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EPFO, HEAD OFFICE  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
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[www.epfindia.gov.in](http://www.epfindia.gov.in)

File No. A-31011/2/2020-EXAM /57.

Date: 10.11.2023

To,

All Addl. CPFC (HQ)/ACC (Zones)  
Including Addl. CPFC (ASD), HO  
Director (PDNASS)

**Subject: - Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 – Regarding**

Madam/Sir,

I am directed to forward herewith the Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 as approved by the Competent Authority.

Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023 will come into force from the date of issue of this circular. This may please be circulated to all concerned. A copy may also be displayed on Notice Board.

Encl: As above

Yours faithfully,

(Jerin David M.)

Regional P.F. Commissioner-II (Exam)

Copy to:

1. PS to CPFC
2. All Zonal Training Institutes
3. All Regional PF Commissioners-in-charge of the Regional Offices
4. Assistant Director (OL) – for Hindi Version
5. RPFC (NDC) for uploading the same on EPFO Website.
6. Guard File

(Jerin David M.)

Regional P.F. Commissioner-II (Exam)

## **EMPLOYEES' PROVIDENT FUND SOCIAL SECURITY ASSISTANT (PROBATIONERS) EXAMINATION SCHEME, 2023**

### **1. Short Title, Application & Commencement:**

- i. This Scheme may be called the Employees' Provident Fund Social Security Assistant (Probationers) Examination Scheme, 2023.
- ii. It shall come into force from such date as may be published by the Central P.F. Commissioner on the official website of EPFO.

### **2. Definition:**

- i. 'Examination' means Social Security Assistant (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 open to all Employees appointed in the Organization against direct recruitment quota vacancies in the cadre of Social Security Assistant and placed on probation on appointment. Qualifying his/her examination is a pre-condition for direct recruits for successful completion of the period of probation.
- ii. Qualifying the Examination under the 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 the 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 the following three papers with 100 marks in each paper.

Sl. No.	Subject	Paper	Time	Marks
1	a) Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder. b) An Overview of EPFO	I	2 Hours	100
2	a) Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO b) Services provided by EPFO	II	2 Hours	100
3	a) Administrative, Service and Financial Rules b) RTI Act c) Behavioral Aspects d) Computer Proficiency	III	2 Hours	100

**NOTE:**

- i. Candidate may have to qualify Regional Language paper, if required.
- ii. The syllabus of the examination may be as detailed in the schedule annexed. The questions may consist of descriptive and/ or objective.
- iii. The guidelines issued by the Ministry of Social Justice & Empowerment for conducting written examination for Persons with Benchmark Disabilities shall be followed.

**5. Medium of Examination:**

The medium of examination shall be Hindi/English. The probationer may write the examination either in Hindi or English.

**6. Venue and frequency of Examination:**

- i. The examination may be conducted two times in a calendar year at such time and place(s) 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 Social Security Assistant (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/her probation or termination of his/her 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/her annual increment until he/she qualifies the examination.

## **8. Qualifying Marks:**

The qualifying marks for a general category candidate is 40% in each paper and the qualifying marks for a SC/ST/PwBD candidate is 35% in each paper.

## **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 papers 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 centre(s) 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 Examination Conducting Authority through the Officer in Charge of the office with a fee of Rs.100 per paper. The application must be supported with confirmation from the Officer in charge of the 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.
- ii. Such applications must be send to [dir.natrss@epfindia.gov.in](mailto:dir.natrss@epfindia.gov.in) within 15 days from the date of communication of the respective results. 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.

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# SCHEDULE

## SYLLABUS FOR SOCIAL SECURITY ASSISTANT (PROBATIONERS) EXAMINATION SCHEME, 2023

### PAPER-I

TIME : 2 Hours	PAPER-I	Marks 100
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#### **Employees' Provident Fund & Miscellaneous Provision Act, 1952 and the Schemes framed thereunder:**

- i. Employees' Provident Fund & Miscellaneous Provisions Act, 1952
- ii. Employees' Provident Fund Scheme, 1952
- iii. Employees' Pension Scheme, 1995
- iv. Employees' Deposit Linked Insurance Scheme, 1976
- v. Citizens' Charter
- vi. An Overview of EPFO

### PAPER-II

TIME : 2 Hours	PAPER-II	Marks 100
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#### **I. Manual of Accounting Procedures & Standard Operating Procedures being followed by EPFO**

**PART A:-** Manual of Accounting Procedure (General) – Part-I: (1) Chapter -1: Administration of EPF & MP Act, 1952 and the Schemes, (2) Chapter-2: General Office Procedure,(3) Chapter- 3: Duties and function, (4) Chapter-6: Funds Management (Banking), (5) Chapter-7: Cash Branch, (6) Chapter-8: Investment, (7) Chapter-9: Budget, (8) Chapter -10: Balance Sheet, (9) Chapter-11: SPF, Pension & Group Insurance Scheme, (10) Chapter-14: Audit & Functions of Concurrent Audit in EPFO, Internal Audit Party , Statutory Audit, Regional Fraud Management Committee, Zonal Fraud Management Review Committee, Overpayment Review Committee. (11). Official communications: Noting and drafting of official letters.

**PART B:-** Manual of Accounting Procedure (Part II-A - Employees' Provident Fund Scheme, 1952) with clarifications/ notifications /circulars issued on the provisions of the Manual that is available on EPFO's website) :

- i. Application- Para 1.3.1 to 1.3.2,

- ii. Funds set up under the Employees' Provident Funds Scheme, 1952 – Para 1.4.1 to 1.4.3, iii) Administration – Para 1.5.1, iv) Accounting Procedure under the Employees' Provident Fund Scheme, 1952 – Para 1.6.1 to 1.6.2., v) Membership of the Fund – Chapter 2-Para 2.1.1 to 2.1.26, vi) Contributions – Chapter 3 (Whole Chapter)
- iii. vii) Expenses of Administration (Chapter 4) – Para 4.1.1 to 4.2.2 with up-to-date charges as published on EPFO's website from time to time, viii) Nomination (Chapter-5) (Whole chapter), ix) Interest on transfer of Accounts (Chapter 6) Para 6.1.20.20 to 6.1.20.25, x) Enforcement of Recovery of Advance with Penal Interest thereon (Chapter 9) -Para 9.14.1 to 9.14.5,
- iv. xi) Refund of Provident Fund Dues: (Chapter- 10) (Para 10.1.1 to 10.11.6 and 10.16), xii) Transfer of Accounts (Chapter 11)-Para 11.1.1 to 11.1.2, xiii) Statement of Accounts (Chapter 12)- Para 12.1.1.
- v. Inoperative Account

**PART C:-** Manual of Accounting Procedure (Part II-B - Employees' Deposit Linked Insurance Scheme, 1976) with clarifications/notifications/circulars issued on the provisions of the Manual that is available on EPFO's website): i) Membership -Para 1.1 to 1.6, ii) Nomination under the Scheme – Para 2.1.1, 2.1.2 and 2.1.3, iii) Minimum average balance- Para 2.2.2 to 2.2.10, iv) Assurance Benefit to whom payable- Para 2.4, v) Calculation of average monthly balance- Para 2.5, vi) Special Checks to be made on Form 5(IF) received from Provident Fund Exempted Establishments –Para 2.7, and vii) Transfer -Para 2.9.

**PART D:-** Manual of Accounting Procedure-(Part III- Employees' Pension Scheme, 1995) with clarifications/notifications/circulars issued on the provisions of the Manual that is available on EPFO's website) : Chapter 1 to 11.

**PART E:-** Standard Operating Procedures (SoP) being followed by EPFO.

## **II. Services Provided by EPFO:**

Services provided under ECR, UAN, Grievance Handling System in EPFO including CPGRAMS, EPFiGMS and functions of PRO, Sharm Suvidha Portal, CAIU Portal, e-proceedings portal, Member E-Seva, OLRE, Digital Life Certificate, Direct UAN Allotment by employees, Activation of UAN, UMANG App, EPFO dashboards, Desk Review, Legal Framework Document, Concurrent Audit, Exemption and KYC of EPF Members.

## PAPER-III

TIME : 2 Hours	PAPER-III	Marks 100
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### I. Administrative, Service and Financial Rules

**PART A:** - Staff Service Regulation and other Service Mater:

- i. Employees' Provident Fund (Officers & Employees' Condition of Service) Regulations, 2008
- ii. Schedule of Administrative and Financial powers of Officials in EPFO.
- iii. The E.P.F. Staff (Classification, Control & Appeal) Rules, 1971.
- iv. The EPF, Central Board of Employees (Allotment of Residence) Rules, 1972.
- v. Employees' Provident Fund (Fixation of Seniority) Regulations, 1989.
- vi. Central Civil Service (Conduct) Rules, 1964.
- vii. Central Civil Service (Joining Time) Rules, 1979.
- viii. Central Civil Service (Leave) Rules, 1972.
- ix. Central Civil Service (Pension) Rules, 1972.
- x. Leave Travel Concession Rules.
- xi. Central Services (Medical Attendance) Rules, 1944.
- xii. DoPT Instructions on Reservation in Service and preparation of Post Based Roster etc.
- xiii. MACP Scheme.
- xiv. DoPT Instructions on Departmental Promotion Committee

**PART B:-** Fundamental Rules & Supplementary Rules: Definitions, Lien, 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:** -

- i. General Financial Rules, 2017: Chapter-2: General System of Financial Management, Chapter-6: Procurement of Goods and Service Procurement of Goods, Chapter-7: Inventory Management, Chapter-8: Contract Management, and Chapter 12: Miscellaneous.
- ii. GeM
- II. **RTI Act, 2005:** Section 2 to 4 and Section 6 to 11 of Right to Information Act, 2005 as in force from time to time.
- III. **Behavioral Aspects:** Motivation / Emotional Intelligence / Stress Management / Ethics and Values.
- IV. **NPS:** Notifications/Circulars/Rules on NPS as issued and amended from time to time
- V. **Computer Proficiency:** Basics of Computer, MS Office.