

GTA Learnings¹™



Employees Provident Fund Organisation



**Assistant Provident Fund Commissioner and Enforcement
Officer / Accounts Officer Exam 2025**

About the exam, Scheme of exam and Syllabus of exam

Online Classroom program 2025

Course Duration 4 months

Course Fee Rs 28,500/-

Classes are starting from 12 April 2025

Plan of course

5 Days in week class – Monday to Friday

Includes extensive testing program (every week test)

Section 1 – General Studies

- 1. Indian Polity & Governance**
- 2. Indian Culture and heritage**
- 3. Modern Indian History**
- 4. Population, Development and Globalization**
- 5. Present trends in Indian Economy**
- 6. General Science**
- 7. Social security in India**

Section 2 –

- 1. Accounting & Auditing**
- 2. Industrial relation and related laws**
- 3. Labour laws**
- 4. Insurance**

Section 3 – General English

Section 4 – Arithmetic aptitude

- 1. Elementary Mathematics**
- 2. Statistics**
- 3. General mental ability**



Contact Phone

8800-20-5034



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WhatsApp business account



Assistant Provident Fund Commissioner in Employees Provident Fund Organisation

- **Post Details:**

- **Nature:** Permanent
- **Group:** "A", Non-Ministerial
- **Pay Scale:** Level-10 in the 7th CPC Pay Matrix
- **Age Limit:** 35 years

- **Essential Qualifications:**

- **Education:** Degree from a recognized university or equivalent.
- **Desirable:** Diploma in Company Law, Labour Laws, or Public Administration.
- **Note:** Qualification is relaxable at UPSC's discretion for well-qualified candidates.

- **Duties:**

- Enforcement, recovery, accounts, administration, cash, legal, pension, and computer operations.
- Conducting inquiries, settling claims, managing accounts, and preparing reports.

- **Headquarters:** New Delhi (with **All India Service Liability**).

- **Other Conditions:**

- EPFO is a statutory body under the Ministry of Labour & Employment.

- Permanent government servants appointed to this post can retain lien in their parent department for two years.

- **Eligibility Criteria:**

- **Age Limit:** 35 years
 - The prescribed age limit varies for different categories:
 - SC/ST: Relaxation up to **5 years**
 - OBC: Relaxation up to **3 years**
 - Employees of **Employees' Provident Fund Organisation (EPFO)**: Up to **5 years**
 - Other age relaxations as per government rules.
- Candidates must provide valid caste/category certificates in the prescribed format.
- The community reservation will be applicable only if the candidate's caste is listed in the **Central Government's reserved category list**.

- **Headquarters & Posting:**

- The headquarters will be in **New Delhi**, but officers may be posted anywhere in India.

- **Probation Period:**

- Selected candidates will be on **probation for 2 years.**

Assistant Public Provident Commissioner

Scheme of Examination:

- **Duration:** 2 hours
- **Type:** Objective-type questions with multiple choices
- **Medium:** Hindi & English
- **Negative Marking:** One-third of the marks will be deducted for each wrong answer.

Syllabus:

1. **General English** – Understanding and proper use of words.
2. **Indian Culture, Heritage & Freedom Movements, Current Events**
3. **Population, Development & Globalization**
4. **Governance & Constitution of India**
5. **Present Trends in Indian Economy**
6. **Accounting & Auditing, Industrial Relations, Labour Laws, Insurance**
7. **Basic Computer Applications, General Science**
8. **Elementary Mathematics, Statistics & General Mental Ability**
9. **Social Security in India**

Final Merit Calculation:

- **Recruitment Test (RT):** 75% weightage
- **Interview:** 25% weightage



Enforcement Officer/Accounts Officer

Post Details:

- **Nature:** Permanent
- **Group:** "B", Non-Ministerial
- **Pay Scale:** Level-08 in the 7th CPC Pay Matrix
- **Age Limit:** 30 years

Essential Qualifications:

- **Education:** Bachelor's Degree in any subject from a recognized university/institute
- **Note:** Qualification is relaxable at UPSC's discretion for well-qualified candidates.

Duties:

- Enforcement, recovery, accounts, administration, cash, legal, pension, and computer operations.
- Conducting inquiries, settling claims, maintaining records, reconciliation of bank statements, and preparing MIS reports.

Headquarters: New Delhi (with **All India Service Liability**).

Other Conditions:

- EPFO is a statutory body under the Ministry of Labour & Employment.

- Permanent government servants appointed to this post can retain lien in their parent department for two years.

Enforcement Officer/Accounts Officer

Scheme of Examination:

- **Duration:** 2 hours
- **Type:** Objective-type questions with multiple choices
- **Medium:** Hindi & English
- **Negative Marking:** One-third of the marks will be deducted for each wrong answer.

Syllabus:

1. **General English** – Understanding and proper use of words.
2. **Indian Freedom Struggle**
3. **Current Events & Developmental Issues**
4. **Indian Polity & Economy**
5. **General Accounting Principles**
6. **Industrial Relations & Labour Laws**
7. **General Science & Computer Applications**
8. **General Mental Ability & Quantitative Aptitude**
9. **Social Security in India**

Final Merit Calculation:

- **Recruitment Test (RT):** 75% weightage
- **Interview:** 25% weightage

APPLICATION FEE: (a) Candidates (Except Female/SC/ST/Persons with Benchmark Disability Candidates who are exempted from payment of fee) are required to pay a fee of Rs. 25/- (Rupees Twenty five) only either by remitting the money in any branch of the SBI by cash or by using net banking facility of any bank or by using Visa/Master/Rupay/Credit/Debit Card/UPI payment.

Those candidates who wish to apply for both the posts have to pay Rs. 50/- (Rupees Fifty only). However, those candidates who wish to apply for the single post have to pay Rs. 25/- (Rupees Twenty Five only)



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Address:

Delhi Centre: 1st Floor, 62, Bada Bazar Rd, Shankar Road, Block 54, Rajinder Nagar, New Delhi, Delhi, 110060

Gurugram Centre: Kendriya Vihar, Sector 56, Gurugram, Haryana. 122011

Gwalior Centre: A-65 Govindpuri, Gwalior. M.P. 474011

Contact Phone & WhatsApp

 **8800-20-5034**