

20. **SCHEME OF EXAMINATION**

Scheme of Examination for the post of Assistant is as under :-

Phase I - Preliminary Examination

S. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	English Language	30	30	20 minutes	English
2	Reasoning Ability	35	35	20 minutes	Bilingual
3	Numerical Aptitude	35	35	20 minutes	Bilingual
	Total	100	100		

Note:-

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- I. Phase –I is qualifying in nature and marks will not be reckoned for final merit.
- II. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- III. The candidates will be shortlisted for Phase-II in the ratio of **1:10** i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase - I.
- IV. If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

Phase II - Main Examination

Sr. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	Reasoning/ Intelligence	40	60	35 minutes	Bilingual
2	General/ Economy/ Financial Awareness	40	40	20 minutes	Bilingual
3	English Language	30	40	30 minutes	English
4	Quantitative Aptitude	40	60	35 minutes	Bilingual
	TOTAL::::	150	200	2 hours	
5.	Descriptive Paper (English Language with emphasis on comprehension and analysis)	3 (letter, précis', comprehension)	30	45 minutes	English
	GRAND TOTAL	153	230	2 hours 45 minutes	

NOTE

1. The marks obtained in Phase – II will be considered for final selection.
2. For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
3. Descriptive paper will be completely online, i.e. the questions will be displayed on the screen and the candidates will have to type the answers using keyboard.

Descriptive paper will be conducted online immediately after completion of online objective test of Phase-II Main Examination.

Qualifying Marks: - Qualifying Marks in Phase-I (Preliminary Exam.) and Phase – II (Main Exam.) will be decided as per discretion of EPFO.

Process for Arriving at Scores- If the examination is held in more than one session, the process of moderation will follow to ensure fairness (More than one session are required)

if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.).

Note: Cut-offs are applied in two stages:

- a. on scores in individual tests
- b. on Total Score

22. RESOLUTION OF TIE CASES

In cases where more than one candidate secure the equal aggregates marks in Phase-II, tie will be resolved by applying the following methods one after another:

- i) Date of Birth, with older candidates placed higher.
- ii) Alphabetical order in which names of the candidates appear.

23. CENTRE OF EXAMINATION

While applying online application, candidate must select the centre in the application form in which he/she desires to take the exam.

Written examination will be held at the following centres for Phase –I – Preliminary Examination

S. No.	Name of State/Union Territory	S. No. Centre	Examination Centre	Code
1	Andaman & Nicobar Island	1	Port Blair	101
2	Andhra Pradesh	2	Guntur	102
3	Arunachal Pradesh	3	Itanagar	103
4	Assam	4	Guwahati	104
5	Bihar	5	Patna	105
6	Chhatisgarh	6	Raipur	106
7	Delhi	7	Delhi	107
8	Goa	8	Panjim	108
9	Gujarat	9	Ahmedabad	109
		10	Vadodara	110
		11	Surat	111
10	Haryana	12	Faridabad	112
11	Himachal Pradesh	13	Shimla	113
12	Jharkhand	14	Ranchi	114
13	Karnataka	15	Bangalore	115
		16	Gulbarga	116
14	Kerala	17	Thiruvananthapuram	117
15	Madhya Pradesh	18	Bhopal	118
		19	Indore	119
		20	Mumbai	120

16	Maharashtra	21	Thane	121
		22	Pune	122
		23	Nagpur	123
17	Manipur	24	Imphal	124
18	Meghalaya	25	Shillong	125
19	Mizoram	26	Aizwal	126
20	Nagaland	27	Dimapur	127
21	Odisha	28	Bhubaneswar	128
22	Pondicherry	29	Puducherry	129
23	Punjab	30	Chandigarh	130
24	Rajasthan	31	Jaipur	131
25	Sikkim	32	Gangtok	132
26	Tamil Nadu	33	Chennai	133
		34	Coimbatore	134
		35	Madurai	135
27	Telangana	36	Hyderabad	136
28	Uttarakhand	37	Dehradun	137
		38	Kanpur	138
29	Uttar Pradesh	39	Lucknow	139
30	Tripura	40	Agartala	140
31	West Bengal	41	Kolkata	141
		42	Jalpaiguri	142

- I. **The examination centres for Phase-II, Main Examination shall be allotted to any of the above centres as per discretion of EPFO.**
- II. The examination will be conducted online in venues given in the respective call letters.
- III. No request for change of centre/venue/date/session for Examination shall be entertained.
- IV. EPFO, however, reserves the right to cancel any of the Examination Centres and/or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- V. EPFO also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- VI. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and EPFO will not be responsible for any injury or losses etc. of any nature.
- VII. **No TA/DA will be paid to any candidate including SC/ST candidates for appearing in the examinations.**