



"पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी"

"Pandit Deendayal Upadhyaya National Academy of Social Security (PDUNASS)"

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार

Employees' Provident Fund Organisation (Ministry of Labour & Employment, Govt. of India)

30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली 110 058

30-31, Institutional Area, JanakPuri, New Delhi-110058

दूरभाष-28524248, फैक्स-28525987

Email : natrss@epfindia.gov.in



File No. 33/1/2019-20/PDNASS/ 62

Date: 19 MAY 2023

To,

All Zonal Addl. CPFCs (HQ)/Addl. CPFC (ASD) (HQ)/
Addl. CPFC (Exam)/ Addl. CPFC, IS Division/ Addl. CPFC, ZO, Haryana/
Addl. CPFC, Zonal Training Institute/RPFC-I (North Zone), Faridabad.

**Subject: Probationary Examination for Assistant Section Officers (ASOs) Phase-I-
regarding.**

Madam/Sir,

The Probationary Examination for the ASOs was conducted in two phases i.e. Phase-I (15% Marks) and Phase-II (85% Marks). The Phase-I of ASOs Probationary Examination had been conducted previously at the time of Induction Training Programme on 24.10.2020 and Phase-II was conducted subsequently from 05.09.2022 to 08.09.2022. However, Phase-I of 29 candidates could not be conducted due to their belated joining in the service.

2. In view of the above, it has been decided to conduct Phase-I of the probationary exam in respect of the ASOs mentioned in Annexure-I. As per the approval of the competent authority, Phase-I of probationary exam will be conducted on **03rd June, 2023 from 10:00 AM to 1:00 PM at ZTI North Zone, Faridabad**. The detailed schedule of Phase-I exam is given below:

Sl.No	Paper	Subject	Date & Time of Exam	Duration (Minutes)	Total marks
1.	Paper-I	Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed there under.	03.06.2023 10:00 AM to 10:30 AM	30 Minute	15

2.	Paper-II	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, xi) 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.	03.06.2023 10:45 AM to 11:15 AM	30 Minute	15
3.	Paper-III	Establishment Rules	03.06.2023 11:30 AM to 12:00 PM	30 Minute	15
4.	Paper-IV	Computer Proficiency Test	03.06.2023 12:15 PM to 12:45 PM	30 Minute	15

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 above mentioned exam will be conducted at the Zonal Training Institute North Zone, Faridabad. The details of the candidates is attached as Annexure-I.

(ii) There shall be a Board of Examination constituted by Zonal Training Institute North Zone, Faridabad by the concerned 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. The Board of Examination shall be responsible for smooth conduct of the ASO's Probationary Phase-I Examination. The said Nodal Officer, Invigilators and Observer will be nominated by the Zonal Training Institutes, Faridabad. 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 ravindra.babra@epfindia.gov.in & natrss@epfindia.gov.in attaching therewith scanned copies of all the certificates duly signed by him/her with official seal.

- (iii) The question papers will be sent through encrypted file to the the Zonal Training Institute North Zone, Faridabad at email ID of the Nodal Officer designated for conducting the ASOs Phase-I Probationary Examination.
- (iv) The password of the encrypted question paper will be shared with the Nodal Officer 30 minutes prior to the examination. The Nodal Officer will open each question paper received through email 30 minutes prior to the start time of each paper and will take print outs of the same to be distributed amongst the candidates.
- (v) The question papers will be distributed to the candidates at the time of examination.
- (vi) The candidate will be required to write his/her Roll Number on the Top right hand corner of the question paper. The candidates will mark their answers on the question paper itself by Tick mark (☑) in ink (Blue Ball pen) at the option given below each question. Any subsequent change, after marking of the answer, will not be acceptable. No mark will be allotted in case there are more than one options marked by any candidate for any question.
- (vii) After completion of each paper the question cum answer booklet/paper shall be collected by the invigilator before distributing the question/answer booklet of next paper.
- (viii) After completion of each paper, each sheet of the question paper will be got signed from the candidate in the presence of the Nodal Officer and will be countersigned by the Invigilator.
- (ix) After completion of all the four papers, the Nodal Officer shall seal all answer sheets duly answered by the candidates in a sealed cover with his/her official stamp and submit to Addl. CPFC/Regional Provident Fund Commissioners-I of the ZTI North Zone, Faridabad. These answer sheets will be kept with the Addl. Central PF Commissioner of the ZTI North Zone, Faridabad. The ZTI, North Zone will forward the same to the PDNASS within 03 days of completion of exam in a sealed cover with his/her official stamp to be addressed to Sh. Ravindera Babra, RPFC-I (Controller of examination), PDNASS.
- (x) The Nodal Officer shall ensure that the cameras of the examination halls remain switched on throughout the duration of the exam and the recording of the same to be kept with the Zonal Training Institute North Zone, Faridabad.
- (xi) It will be mandatory for ASOs (DR) mentioned in Annexure-I to appear in the said exam.

4 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 26.05.2023.

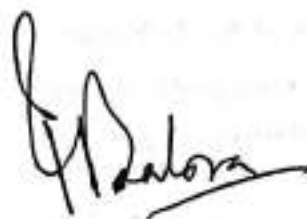
5. The format of identity card is also enclosed with this letter and the same may be verified by the concerned office where the concerned ASO is posted and copy of the same may be forwarded to the Zonal Training Institute North Zone, Faridabad.

Zonal Training Institute North Zone, Faridabad is requested to inform the constitution of the Board of Examination on or before 25.05.2023. It is also requested to take all other necessary action to ensure smooth conduct of the above examination.

Yours faithfully,

Enclosures:

1. List of eligible ASOs along with Roll numbers
2. Format of certificates (Forms 'A' to 'F')
3. Format of Identity Card to be issues by the concerned office



(Ravindera Babra)

Regional P.F. Commissioner-I

Copy for information please:

1. PS to CPFC
2. Addl. CPFC (HQRs) (HRM)
3. CVO for information
4. Director, PDNASS
5. ACC (ASD)
6. NDC, Dwarka
7. ADC, Secunderabad
8. The Zonal Office Haryana.
9. The RPFC-I (Exam), HQRs
10. The RPFC-I (NDC) with the request to post the above circular on the website.
11. Guard File

ANNEXURE-I**LIST OF CANDIDATES**

Sr. No.	Name of ASOs DR/MR/MRS/SH/SM T	FATHER'S NAME MR/SH	CATEGORY	ROLL NO	Place of Posting	Name of Exam centre
1	RAVINA SONI	SURENDER KUMAR SONI	OBC-NCL	ASO/PE/128	Haryana	ZTI, North Zone
2	HARJYOT SINGH MEHTA	GURDEEP SINGH	EWS	ASO/PE/308	Head Office	ZTI, North Zone
3	KAVISH KUMAR RATHORE	MADAN LAL RATHORE	OBC-NCL	ASO/PE/309	Head Office	ZTI, North Zone
4	AMAN	RAJKUMAR	OBC-NCL	ASO/PE/310	Head Office	ZTI, North Zone
5	PRONOJIT SAHA	PRANAB KUMAR SAHA	UR	ASO/PE/311	Head Office	ZTI, North Zone
6	VISHWAJEET SRIVASTAVA	ASHOK KUMAR SRIVASTAVA	UR	ASO/PE/312	Head Office	ZTI, North Zone
7	RICHARD MARIA LEVIN J	JESURAJA M	UR	ASO/PE/313	Head Office	ZTI, North Zone
8	ISHA BHATIA	PREM SINGH BHATIA	SC	ASO/PE/314	Head Office	ZTI, North Zone
9	PRIYA KUMARI	PRATAP SINGH	SC	ASO/PE/315	Head Office	ZTI, North Zone
10	SUKHVINDER SINGH	KALU RAM	SC	ASO/PE/316	Head Office	ZTI, North Zone
11	DILEEP KUMAR MEENA	HARI SINGH MEENA	ST	ASO/PE/317	Head Office	ZTI, North Zone
12	ANJALI ASHOK PENDAM	ASHOK	ST	ASO/PE/318	Head Office	ZTI, North Zone
13	ROHIT G	MUNIRATHNAMAIAH G	OBC-NCL	ASO/PE/319	Transferred from NDC, Dwarka to ADC, Secunderabad against Head Office strength	ZTI, North Zone

14	RAUNAK KUMAR	ASHOK KUMAR	OBC-NCL	ASO/PE/320	Head Office	ZTI, North Zone
15	ASHUTOSH YADAV	SAJJAN SINGH YADAV	OBC-NCL	ASO/PE/321	Head Office	ZTI, North Zone
16	SANJEEV KUMAR SINGH	AMRENDRA SINGH	EWS	ASO/PE/322	Head Office	ZTI, North Zone
17	DEEPAK CHHABRA	RAJKUMAR CHHABRA	EWS	ASO/PE/323	Head Office	ZTI, North Zone
18	HIMANSHU GUPTA	HARENDRA KUMAR GUPTA	EWS	ASO/PE/324	Head Office	ZTI, North Zone
19	SONAM KUMARI	SANJAY PRASAD SINGH	EWS	ASO/PE/325	Head Office	ZTI, North Zone
20	ADESH KAUSHIK	JAI PARKASH KAUSHIK	EWS	ASO/PE/326	Head Office	ZTI, North Zone
21	APARNA VATS	SANDEEP KUMAR SHARMA	EWS	ASO/PE/327	Head Office	ZTI, North Zone
22	SNEHITH GANDURI	SRINIVASULU GANDURI	OBC-NCL	ASO/PE/328	Head Office	ZTI, North Zone
23	PARUL SINGH GHUNAWAT	BHAGWAN SHAI MEENA	ST	ASO/PE/329	Head Office	ZTI, North Zone
24	SANDEEP KUMAR PAUL	KHITISH CHADRA PAUL	OBC-NCL	ASO/PE/330	Head Office	ZTI, North Zone
25	AKANKSHA G. KHODA	GAUTAM KUMAR MEENA	ST	ASO/PE/331	Head Office	ZTI, North Zone
26	ABHISHEK GUPTA	DHARAM RAJ GUPTA	OBC-NCL	ASO/PE/332	Head Office	ZTI, North Zone
27	DEVARAKONDA NAGESWARA RAO	DEVARAKONDA SRINIVASA RAO	ST	ASO/PE/333	Head Office	ZTI, North Zone
28	SHOBHA CHAUHAN	J.S.CHAUHAN	EWS	ASO/PE/334	Head Office	ZTI, North Zone
29	CHARLES S	SELVAMANI	OBC-NCL	ASO/PE/335	Head Office	ZTI, North Zone

Employees Provident Fund Organisation

ADMIT CARD

Exam Code: ASOs-PROB 2023-2024/I

DR ASOs (Probationers) Examination-2023-2024/I

Roll No. :
Candidate name :
Category :
DR RANK :
Designation :
Date of First Joining in EPFO :
Examination Center :
Examination Venue :



PAPERS IN WHICH CANDIDATE IS REQUIRED TO APPEAR

Sl. No.	Date of Exam	Subject	Paper	Time	Marks
1.	03.06.2023 (Saturday)	Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed there under.	I	10:00 AM to 10:30 AM (30 Minute)	15
2.	03.06.2023 (Saturday)	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, xi) 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	10:45 AM to 11:15 AM (30 Minute)	15
3.	03.06.2023 (Saturday)	Establishment Rules	III	11:30 AM to 12:00 PM (30 Minute)	15
4.	03.06.2023 (Saturday)	Computer Proficiency Test	IV	12:15 PM to 12:45 PM (30 Minute)	15

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.

(Form No. 'A')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR ASOs (DR) (03.06.2023)
STATEMENT OF CANDIDATES WHO APPEARED FOR THE EXAM

Centre: _____

1. Name of the Examination :
2. Date :
3. Time :
4. Paper No. :
5. Subject :
6. No. of candidates due to appear :
7. No. of candidates actually
Appeared :
8. No. of Absentees :
9. No. of Answer paper sent for
Evaluation
(to be tallied with item 7 above).

S.No.	Roll No.	Present / Absent
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

14.		
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23.		
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25.		
26.		
27.		
28.		
29.		

10. 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) (03.06.2023)
ATTENDANCE SHEET OF CANDIDATES WITH THEIR SIGNATURE

Centre _____

Day:

Date:

Time:

Paper No.:

Subject:

S. No.	Roll No.	Full Name (Sh./Smt./Kum.)	Dated initial of the Candidates
1.			
2.			
3.			
4.			
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19.			

20.			
21.			
22.			
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24.			
25.			
26.			
27.			
28.			
29.			

Date:

(Nodal Officer)
Signature
Seal

(FORM NO. 'C')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR ASOs (DR) (03.06.2023)

CERTIFICATE REGARDING SEALING OF QUESTION PAPER CUM ANSWER BOOKS
PACKET

Centre _____

Certified that Question cum Answer Books 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

(FORM NO. 'D')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR ASOs (DR) (03.06.2023)
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

(FORM NO. 'E')

EMPLOYEES' PROVIDENT FUND ORGANISATION
PROBATIONARY EXAMINATION FOR ASOs (DR) (03.06.2023)

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

(FORM NO. 'F')

EMPLOYEES' PROVIDENT FUND ORGANISATION

PROBATIONARY EXAMINATION FOR ASOs (DR) (03.06.2023)

**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
