



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation (Ministry of Labour & Employment, Govt. of
India)

30-31 इंस्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली - 110058,
30-31 Institutional Area, Janakpuri, New Delhi - 110058



File No. **33/2/2020-21/पीडीनास/सहायकअनुभागअधिकारीपरिवीक्षाधीनपरीक्षा/15** Date:

To,

03 JUL 2024

All Zonal Addl. CPFCs (HQ)/Addl. CPFC (EXAM)/ Addl. CPFC,
Zonal Training Institutes/RPFC-I, ZTIs/All RPFC (OIC).

Subject: Probationary Examination for ASOs- regarding.

Madam/Sir,

The Competent Authority has decided to conduct the Probationary Examination for ASO's who either failed to qualify or remained absent in the earlier Probationary Examinations held on 05.09.2022 to 08.09.2022, 03.06.2023 & 19.02.2024 to 20.02.2024 as per the examination scheme i.e. Employees' Provident Fund Assistant Section Officer (Probationers) Examination Scheme, 2020 (Copy enclosed).

2. In view of the above, it has been decided to conduct the Probationary Examination for the said ASOs on 22.07.2024. The Examination will be conducted as per syllabus contained in examination scheme mentioned above. The detailed schedule of Probationary Examination is given below:

Sl. No.	Date of Exam	Subject	Paper	Time	Marks
1.	22.07.2024 (Monday)	Establishment Rules	III	10:00 AM to 1:00 PM (3 Hrs.)	100

3. The following instructions are issued for the Zonal Training Institute North Zone, Faridabad where examination is to be conducted and for the candidates appearing in the examination:

(i) The details of the candidates who have to appear in the said examination is attached as Annexure-I.

(ii) There shall be a Board of Examination constituted at Zonal Training Institute North Zone, Faridabad by the Addl. CPFC/Regional Provident Fund Commissioners-I of the Zonal Training Institute North Zone, Faridabad. The Board of Examination shall

consist of a Nodal Officer, Invigilators and an Observer/Invigilator either from ESIC or any other Central Government Office situated in 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') 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.

(iii) The question paper cum answer booklet will be sent through encrypted file to the Zonal Training Institute North Zone, Faridabad at email ID of the Nodal Officer designated for conducting the Examination.

(iv) The password of the encrypted question paper cum answer booklet will be shared with the Nodal Officer 60 minutes prior to the examination. The Nodal Officer will open each question paper cum answer booklet received through email and will take print outs of the same to be distributed amongst the candidates.

(v) The question papers cum answer booklet will be distributed to the candidates at the time of examination.

(vi) The candidate will be required to write their Roll Number on the Top right-hand corner of the question paper cum answer booklet. The candidates will answer the multiple-choice questions in the grid provided on the question paper cum answer booklet. The answers to the subjective type questions will be made in the space provided below each question.

(vii) The Question Paper cum Answer 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.

(viii) After completion of each paper the question cum answer booklet shall be collected by the invigilator.

(ix) After completion of each paper, the Nodal Officer shall seal all question paper cum answer booklets and shall be responsible for getting evaluated the question paper cum answer booklets and forward the result to PDNASS within 07 days.

(x) It will be mandatory for all ASOs mentioned in Annexure-I to appear in the said exam.

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

(xii) 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 the session.

4. There will also be a Central Observer duly nominated by the Head Office. The Central Observer shall submit a report to the ACC(Exam), HO regarding the conduct of the exam as per the standing instructions issued in this regard.

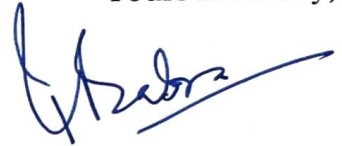
5. In case any ASO's name didn't figure in the aforesaid list or in case there is any other discrepancy in the list (Annexure-I) same may please be brought to the notice of PDNASS on or before 08.07.2024 through email to coe.pdnass@epfindia.gov.in

6. All the concerned controlling Officers/Officers-In-Charge are requested to issue Admit Cards (as per the prescribed format attached herewith) to the eligible candidates and also to send a copy of the same through email to Zonal Training Institute North Zone, Faridabad. Zonal Training Institute North Zone, Faridabad is also requested to follow up with the concerned ZOs/ROs for doing the needful.

Zonal Training Institute North Zone, Faridabad is requested to inform the constitution of the Board of Examination on or before 08.07.2024. It is also requested to take all other necessary action to ensure smooth conduct of the above examination.

(This issues with the approval of Competent Authority)

Yours faithfully,



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

Enclosures:

1. List of eligible ASO's along with Roll numbers (Annexure-I)
2. Format of certificates (Forms 'A' to 'F')
3. Format of Identity Card to be issued by the concerned office.
4. Examination Scheme dated 20.07.2020

Copy for information please:

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

Employees Provident Fund Organisation

ADMIT CARD

Exam Code: ASOs-PROB 2024/III

DR ASOs (Probationers) Examination-2024/III

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.				

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
PROBATIONARY EXAMINATION FOR ASOs (DR) (22nd July 2024)
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
PROBATIONARY EXAMINATION FOR ASOs (DR) (22nd July 2024)
ATTENDANCE SHEET OF CANDIDATES WITH THEIR SIGNATURE

Centre _____

Time :

Date:

Subject:

Paper No.:

S. No.	Roll No.	Full Name (Sh./Smt./Kum.)	Dated initial of the Candidates
1.			
2.			

Date:

(Nodal Officer)
Signature
Seal

(FORM NO. 'C')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR ASOs (DR)) (22nd July 2024)

CERTIFICATE REGARDING SEALING OF QUESTION PAPER CUM ANSWER BOOKLETS

Centre _____

Certified that Question cum Answer Booklets of ASOs (Probationary) Examination held on _____ for Paper No. _____ & _____ in respect of Probationary Examination for ASOs 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
PROBATIONARY EXAMINATION FOR ASOs (DR) (22nd July 2024)
CERTIFICATE REGARDING CONDUCT OF EXAMINATION WITH TOTAL OBJECTIVITY,
FAIRNESS AND PROPER SUPERVISION.

Centre _____

1. Certified that the Probationary Examination for ASO (Probationary) Examination held on _____ at (Centre) _____ has been conducted at the concerned centre 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 complied and papers/materials sealed in the presence of the Board of Examination for being dispatched to the prescribed centre/office.

Date :

(Nodal Officer)
Signature
Seal

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR ASOs (DR) (22nd July, 2024)

Centre _____

SEATING ARRANGEMENT PLAN

DATE: _____

PAPER NO.: _____

PAPER _____ (Subject)

(Please show seating plan of Exam Hall)

No. of Candidates:

No. of Absentees: (Roll Nos. _____)

Date:

(Nodal Officer)
Signature
Seal

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR ASOs (DR) (22nd July, 2024)

ATTENDANCE SHEET OF BOARD OF EXAMINATION, CENTRAL OBSERVER AND INVIGILATORS

Centre _____

Name & designation

Signature

1. _____
(Nodal officer)

2. _____
(Invigilator)

3. _____
(Observer)

Date:

(Addl. CPFC/Regional Provident Fund Commissioner-I)
ZTI North Zone, Faridabad

ANNEXURE-I

Sl. No.	Name of ASOs DR/MR/MRS/SH/SMT	FATHER'S NAME MR/SH	CATEGORY	ROLL NO	EXAM CENTRE	PAPER in WHICH HAVE TO APPEAR	PLACE OF POSTING
1	SANJEEV KUMAR SINGH	AMRENDRA SINGH	EWS	ASO/PE/322	ZTI North Zone	III	Head Office
2	ABHISHEK GUPTA	DHARAM RAJ GUPTA	OBC-NCL	ASO/PE/332	ZTI North Zone	III	Head Office



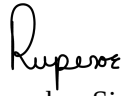
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भीकाएजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



NOTIFICATION
New Delhi, 20th July, 2020

The Central Provident Fund Commissioner hereby notifies the enclosed Examination Scheme, namely Employees' Provident Fund Assistant Section Officer (Probationers) Examination Scheme, 2020. The Scheme shall come into force with immediate effect.

Enclosure: As above.


(K. Rupeshor Singh)
Regional P.F. Commissioner-I (Exam.)

No. A-31011/1/2020-EXAM/14

Date: 20/07/2020

Copy to:-

1. Staff Officer to CPFC
2. PS to FA& CAO
3. PPS/PS/PA to All Addl. CPFC (HQ)
4. PPS to CVO
5. PS to Director, PDNASS
6. All Addl. CPFC
7. All Regional P.F. Commissioner-in-charge of the Regional Offices/ All Zonal Training Institutes.
8. RPFC (NDC) for uploading on website (Both in circular section and Rules & Regulation section)
9. Assistant Director(OL), for Hindi Version
10. Guard File

**EMPLOYEES' PROVIDENT FUND
ASSISTANT SECTION OFFICER (PROBATIONERS)
EXAMINATION SCHEME, 2020**

1. Short Title, Application & Commencement:

- i. This Scheme may be called the Employees' Provident Fund Assistant Section Officer (Probationers) Examination Scheme, 2020.
- ii. It shall come into force from such date as may be notified by the Central P.F. Commissioner.

2. Definition :

- i. 'Examination' means Assistant Section 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 mandatory for all employees appointed in the organisation against direct recruitment quota vacancies in the cadre of Assistant Section Officer 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 as prescribed under the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulations, 2008 as amended from time to time 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 given chance(s) to appear in the Examination during the extended period of probation, if any.

4. Syllabus: The examination shall consist of four papers with 100 marks in each paper and shall be conducted in two phases:

- i) Phase-I: Assessment Examination conducted at the time of Induction Training of the probationers, classified as such and conducted by the organisation.

Sl No.	Subject	Paper	Time	Marks
1	Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder.	I	30 Minutes	15
2	i) General Office Procedure, ii) Manual of Accounting Procedure, iii) Noting & Drafting, iv) Services provided by EPFO, v) RTI Act, 2005, vi) National Pension scheme, vii) Hierarchy of Courts in India, viii) Fundamental, Constitutional & Statutory Rights, ix). Instructions issued by EPFO on forwarding of proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices.	II	30 Minutes	15
3	Establishment Rules	III	30 Minutes	15
4	Computer Proficiency Test	IV	30 Minutes	15

ii) PHASE-II: Examination conducted after completion of Induction Training of the Probationers.

Sl No.	Subject	Paper	Time	Marks
1	Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder.	I	2hours and 30 Minutes	85
2	i) General Office Procedure, ii) Manual of Accounting Procedure, iii) Noting & Drafting, iv) Services provided by EPFO, v) RTI Act, 2005, vi) National Pension scheme, vii) Hierarchy of Courts in India, viii) Fundamental, Constitutional & Statutory Rights, ix). Instructions issued by EPFO on forwarding of proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices.	II	2hours and 30 Minutes	85
3	Establishment Rules	III	2hours and 30 Minutes	85
4	Computer Proficiency Test	IV	2hours and 30 Minutes	85

NOTE 1: Combined score of both phases of the examinations in each paper shall be taken to determine whether a Probationer has qualified the examination or not.

NOTE 2: The syllabus of the examination may be as detailed in the schedule annexed. The question papers may consist of both types of question i.e. theoretical or objective or both.

5. **Medium of Examination:**

The medium of examination shall be Hindi / English. The probationer may write the examination either in Hindi or English except for Paper -IV (Computer Proficiency Test) which shall be in English only.

6. **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 and notified.
- ii. Every probationer who has not yet qualified in the Examination shall appear in the examination according to the programme of examination notified.

7. **Number of chances and time limit for qualifying the Examination:**

- i. A probationer has to appear and qualify the Assistant Section Officer (Probationers) Examination(s) conducted within the normal period of probation as mentioned in Para 7(3) of the Employees' Provident Fund (Officers and Employees' Conditions of Service) Regulation, 2008 as amended from time to time. 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 terms and conditions of appointment.
- ii. A probationer shall not be entitled to his annual increment until he qualifies the examination.

8. **Qualifying Marks:**

A candidate must obtain 40% marks in each paper separately and in aggregate. However, the qualifying marks in the case of SC/ST candidates will be 35% in each paper and in aggregate.

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 paper 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:**

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 be 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 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 centres 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:

After declaration of result and the same is uploaded on EPFO's website, 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 dully assessed by the examiner, he/she should submit an application to the Regional P.F. Commissioner (Examination) through their RPF-C-I of Regional Offices / Administrative Services Division (Head Office) with a fee of ₹100 per paper. RPF-C-I of Regional Offices / Administrative Services Division (Head Office) will forward the application with a certificate that a fee of ₹100/- per paper has been deposited by the candidates applying for re-totaling /verification of marks within the prescribed time.
- ii. Such applications must be submitted within 15 days from the date of communication of the respective results by the Examination Division, Head Office. Any application submitted thereafter shall not be entertained.
- iii. 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 Regional Provident Fund Commissioner In-charge of the Regional Office /Administrative Services Division (Head Office) to the Employees Provident Fund Account No.2/4 respectively.

SCHEDULE

SYLLABUS FOR ASSISTANT SECTION OFFICER (PROBATIONERS) EXAMINATION SCHEME, 2020

PAPER-I

TIME : 3 Hours	PAPER-I	Marks 100 (85+15)
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Employees' Provident Fund & Miscellaneous Provisions Act 1952 and the Schemes framed thereunder:

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

PAPER-II

TIME : 3 Hours	PAPER-II	Marks 100 (85+15)
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i) General Office Procedure, ii) Manual of Accounting Procedure, iii) Noting & Drafting, iv) Services provided by EPFO, v) RTI Act, 2005, vi) National Pension scheme, vii) Hierarchy of Courts in India, viii) Fundamental, Constitutional & Statutory Rights, ix) Instructions issued by EPFO on forwarding of proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices.

Part A :- General Office Procedure:

Question will be based on the Manual Office procedure that is prescribed in the Central Secretariat Manual Office Procedure (CSMOP) as amended from time to time.

Part B :-Manual of Accounting Procedure- Part-I:

Chapter -1: Administration of EPF & MP Act, 1952 and the Schemes, **Chapter-2.11:** Records Management-Retention of documents, **Chapter-3:** Duties and function, **Chapter-6:** Funds Management (Banking), **Chapter-7:** Cash Branch, **Chapter-8:** Investment, **Chapter-9:** Budget, **Chapter -10:**Balance Sheet, **Chapter-11:** SPF, Pension & Group Insurance Scheme, **Chapter-14:** Audit.

Part C :- Services Provided by EPFO:

Standard Operating Procedure (SoP) for claim settlement, Functions of Concurrent Audit in EPFO, Contents of EPFO's website, Function of CAIU, Services provided under ECR, UAN, Grievance Handling System in EPFO including EPFIGMS, Sharm Suvidha Portal, Member E-Seva, OLRE, Digital Life Certificate, Direct UAN Allotment by employees, Activation of UAN , UMANG App, EPFO dashboards and KYC of EPF Members.

Part D :- Noting& Drafting:

Noting on official subjects, drafting of official letters and Précis Writing.

Part E :- RTI Act,2005:

Section 2, 3,4,6,7,8,9,10 and 11 of Right to Information Act, 2005 as in force from time to time.

Part F:- National Pension Scheme:

Chapter-I of the PFRDA Act, 2003; Eligibility as notified under Gazette Notifications F No. 5/7/2003- ECB & PR dated 22-12-2003 or any subsequent notifications; Contributions as notified under Gazette Notifications F No. 5/7/2003- ECB & PR dated 22-12-2003 or any subsequent notifications; FAQ published by PFRDA on Withdrawal and Exit from NPS for Central Government Sector (CG) and Central Autonomous Bodies (CABs).

Part G ; -

- i. Hierarchy of Courts in India .
- ii. Fundamental, Constitutional and Statutory Rights .
- iii. Instructions on forwarding of Proposals for filing SLP before the Hon'ble Supreme Court of India and Proper handling of legal cases in Field Offices as contained in Circular no LC-2(1023)2017/BR/7362 dated 07/07/2017 on the subject and LC-9(12)2013/CPFC Ref./Pt./3865 dated 16/05/2014 and other subsequent circular issued by Legal Division of EPFO Headquarters on the subject.

PAPER-III

TIME : 3 Hours	PAPER-III	Marks 100 (85+15)
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Establishment Rules:

Part A :- Staff Service Regulation and other Service Matter:

- i. Employees' Provident Fund (Officers & Employees' Condition of Service) Regulations,2008 as amended from time to time.
- ii. Schedule of Administrative and Financial powers of Officials in EPFO as amended from time to time.
- iii. The E.P.F. Staff (Classification, Control & Appeal) Rules,1971 as amended from time to time.
- iv. The EPF, Central Board of Employees (Allotment of Residence) Rules, 1972 as

- amended form time to time.
- v. Employees' Provident Fund (Fixation of Seniority) Regulations, 1989 as amended from time to time.
 - vi. DoPT Instructions on Departmental Promotion Committee.
 - vii. Central Civil Service (Conduct) Rules, 1964.
 - viii. Central Civil Service (Joining Time) Rules, 1979.
 - ix. Central Civil Service (Leave) Rules, 1972.
 - x. Central Civil Service (Pension) Rules, 1972.
 - xi. Leave Travel Concession Rules.
 - xii. GPF (CS) Rules, 1960.
 - xiii. Central Services (Medical Attendance) Rules, 1944.
 - xiv. DoPT Instructions on Reservation in Service and preparation of Post Based Roster etc.
 - xv. Recruitment Rules of all cadres in EPFO.
 - xvi. MACP Scheme.
 - xvii. Official Language Rules, 1976 as amended from time to time.

Part-B:- Fundamental Rules & Supplementary Rules:

Definitions, Lein, General Condition of Service, Foreign Service, Deputation, Retirement, Standard License Fee, pay and Allowance, Fixation of Pay, Dismissal Removal and Suspension, Traveling Allowance.

Part -C :- General Financial Rules, 2017:

Chapter-2: General System of Financial Management, **Chapter -3:** Budget Formulation and Implementation, **Chapter-4:** Government Accounts, **Chapter-6:** Procurement of Goods and Service Procurement of Goods, **Chapter-7:** Inventory Management, **Chapter-8 :** Contract Management, and **Chapter 12:** Miscellaneous.

PAPER-IV

TIME : 3 Hours	PAPER-IV	Marks 100 (85+15)
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Computer Proficiency Test:-

- i. Preparing a letter /order in Word File through mail merge function.
- ii. 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.
- iii. Preparing a power point presentation on given subject .
- iv. Preparing an excel spreadsheet and answering an arithmetic problem.
- v. Preparing pie chart/bar graphs /diagrams in MS -Excel based on data provided.
- vi. Use of "Pivot" in MS Excel to generate data analysis report from a given spreadsheet.
