

UPSC EPFO EO / AO / APFC Syllabus / Exam Pattern 2025



f) A pen & paper based **Combined Recruitment Test (CRT)** to shortlist the candidates for Interview for recruitment to the posts of **Enforcement Officers/Accounts Officers**(Item No. 1 above)and **Assistant Public Provident Commissioner**(Item No. 2 above)shall be conducted by the Commission. The date of examination will be intimated later on UPSC website.

g) **Scheme and syllabus for the Combined Recruitment Test (CRT) for the posts of Enforcement Officers/Accounts Officers**(Item No. 1 above) and **Assistant Provident Fund Commissioner**(Item No. 2 above)**is as under:-**

(I) **Scheme:**

- (i) The test will be of two hours duration
- (ii) All questions will carry equal marks.
- (iii) The test will be objective type questions with multiple choices of answer.
- (iv) The medium of the test will be both English and Hindi.
- (v) There will be penalty for wrong answers. Every wrong answer will carry a deduction of one-third of the marks assigned to that question. If no answer is marked for a question, there will be no penalty for that question.

(II) **Syllabus:**

The syllabus of the Test broadly comprises the following topics:-

- i) General English- To evaluate candidate's understanding of English language & workman – like use of words.
- ii) Indian Culture, Heritage and Freedom Movements.
- iii) Developmental Issues and Present Trends in Indian Economy.
- iv) Governance and Constitution of India.
- v) General Science and Basic Knowledge of Computer Applications.
- vi) Elementary Mathematics, Statistics and General Mental Ability.
- vii) Industrial Relations, Labour Laws and Social Security in India.
- viii) Principles of Accountancy, Auditing and Insurance.

ix) Current Events of National and International Importance.

(III) Weightage:

Weightage of Combined Recruitment Test (CRT) marks and interview marks will be in the ratio of 75:25 for determining the final merit in the instant recruitment cases.

(iv) Standard of suitability for the Interview for candidates belonging to various categories is fixed as under:

General/EWS Category : 50 and above.

OBC : 45 and above (on relaxed standards)

SC/ST : 40 and above (on relaxed standards)

h) The Combined Recruitment Test(CRT) will be conducted across the following 78 Centers:

Sl. No.	CENTRE	Sl. No.	CENTRE	Sl. No.	CENTRE
1	AGARTALA	28	GORAKHPUR	55	PORTBLAIR
2	AGRA	29	GURGAON	56	PRAYAGRAJ(ALLAH ABAD)
3	AHMEDABAD	30	GWALIOR	57	PUDUCHERRY
4	AIZAWL	31	HYDERABAD	58	PUNE
5	AJMER	32	IMPHAL	59	RAIPUR
6	ALIGARH	33	INDORE	60	RAJKOT
7	ALMORA (UTTARAKHAND)	34	ITANAGAR	61	RANCHI
8	ANANTHAPURU	35	JABALPUR	62	SAMBALPUR
9	AURANGABAD (MAHARASHTRA)	36	JAIPUR	63	SHILLONG
10	BAREILLY	37	JAMMU	64	SHIMLA
11	BENGALURU	38	JODHPUR	65	SILIGURI
12	BHOPAL	39	JORHAT	66	SRINAGAR
13	BILASPUR (CHHATISGARH)	40	KOCHI	67	SRINAGAR (UTTARAKHAND)
14	CHANDIGARH	41	KOHIMA	68	SURAT
15	CHENNAI*	42	KOLKATTA*	69	THANE
16	COIMBATORE	43	KOZHIKODE(CALICUT)	70	THIRUVANANTHA PURAM
17	CUTTACK	44	LUCKNOW	71	TIRUCHIRAPALLI
18	DEHRADUN	45	LUDHIANA	72	TIRUPATI
19	DELHI	46	MADURAI	73	UDAIPUR
20	DHARAMSHALA (HIMACHALPRADESH)	47	MANDI (HIMACHAL PRADESH)	74	VARANASI

21	DHARWAR	48	MUMBAI	75	VELLORE
22	DISPUR*	49	MYSURU	76	VIJAYAWADA
23	FARIDABAD	50	NAGPUR*	77	VISHAKHAPATNAM
24	GANGTOK	51	NASIK	78	WARANGAL
25	GAUTAMBUDDH NAGAR	52	NAVIMUMBAI		
26	GAYA	53	PANAJI(GOA)		
27	GHAZIABAD	54	PATNA		
*Open Centres					

The Date and Time of the Combined Recruitment Test (CRT) will be intimated to the candidates on UPSC website in due course. The Centers and the date of holding the Combined Recruitment Test (CRT) as mentioned above are liable to be changed at the discretion of the Commission. Applicants should note that there will be a ceiling on the number of candidates allotted to each of the Centers, except **Chennai, Dispur, Kolkata and Nagpur**. Allotment of Centers will be on the "first-apply-first allot" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice due to ceiling, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice.

NB: Notwithstanding the aforesaid provision, the Commission reserves the right to change the Centres at its discretion if the situation demands. All the Recruitment Test Centres for **(I) ENFORCEMENT OFFICER/ACCOUNTS OFFICER AND (II) ASSISTANT PROVIDENT FUND COMMISSIONER IN EMPLOYEES PROVIDENT FUND ORGANISATION (EPFO), 2025** will cater to Combined Recruitment Test for Persons with Benchmark Disability in their respective Centres. Candidates admitted to the Combined Recruitment Test (CRT) will be informed of the time table and place or places of Combined Recruitment Test (CRT). The candidates should note that no request for change of Centre will be entertained.

i) IMPORTANT NOTES

i) Shortlisted Candidates would be asked to submit the documents in support of their claim for the posts. Their documents will be scrutinized and those Candidates who fulfill all the eligibility conditions of the posts shall be called for interview.

ii) The Candidates are directed to undertake the Combined Recruitment Test (CRT) at their own risk i.e. after verifying that they fulfill the qualifications as prescribed in the Advertisement, and their admission to the Test is purely 'provisional'.

(iii) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be eligible for the facility of scribe. In case of other category of Persons with Benchmark Disabilities as defined under section 2 (r) of the RPWD Act, 2016, such candidates will be eligible for the facility of scribe on production of a certificate, to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-V**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPWD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided the facility of scribe subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII**.

(iv) The candidates have discretion of opting for their own scribe or request the Commission for the same. The details of scribe i.e. whether own or the Commission's and the details of scribe in case candidates are bringing their own scribe, will be sought at the time of filling up the application form online as per proforma at **Appendix-VI** (for Candidates having 40% disability or more) and **Appendix-VIII** (for Candidates having less than 40% disability and having difficulty in writing).

(v) The qualification of the Commission's scribe as well as own scribe will not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.

(vi) The Persons with Benchmark Disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy will be eligible for Compensatory Time of twenty minutes per hour of the Combined Recruitment Test (CRT). In case of other categories of Persons with Benchmark Disabilities, such candidates will be eligible for this facility on production of a certificate, to the effect that the person concerned has physical limitation to write, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution as per proforma at **Appendix-V**.

Further, for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing will be eligible to be provided compensatory time subject to production of a certificate, to the effect that person concerned has limitation to write, from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-VII**.

(vii) Facility of Scribe and/or Compensatory time to eligible candidates will be provided, if desired by them.

INSTRUCTIONS AND ADDITIONAL INFORMATION TO CANDIDATES FOR RECRUITMENT BY SELECTION

1. CITIZENSHIP:

A Candidate must be either:

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania(formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

NOTE The application of a candidate in whose case a certificate of eligibility is necessary, may be considered by the Commission and, if recommended for appointment, the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.

2. **AGE LIMITS:** The age limit for the post has been given in the advertisement. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations.

3. **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, COMMISSION WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- (a) "On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed".
- (b) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- (c) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- (d) By counting experience before or after the acquisition of essential qualifications.
- (e) By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
- (f) By holding a Recruitment Test.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD OVER AND ABOVE THE MINIMUM QUALIFICATIONS.

NOTE-III:-

IMPORTANT	
(i)	The category-wise minimum level of suitability in interviews, irrespective of whether the selection is made only by interview or by Recruitment Test followed by interview, will be UR-50 marks, OBC-45 marks, SC/ST/PH-40 marks, out of the total marks of interview being 100.
(ii)	In cases where selection is made by Recruitment Test (RT) followed by interview, the candidate will have to achieve minimum level of suitability in their respective category at both stages i.e. 'Recruitment Test' as well as 'Interview'. The minimum level of suitability in case of RT shall be decided by the Commission on case to case basis.