCS (Joining Time) Rules, 1979;
10. CCS (Leave) Rules, 1972;
11. CCS (Pension) Rules, 1972;
12. CCS (TA) Rules and Leave Travel Concession.
13. Rules relating to Productivity Linked Bonus (EPF), Medical Reimbursement/ Allowance, Group Insurance Scheme and House Building Advance.

**Note:** Questions may be set also on practical problems on fixation of pay, leave, TA and Pension, which could be handled by the candidates without the help of books.

**PART-B**

Treasury and General Financial Rules & Principles of Auditing (30 Marks)

1. General System of financial management and control, powers of sanction, preparation of budget, grant of appropriation, treatment of contingent and miscellaneous expenditure, stores, purchases, advances to employees.
2. General outlines of the system of accounts, General principles and methods of accounts.
3. Location of money standing in the Public account, Payment of Revenues into the Public Accounts, Custody, Withdrawals and Transfer of Moneys, responsibility for money withdrawn.
Principles and Practices of Accountancy, Investment Accounts and Elementary Principles of Banking

An elementary paper is to be set on the following topics:

1. Fundamentals of Double Entry, Book-keeping up to Trial Balance;
2. Cash Book – Petty Cash Book;
4. Bank Reconciliation Statement;
5. Trading Account, Profit & Loss Account and Balance Sheet (in respect of single traders only);
6. Capital and Revenue Accounts; Receipts and Payment Accounts, Income and Expenditure Accounts;
7. Bills of Exchange, Promissory Notes and Cheques;
8. Depreciation and Reserves;
9. Double Account System;
10. Correction of errors;
11. Stock Exchange Transactions, Investment Accounts and Valuations;
III

Syllabus for Lower Division Clerk (Probationers) Examination

PAPER-I


Candidates will be expected to have a broad idea of the provisions of the Employees’ Provident Funds & Miscellaneous Provisions Act and all the schemes framed thereunder. Simple questions to test practical knowledge could also be asked.

PAPER-II

1. Manual of Accounting Procedure

2. Functions of various branches of Regional Offices/ Central Office;

3. Procedure for maintenance of various registries; Scrutiny of forms;

4. Grant of withdrawals;

5. Settlement of EPF Accounts;

6. Transfers;

7. Payment of EPS and EDLI benefits;

8. Compiling of Annual Accounts of the members; and


2. Office Procedure

Questions on Office Procedure as they come across in day to day work viz. :

1. Dak-receipt; Registration & Distribution;

2. Receipts – Submissions & Diarisation;

3. Action on receipts;

4. Forms and Procedure of Communication;

5. Filing System;

6. Drafting replies/ notings;

7. Distribution of work, dak in Regional Office/ Sub-Regional Office;

8. Receipt & Disposal of Claims in Regional Office/ Sub-Regional Office.

Books for Reference


PAPER-II : [Inadequate information provided]
According to Para 5 of the Employees' Provident Fund (Probationers) Examination Scheme, 1997 circulated vide our letter under reference, a probationer will be allowed a maximum of three chances to qualify the examination within the normal period of probation. In case the candidate fails to qualify the examination within three chances, the question of further extension of his probation for a period of one year or termination of his services will be examined by the competent authority. In case of extension of period of probation, the probationer may be allowed further two additional chances to qualify the examination.

2. The question of number of chances to be allowed to a probationer was reviewed and placed before the 35th Meeting of the Executive Committee held on 2nd December, 2000. The Executive Committee has approved the amendment in Para 5 of the Employees' Provident Fund (Probationers) Examination Scheme, 1997 with regard to number of chances. The existing provision and the amended provision are reproduced below:

<table>
<thead>
<tr>
<th>Existing Provision</th>
<th>Amended Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) A probationer will be allowed a maximum of three chances to qualify the examination within the normal period of probation as prescribed in the relevant recruitment rules. In case the candidate fails to qualify the examination within three chances, as stated above, the question of further extension of his probation for a period of one year or termination of his services will be examined by the competent authority keeping in view all the relevant facts and circumstances of the case. In case of extension of period of probation, the probationer may be allowed further two additional chances to qualify the examination.</td>
<td>(i) A probationer has to appear and qualify the probationer examination(s) conducted within the normal period of probation as mentioned in Para. 6 (3) of the EPF (Staff and Conditions of Service) Regulations, 1952. 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 probation or termination of his 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 the terms and conditions of appointment.</td>
</tr>
<tr>
<td>(ii) A probationer shall not be entitled to for his annual increment until he qualifies the examination.</td>
<td>(ii) A probationer shall not be entitled to for his annual increment until he qualifies the examination.</td>
</tr>
</tbody>
</table>
3. In view of the above, para 5 of the Employees’ Provident Fund (Probationers) Examination Scheme, 1997 stands amended and all probationers who are yet to qualify the probationary examination as on 2nd December, 2000 will be governed by the above amended provision.

Please acknowledge receipt.

Yours faithfully,

(G. DIANDAPANI)
REGIONAL PROVIDENT FUND COMMISSIONER (EXAM.)

Copy forwarded for information and necessary action to :-

1. All Addl. CPFCs and FA & CAO.
2. Director, NATKSS.
3. RPFC (HRM) / APFC (HRM I & II), Head Office
4. All Zonal Training Institutes
5. All Officer In-charge of Sub-Regional Offices / Sub Accounts Offices
6. P.S. to CPFC
7. Guard File.

(P. G. DANERJEE)
ASSISTANT PROVIDENT FUND COMMISSIONER (EXAM.)