

**Schedule to the Employees' Provident Fund Section Supervisor Limited Departmental  
Competitive Examination Scheme 2017**

**SYLLABUS**

S. No	Paper	Time	Part	Marks	Type of Exam	Subject and Marking Scheme	
						Subject	Marking Scheme
I	I	3 Hrs	I	100	Computer based objective examination.	English	30
						Staff Service Regulations	70
			II	100		EPF Act & Scheme,	70
						Numerical Ability and Test of Reasoning	30

**TITLE : ENGLISH & STAFF SERVICE REGULATIONS**

**Part - I:**

**ENGLISH - (30 Marks)**

Questions will be set on Precis of material pertaining to any subject including correspondence or notes on an official matter, essay, letter, office order etc. Questions will also be asked on correct application of English Grammar to test the candidates verbal ability to write grammatically correct English and ability to reason.

**STAFF SERVICE REGULATIONS- 70 Marks**

- (a) **Employees' Provident Fund (Officers & Employees' Conditions of Service) Regulations, 2008**

Question will be set on the general provisions of the staff Service Regulations as applicable to the employees of the Employees' Provident Fund Organisation as amended from time to time.

- (b) **Fundamental and Supplementary Rules**

Questions of an elementary nature will be set on fixation of pay, leave, leave salary, joining time, travelling allowance rules, pension etc.

- (c) **General Financial Rules**

Questions will be set on General System of Financial Management, Budget formulation and implementation, Works, Procurement of Goods and Services, Inventory Management, Contract Management, Miscellaneous subjects like Establishment, Security Deposit, treatment of contingent and miscellaneous expenditure, stores, advances to employees.

- (d) **Pension Rules**

Questions will be asked on the types of pension and gratuity Pension under the CCS Pension Rules and New Pension Scheme as amended from time to time including questions on Admissibility, Determination of amount of pension, sanctioning authority and procedure for disbursement etc.

**PART II : EPF ACT & SCHEMES , NUMERICAL ABILITY & TEST OF REASONING**

**EPF ACT & SCHEMES (70 Marks)**

Questions will be asked on the administration of the Employees' Provident Funds Act and Schemes, applicability of the Act, coverage, enforcement, recovery of dues through prosecution and revenue recovery, penal damages and exemption, maintenance of accounts, audit of forms rendered by establishments, sanction of advances, settlement of claims, compilation and issue of annual statement of accounts, audit, budget, investment, declaration of annual rate of interest and submission of audited accounts to Parliament.

**NUMERICAL ABILITY & TEST OF REASONING - 30 Marks**

**Numerical Ability**

Number System, Percentage, Ratio & Proportion, Average, Time & Work, Time & Distance, Rounding Numbers & Estimation, Simple Interest & Compound Interest etc.

**Test of Reasoning**

Reasoning test through diagram, figures, designs etc. to evaluate the power of logical reasoning, quickness of thinking and the ability to differentiate or co-relate to judge the mental ability.