



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन, श्रम मंत्रालय, भारत सरकार
Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India)
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No.13/31/2010-11/NATRSS/4939

Dated: 23.2.11

To

All Additional Central Commissioners
All RPFCS-I-in-charge of Regional Offices
All Officers In-charge of Sub Regional Offices

Subject: **Competency Examination for APFC (Compliance).**

Sir,

Please refer to CPFC DO No. 13/31/2010-11/NATRSS/4771 dated 1.2.11 on the subject mentioned above.

As communicated in the DO letter under reference, NATRSS has been tasked to administer an assessment test on all APFCs in EPFO with a view to ascertain their competency in the compliance function.

The objective of the test is to ensure that APFCs posted in compliance function possess the requisite knowledge to efficiently discharge their function. The APFC posted in compliance function are generally tasked for following functions:

1. Enforcement of Act and Schemes
2. Assessment of dues by conducting enquiry under section 7A
3. Monitoring of default
4. Recovery of arrears
5. Legal work related to enforcement
6. Penal damages

Accordingly, the syllabus of the examination will cover:

1. EPF & MP Act 1952
2. Recovery Manual
3. Relevant Proviso of the IInd Schedule of the Income Tax Act
4. Relevant Provisions of Cr. PC & IPC
5. Quasi Judicial Proceedings and Natural justice.

The assessment test will be in the objective type format and the likely duration of the test will be 2 hours. However the exact time prescribed for the examination will be indicated on the question paper.

The assessment test is tentatively scheduled to be conducted in ZTIs on 11th April 2011. However, the finalization of the Centres will be done after receipt of the applications.

All APFCs may be advised to apply for the examination in their respective ROs by 10th March' 2011 in the prescribed form (*Annexure) enclosed. ACCs shall obtain the applications from their respective ROs/SROs and forward the same to NATRSS by 15th March 2011.

Enc: As above

Yours faithfully,



(R. Subhash)
Director

Copy to:

1. PS to CPFC
2. PS to ACC (HR)
3. RPFC (NDC) with a request to upload on the website

*Application format can be downloaded from NATRSS/EPFO website

(TO BE SUBMITTED TO DIRECTOR NATRSS THROUGH ACC of ZONES)

Data Sheet for A.P.F.C. Competency Mapping Test 2011

Phase -I

Photo
attested by
OIC,
RO/SRO

1. Name of Officer : _____
2. Office & Region : _____
3. Father's /Husband Name : _____
4. Date of Birth : _____
5. Qualification :
 - i. Graduate Degree : _____
 - ii. Post Graduate Degree : _____
 - iii. Professional/Technical Course : _____
 - iv Other (if any) : _____
6. Date of Promotion/Appointment as APFC: _____
7. Whether DP/DR : _____
8. Posting/Charge held as APFC : _____

S. No.	Period	Name of Office	Post held	Area of Work under Charge	Remarks (If any)

I certify that the above information is true to the best of my knowledge.

Signature
(Name of Officer)

(Verified and Attested)
(OIC, SRO/RO)

A.P.F.C. Competency Mapping Test 2011

Phase – I

ADMISSION CARD

Photo
attested by
OIC,
SRO/RO

Name of Officer : _____
Office & Region : _____
Date of Exam : _____
Exam Center : _____

(To be filled in by NATRSS)

Signature of APFC

Attested
(OIC, SRO/RO)

Approved and issued

For & behalf of Director NATRSS
(To be filled by NATRSS)