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INDIA 2023

कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
धर्म एवं रोजगार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
मुख्य कार्यालय/Head Office  
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Date: 01.12.2023

To

All Addl. CPFC (HQ)/ACC (Zones)/ACC (ASD)  
Director (PDNASS)  
All Regional PF Commissioners-in-charge  
of the Regional Offices/RPFC-I(ASD)

**Subject: Employees' Provident Fund Senior Secretariat Assistant Limited  
Departmental Competitive Examination Scheme, 2023- Regarding**

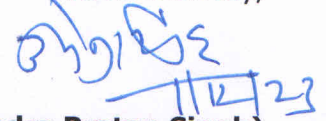
Madam/Sir,

I am directed to forward herewith the 'Employees' Provident Fund Senior Secretariat Assistant Limited Departmental Competitive Examination Scheme, 2023' as approved by the Competent Authority.

Employees' Provident Fund Senior Secretariat Assistant Limited Departmental Competitive Examination Scheme, 2023 will come into force from the date of issue of this circular. This may be circulated to all concerned. A copy may also be displayed on Notice Board.

Encl: As above

Yours faithfully,



(Upendra Pratap Singh)  
Regional P.F Commissioner - I (Exam)

Copy to:

1. PS to CPFC
2. All Zonal Training Institutes
3. Assistant Director (OL) – for Hindi Version
4. RPFC (NDC) for uploading the same on EPFO website.
5. Guard File



(Upendra Pratap Singh)  
Regional P.F Commissioner - I (Exam)

**Limited Departmental Competitive Examination Scheme for promotion to  
the post of Senior Secretariat Assistant in Employees Provident Fund  
Organisation, 2023**

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

(i) This Scheme shall be called the 'Employees' Provident Fund Senior Secretariat Assistant Limited Departmental Competitive Examination Scheme, 2023.

(ii) The scheme is in response to Recruitment Rules dated 19th February, 2020 to the post of Senior Secretariat Assistant. The examination under this Scheme shall be held for filling up the vacant posts of **Senior Secretariat Assistant** falling under Examination Quota as prescribed in the relevant Recruitment Rules.

(iii) It shall come into force from the date of its notification. It shall supersede all provisions of the Employees' Provident Fund Upper Division Clerks Limited Departmental Competitive Examination Scheme, 2016' except otherwise provided in this Scheme. It shall be applicable to the examinations conducted after its notification.

(iv) The Central P F Commissioner may, from time to time, give such directions as considered fit for the fair and transparent conduct of examination and when any such direction is given, such direction shall be binding.

**2. DEFINITIONS:**

- (a) "**Examination**" for the purpose of this Scheme means the Limited Departmental Competitive Examination for promotion to the post of Senior Secretariat Assistant for filling up vacancies against examination quota in the cadre.
- (b) "**Organisation**" means Employees' Provident Fund Organisation.
- (c) "**Paper**" means question paper(s) specified in Para 6 of the Scheme.
- (d) "**Syllabus**" means the syllabus prescribed for the Examination at (a) above
- (e) "**Vacancy year**" means the Calendar year.
- (f) "**DPC**" means Departmental Promotion Committee as per the Recruitment Rules for the post of Senior Secretariat Assistant in the Employees' Provident Fund Organisation.
- (g) "**DOPT**" means "Department of Personnel and Training" under the Ministry of Personnel, Public Grievances and Pensions, Government of India.

- (h) **"Liaison Officer/ Chief Liaison Officer"** means the officers duly appointed for ensuring implementation of beneficial provisions for each reserved category - SC/ST/OBC/ PwBD and others as per the extant rules.
- (i) **"Screening Committee for Determination of Vacancies"** means a Committee constituted as per the constitution of DPC prescribed for the RR.

### **3.DETERMINATION OF VACANCIES:**

- (i) ASD (EPFO, HQ) shall finalize the vacancies under the Examination Quota in all categories and forward the same to Head Office, HRM Division along with the certificate of the Liaison Officers / Chief Liaison Officer and the Screening Committee constituted for determination of vacancies. The vacancies so determined shall be forwarded to Examination Section by HRM Division, Head Quarters.
- (ii) The vacancies so received from HRM Division shall be circulated to all offices through a circular. The Examination will be conducted for filling up these vacancies.
- (iii) Vacancies which remain unfilled based on the result of the examination shall be filled up from the subsequent examinations only.

### **4.ELIGIBILITY**

#### **4(a)**

- (i) The required qualifications and eligibility conditions for appointment to the post of Senior Secretariat Assistant under Examination Quota will be same as prescribed under the notified Recruitment Rules.
- (ii) The crucial date to determine the eligibility of the candidate to appear in the examination shall be as per the extant guidelines of DoP&T.
- (iii) On receipt of the applications, the Officer in Charge of ASD (EPFO, HQ) shall examine the eligibility of the candidates based on the service particulars of the candidates and forward the details to Examination section, EPFO, HQ. In case of any change in the eligibility of the candidate, such change may first be communicated to the candidate and thereafter forwarded to Examination section, EPFO, HQ.
- (iv) In case a candidate who has applied for the examination is found to be ineligible as per rules, the candidate shall be intimated within 5 days of receipt of the application citing the rule provisions due to which he / she is found ineligible.
- (v) The candidate may submit a representation for reconsideration to the concerned Officer in Charge of the ASD (EPFO, HQ) giving detailed reasons for reconsideration within 5 days of receipt of rejection of application failing which his / her representation shall not be considered.

- (vi) Officer in Charge of the ASD (EPFO, HQ) may take care that the final list of eligible candidates should be forwarded only after ensuring that the rejected candidates have been intimated as per the rules.

**4(b) Employees under Suspension / undergoing Disciplinary Proceedings / Criminal Proceedings/ Undergoing Punishment**

The officials who are eligible but are under suspension or against whom disciplinary proceeding / Criminal proceedings are pending / undergoing penalty may be permitted to appear in the examination. The result will be declared based on the merit of the candidate. DPC shall follow the DOPT instructions in regard to such cases.

**5. PREPARATION OF MERIT LIST:**

- (i) The examination is a Competitive Examination.
- (ii) A single Merit List of Qualified Candidates for the number of vacancies for which the examination has been conducted for each category will be prepared arranging the candidates in the order of merit based on the total marks obtained in all the papers, subject to the candidates having secured the minimum qualifying marks prescribed for each paper.
- (iii) A Waiting List shall also be prepared on the same lines as the Merit List of Qualified Candidates, which shall be utilized in the event that any person from the Merit List is not found fit by the DPC for promotion or does not join the post after promotion or refuses the promotion for any reason whatsoever. The Waiting List shall not exceed 20 percent of the notified vacancies for the examination, subject to a minimum of one candidate.
- (iv) The validity period of waiting list shall be one year from the date of declaration of the result or till the conduct of the next examination whichever is earlier.
- (v) The DPC shall make recommendations for promotion against the examination quota vacancies on the basis of the Merit List of Qualified Candidates and duly assessing their fitness based on other criteria as contained in the Recruitment Rules.
- (vi) In case any vacancy remains unfilled in the event that a person in the Merit List is found to be unfit for promotion by the DPC or due to non-joining of candidates recommended and offered promotion shall be filled up from the available candidates in the Waiting List.

## **6. DETAILS OF EXAMINATION:**

<b>Sl. No.</b>	<b>Paper</b>	<b>Time</b>	<b>Marks</b>	<b>Type of Exam</b>	<b>Subject</b>
1	I	2 Hrs	100	Computer Based with Multiple Choice Questions (MCQs)	English, FR, SR, GFR & RTI Act
2	II	2 Hrs	100		EPF & MP Act 1952 & Schemes framed thereunder, Arithmetic & Numerical Ability and Computer Proficiency
3	III	10 Minutes	Qualifying Paper	Practical	Typing Test

**Note:** The syllabus for the various papers are given in the Annexure to this Scheme. The questions shall be based on the up-to-date and amended rules / provisions on the subjects. The questions shall be of Objective Type. The pattern of examination will be decided from time to time by the Competent Authority and notified at the time of notification of the Examination.

## **7. MEDIUM OF EXAMINATION:**

The Medium of examination shall be Hindi / English except to the extent specially directed. The candidates are required to give a specific option for a language for writing the examination, However, the English section of the Paper is required to be written in English only or as directed in the question paper.

## **8. DATE OF EXAMINATION**

- a) The dates of the examination will be notified by the Head Office from time to time.
- b) The eligible officials who desire to appear in the examination will have to apply as per the notification issued by Head Office.

## **9. QUALIFYING MARKS AND METHOD FOR PREPARATION OF RESULT & PANEL:**

- (i) The candidates belonging to General Category who secure at least 40% marks in each paper and candidates belonging to SC/ST/PwBD Category who secure at least 35% marks in each paper shall be eligible to be considered for inclusion in the merit list.
- (ii) The candidates eligible to be considered for the merit list as per Para 8(i) shall be arranged in a single list for each category and for each Region/Head Office/All India Cadre in the order of merit taking into account the total marks secured by them in the examination.

- (iii) The fact that a General candidate has obtained at least 40% marks in each paper and SC/ST/PwBD candidate obtained 35% marks in each paper and has been placed in the merit list will not entitle him/her to claim the right of promotion to the higher post. All candidates who fail to be promoted by the competent authority - either due to their not fulfilling of the eligibility condition or due to lack of vacancies in their category and/ or vacancy year or other reasons shall be considered to be unsuccessful in the examination.
- (iv) In case two or more candidates have the same marks, the candidate senior-most in the feeder cadre will be considered as having higher rank than the other candidate(s) and will be first considered for promotion subject to fitness and eligibility.
- (v) Those SC/ST/PwBD candidates who qualify as per General Category norms (both minimum qualifying marks in each paper as well as overall merit as per General Norms) shall be eligible to be considered against the General Category merit if they are within the panel for General category vacancies failing which they shall be considered against their respective categories. These instructions shall be subject to DOPT instructions issued from time to time and applicable at the time of conducting of the examination.

#### **10. COMMUNICATION OF RESULT:**

The list of candidates declared successful in the Examination will be circulated for information of all the candidates.

#### **11. PROCEDURE FOR SUPPLY OF MARK LIST:**

The marks obtained by Candidates in all the Papers shall be intimated to the Candidates.

#### **12. USE OF UNFAIR MEANS:**

Any candidate who is found to be copying from the answer paper of another candidate or from any written paper or document brought by him / her, or in any other way obtaining help or giving help to other candidates by irregular means, or is found to be in possession of a book , mobile phones, Bluetooth devices and other electronic or other devices specifically banned which is not authorised to be used or any written paper or document, or not following any other directions that have been issued, he/ she 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 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 centres will be liable to be cancelled.



**13. RETOTALING AND VERIFICATION OF MARKS:**

- (a) If a candidate desires re-totaling of his/her marks and verification of the fact that all answers written by him/her have been duly assessed by the examiner, he/she should submit an application to the Regional PF Commissioner (Examination) through the Officer in-Charge of ASD (Head Office) for undertaking the re-totaling and verification. The application must be supported with confirmation from Officer in-Charge of ASD (Head Office) that a **fee of Rs.100/- per paper** has been deposited by the candidates applying for re-totaling / verification of marks within the prescribed time.
- (b) 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.
- (c) 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 totaling of the marks.

**Note II:** Revaluation of answer scripts 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 ASD (Head Office), to the Employees Provident Fund Account No.4.

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**Syllabus to the Employees' Provident Fund Senior Secretariat Assistants  
Limited Departmental Competitive Examination Scheme 2023**

<b>Paper</b>	<b>Time</b>	<b>Marks</b>	<b>Type of Exam</b>	<b>Subject</b>
<b>I</b>	<b>2 Hours</b>	<b>100</b>	<b>Computer Based with Multiple Choice Questions (MCQs)</b>	<b>English, FR, SR, GFR &amp; RTI Act</b>

**TITLE: English, FR, SR, GFR etc.**

**PART A – English – 40 MARKS**

**Grammar & Verbal Ability**

- Correct usage, nouns, pronouns, adjectives, verbs, prepositions and conjunctions,
- Formation of sentences with the given words and phrases
- Narration: Direct and Indirect
- Transformation of sentences, interchange of active & Passive, Affirmative & Negative.
- Punctuation.

**PART B: FR, SR, GFR & RTI – 60 MARKS**

Questions of an elementary nature will be set on:

Definitions; general conditions of service, fixation of pay (special pay), Increments, general principles and different kinds of leave; TA for Local Journey and on tour & Transfer; Leave Travel Concession; Joining Time; Interest Free; Interest bearing advances and GeM.

RTI Act & Grievance Redressal Mechanism of EPFO.

<b>Paper</b>	<b>Time</b>	<b>Marks</b>	<b>Type of Exam</b>	<b>Subject</b>
<b>II</b>	<b>2 Hours</b>	<b>100</b>	<b>Computer Based with Multiple Choice Questions (MCQs)</b>	<b>EPF &amp; MP Act &amp; Schemes Framed Thereunder, Arithmetic, Numerical Ability &amp; Computer Proficiency</b>

**TITLE: EPF & MP ACT & SCHEMES FRAMED THEREUNDER, ARITHMETIC &  
NUMERICAL ABILITY**

**PART A: EPF & MP ACT & SCHEMES FRAMED THEREUNDER – 40 MARKS**

1. The Employees' Provident Funds and Misc. Provisions Act, 1952
2. Employees' Provident Funds Scheme, 1952
3. Employees' Pension Scheme, 1995
4. Employees' Deposit – Linked Insurance Scheme, 1976
5. An overview of EPFO

**PART B: ARITHMETIC & NUMERICAL ABILITY – 40 MARKS**

Simplification, percentage, ratio and proportion, average, square root, simple and compound interest, discount, profit and loss, time and work, time and distance, tabulation etc.

**PART C: COMPUTER PROFICIENCY – 20 MARKS**

Basics of Computer, MS Office, etc.



<b>Paper</b>	<b>Time</b>	<b>Type of Exam</b>	<b>Subject</b>
<b>III</b>	<b>10 Minutes</b>	<b>Practical</b>	<b>Typing Test</b>

1. Candidates can opt to appear either in English or in Hindi Typing Test. Default Language will be English. In case, the candidate wants to appear in Hindi language, he/she will have to inform Examination Section at the time of submission of application for exam.
2. The Candidate will be provided a passage for English/Hindi Type Test, to be typed within 10 minutes on computer to assess candidates' typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute (in English) and 30 words per minute (in Hindi) correspond to 10500 Key Depression Per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. If required, PwBD candidates eligible to get scribe will get 15 minutes to complete the passage.

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