



Ministry of Education
Government of India



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

Information Bulletin

for the LDCE for promotion to the post of

**Lower Divisional Clerk/Junior Secretariat Assistant
and
Section Supervisor**

in

Employees' Provident Fund Organisation

Conducted by:

NATIONAL TESTING AGENCY (NTA)

An Autonomous Organization under the Department of Higher Education, Ministry of Education, GOI
First Floor, NSIC MDBP Building, NSIC Okhla, New Delhi-110020

Important Dates:

Online Submission of Application Form through Website https://exams.nta.ac.in/EPFO-LDCE/	12.06.2024 to 23.06.2024 (upto 11:59 PM)
Correction in the Particulars in Online Application Form	25.06.2024 (upto 11:59 PM)
Downloading of Admit Cards from NTA website	Will be announced later on website
Date of Examination	Will be announced later on website
Website(s)	<ul style="list-style-type: none">• https://exams.nta.ac.in/EPFO-LDCE/• www.epfindia.gov.in

The cut-off date to determine the eligibility of the candidate to appear in the examination shall be 1st January, 2024 as the vacancies upto 31.12.2024 (Anticipated) have been notified for above examination.

1. INTRODUCTION:

Online Applications are invited for the posts of Lower Divisional Clerk/Junior Secretariat Assistant and Section Supervisor in EPFO from the eligible officials of EPFO. Eligible officials are required to go through the EPFO Notice No A-34012/1/2022-EXAM/75 dated 11.06.2024 and EPFO Notice No A-34012/2/2022-EXAM/72 dated 07.06.2024 respectively.

- Candidate can apply for the above posts through “Online” mode only.
- The Application Form in any other mode shall not be accepted.
- **ONLY ONE APPLICATION** is to be submitted by a candidate for the post.

2. REGISTRATION AND APPLICATION PROCESS:

2.1 Candidates have to apply “ONLINE” only for the LDCE for Lower Divisional Clerk/Junior Secretariat Assistant and Section Supervisor Posts by accessing the website: <https://exams.nta.ac.in/EPFO-LDCE/> and www.epfindia.gov.in. The Applications other than online mode will not be accepted in any case. Only one application is to be submitted by a candidate.

2.2 **It is suggested that the candidate should keep the following ready before filling of the Online Application Form:**

- A computer/Laptop with proper internet connectivity,
- Aadhar Number
- Actual category viz. UR/ SC / ST as the case may be, correctly mentioned in the relevant column,
- Scanned clear passport photograph in JPG format (size between 10 kb–200 kb) either in colour or black and white with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles.
- Scanned clear signature in JPG/JPEG format (size between 4kb–100kb),
- A valid e-mail ID as important communications will be made in this e-mail ID,
- A valid mobile number as important information via SMS will be sent to this number
- Advertisement may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.
- Whether they fulfill the eligibility conditions for the Examinations as prescribed.
- In order to avoid correction in the particulars at a later stage, the candidate should **exercise utmost caution while filling up the details in the Application Form.**

2.3 Following Steps may be followed to apply online:

Step-1: Register for Online Registration using your own Email ID and Mobile No. and note down system generated Registration Number.

Step-2: Complete the Online Application Form and note down the system generated Registration Number. Upload legible scanned images of:

- (i) A recent photograph (in .jpg/.jpeg file size 10Kb–200Kb);
- (ii) candidate's signature (file size: 4kb-100kb);

Both the Steps can be done together or at separate timings and Final Submit the application form.

2.4 After the Final Submission of Online Application Form (i.e. Final Submit the application form of Step-2), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated only after Final submission of the online application form by the Candidate.

2.5 After Final submission, hard copy of the filled application form shall be submitted to the concerned ACC(HQ)/ACC (Zonal Office)/ACC (ASD, Head Office) for verification.

Note:

- i. The final submission of Online Application Form will remain incomplete if Step – 2 i.e. Final Submission of online application form, such Application Forms will stand rejected and no correspondence on this account will be entertained.
- ii. The entire application process is online, including uploading of scanned images and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.
- iii. Candidates are advised to keep visiting the official websites i.e. <https://exams.nta.ac.in/EPFO-LDCE/> and www.epfindia.gov.in regularly for latest updates and to check their e-mails.
- iv. All the candidates who have submitted the online Application till last date will be provisionally allowed to appear for the examination and their admit cards will be uploaded on the website.
- v. NTA neither verifies the information filled in by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.
- vi. Either NTA or EPFO will, in no way, be responsible for any wrong/ incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/ e-mails/ WhatsApp Message/ Public Grievance in this regard will not be entertained by the NTA or the EPFO.

2.6 The Candidates are not required to send/submit the confirmation page of Online Application Form to the NTA. However, she/he is advised to retain the following documents with them as reference for future correspondence:

- Retain the copy of Confirmation Page of Online Application Form.
- Photographs (same as uploaded on the Online Application Form) – 02 to 03 passport size photographs need to be kept aside.
- The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.

- 2.7 NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. Request for corrections made by any candidates through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/EPFO.
- 2.8 NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.
- 2.9 The entire application process for the aforementioned post is online including uploading of scanned images and printing of Confirmation Page, Admit Card etc.
- 2.10 Usage of Data and Information: NTA/EPFO can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

3. GENERAL INSTRUCTIONS:

- 3.1 The NTA/EPFO reserves right to alter the number of vacancies; modify Examination process and fix the minimum cut off marks without assigning any reason thereof. Vacancies calculated and indicated in advertisement are subject to change. All instructions are to be strictly complied by the candidates.
- 3.2 Candidates should have their own Mobile Number and valid & active e-mail ID as NTA/EPFO shall send all recruitment related communications only through SMS and e-mail. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to examination will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
- 3.3 The decision of EPFO shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post and etc.
- 3.4 Candidates are advised to go through the NTA website <https://exams.nta.ac.in/EPFO-LDCE/> and www.epfindia.gov.in regularly for latest updated information and other references.
- 3.5 Candidate must carefully read the Instructions for filling Application Form online given in the Detailed Advertisement available on NTA and EPFO official websites. Candidates not complying with the Instructions shall be summarily disqualified.
- 3.6 Information such as his/her Name, contact details/Address, Email ID, Category, PwBD Status, Educational Qualification details, etc. provided by the candidate in the Online Application Form shall be treated as FINAL.
- 3.7 Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by the EPFO.
- 3.8 Center/City allocation will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities/States.

3.9 Examination Centers

- i. A candidate needs to give her/his preferences for examination centres. However, centres shall be allocated taking into account logistical considerations.
 - ii. The information about the examination centers will be given in the respective Admit Cards.
 - iii. No request for change of centre/venue/date/session for Examination shall be entertained.
 - iv. NTA/EPFO, however, reserves the right to cancel any of the Examination Centers and/ or add some other Centers, at its discretion, depending upon the response, administrative feasibility etc.
 - v. NTA/EPFO also reserves the right to allot the candidate to any centre even other than the preferences given by her/him.
- 3.10 In case it is found at any time in future that the Candidate has used/uploaded the photograph and signature of someone else in her/his Application Form /Admit Card or she/he has tampered her/his Admit Card/result, these acts of the candidate shall be treated as Unfair Means (UFM).
- 3.11 A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment). Visually Disabled candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise decided of examination. Candidates who are eligible to use scribe or are eligible to have compensatory time will also be eligible for compensatory time including those who are allowed use of scribe but do not avail the facility. Compensatory time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act, 2016 but not covered under definition of Section 2(r) of the Act.
- 3.12 Online Application Form cannot be withdrawn, once it is submitted successfully. The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, On-line Application Form, E-Admit Card and at least 02 to 03 colored passport size photograph identical with the photograph uploaded in Online Application Form.
- 3.13 Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- 3.14 Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them Office Identity Card along with the Admit Card issued to the candidate and shall produce the same on demand at the time of examination at the center.
- 3.15 In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as applicable.
- 3.16 The candidates are required to fill in the Online Application Form with correct and complete information carefully. If any incomplete or false information is given, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, NTA/EPFO may reject the candidature at any stage of the selection and may take all necessary action.

- 3.17 Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination or in midway of process, neither any application under Right to Information Act, 2005 shall be entertained nor information shall be provided. Factual Information under R.T.I., Act shall be provided only after declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.
- 3.18 It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy her/his eligibility before applying and shall be personally responsible in case she/he is not eligible to apply as per the given eligibility criteria on the last date for submission of Application Form.
- 3.19 Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and/or her/his Result, forfeiture of the certificate and even prosecution in appropriate cases.
- 3.20 Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as NTA/EPFO may deem fit and proper including ban from future examinations.
- 3.21 Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.
- 3.22 The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and may be cancelled) and proceedings as deemed fit may also be initiated.
- 3.23 (i) The NTA/EPFO reserves right to alter the number of vacancies modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.
- (ii) The decision of NTA/EPFO shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the posts etc.
- (iii) The NTA/EPFO will not be responsible for any inadvertent error and reserves the right to correct such errors that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.
- 3.24 The vacancies calculated and indicated in the notice are subject to change.

4. ELIGIBILITY CONDITIONS:

Eligibility condition of the post of Lower Divisional Clerk/Junior Secretariat Assistant and Section Supervisor, Type of Examination, Minimum Qualifying Marks, Syllabus etc. please refer EPFO Notice No A-34012/1/2022-EXAM/75 dated 11.06.2024 and EPFO Notice No A-34012/2/2022-EXAM/72 dated 07.06.2024 respectively, available on NTA website <https://exams.nta.ac.in/EPFO-LDCE/> and EPFO website www.epfindia.gov.in

5. LEGAL JURISDICTION:

All disputes pertaining to the conduct of EPFO Examinations including results shall fall within the jurisdiction of Delhi / New Delhi only. Further, any legal question arising out of the Examination shall be entertained only when raised within 30 days from the declaration of result. The Director (Administration) of the NTA shall be the official by whose designation the NTA may sue or be sued.

6. EXAMINATION CITIES:

S.No.	State	City
1	Andhra Pradesh	Guntur
2	Bihar	Patna
3	Chhattisgarh	Raipur
4	Delhi	Delhi /Delhi NCR
5	Goa	Panaji
6	Gujarat	Ahmedabad
7	Gujarat	Surat
8	Gujarat	Vadodara
9	Haryana	Gurugram/Faridabad
10	Himachal Pradesh	Shimla
11	Jharkhand	Ranchi
12	Karnataka	Bangalore
13	Karnataka	Hubli
14	Karnataka	Mangalore
15	Kerala & Lakshadweep	Thiruvananthapuram
16	Madhya Pradesh	Indore
17	Madhya Pradesh	Jabalpur
18	Maharashtra	Mumbai
19	Maharashtra	Nagpur
20	Maharashtra	Nasik
21	Maharashtra	Pune
22	Maharashtra	Thane
23	North East Region	Guwahati
24	Odisha	Bhubaneswar
25	Punjab	Chandigarh
26	Punjab	Ludhiana
27	Rajasthan	Jaipur
28	Rajasthan	Jodhpur
29	Tamil Nadu	Chennai
30	Tamil Nadu	Coimbatore
31	Tamil Nadu	Madurai
32	Telangana	Hyderabad
33	Telangana	Nizamabad
34	Uttar Pradesh	Kanpur
35	Uttar Pradesh	Noida
36	Uttar Pradesh	Varanasi
37	Uttarakhand	Dehradun
38	West Bengal	Kolkata
39	West Bengal	Siliguri

7. VACANCIES:

Vacancy Position in the cadre of Lower Division Clerk/Junior Secretariat Assistant under LDCE as on 31.12.2024 (Anticipated)

S.No.	Name of the Region	Category			Total Vacancies	PwBDs			
		SC	ST	UR		A	B	C	D&E
1.	Head Office	1	0	8	9	1	0	0	0
2.	Andhra Pradesh	1	0	4	5	1	0	0	0
3.	Bihar	0	0	1	1	0	0	0	0
4.	Chhattisgarh	0	0	1	1	0	0	0	0
5.	Delhi	0	0	3	3	1	0	0	0
6.	Goa	0	0	1	1	0	0	0	0
7.	Gujarat	3	1	16	20	0	0	0	0
8.	Haryana	0	0	2	2	0	0	0	0
9.	Himachal Pradesh	0	0	1	1	0	0	0	0
10.	Jharkhand	0	0	2	2	0	0	0	0
11.	Karnataka	2	0	10	12	1	0	0	0
12.	Kerala & Lakshadweep	1	0	7	8	1	0	0	0
13.	Madhya Pradesh	0	0	1	1	0	0	0	0
14.	Maharashtra	6	3	33	42	1	0	0	0
15.	*NER	0	0	0	0	0	0	0	0
16.	Odisha	0	0	1	1	0	0	0	0
17.	Punjab	0	1	6	7	0	0	0	0
18.	Rajasthan	0	0	4	4	0	0	0	0
19.	Tamil Nadu	4	2	19	25	1	0	0	0
20.	Telangana	0	0	5	5	1	0	0	0
21.	Uttarakhand	0	0	1	1	0	0	0	0
22.	Uttar Pradesh	0	1	2	3	0	0	0	0
23.	West Bengal	1	1	11	13	1	0	0	0
	Grand Total	19	9	139	167	9	0	0	0

*No Examination.

Vacancy Position in the cadre of Section Supervisor under LDCE as on 31.12.2024 (Anticipated)

Sl No.	Name of the Zone/State	Category			Total Vacancies	PwBDs			
		SC	ST	UR		A	B	C	D&E
1	AP (Vijayawada)	8	3	27	38	1	1	0	0
2	Telangana	6	2	48	56	1	1	1	0
3	West Bengal	2	3	19	24	1	0	0	0
4	Uttar Pradesh	11	9	70	90	1	1	1	1
5	Maharashtra	22	11	113	146	2	1	1	1
6	Kerala	4	5	11	20	1	0	0	0
7	Punjab	5	6	33	44	1	1	1	1
8	Himachal Pradesh	1	1	8	10	1	0	0	0
9	Haryana	9	3	46	58	1	1	1	1
10	Goa	0	1	8	9	0	0	0	0
11	Bengaluru (Karnataka)	15	9	64	88	1	1	1	1
12	Rajasthan	6	2	36	44	1	1	1	0
13	Gujarat	10	7	50	67	0	0	1	1
14	NER	3	1	12	16	1	0	0	0
15	Madhya Pradesh	6	0	27	33	1	1	0	0
16	Chhattisgarh	1	1	7	9	1	0	0	0
17	Delhi	11	4	69	84	1	1	1	1
18	Uttarakhand	2	1	10	13	1	0	0	0
19	Tamil Nadu	13	18	75	106	1	1	1	1
20	Bihar	2	1	7	10	1	0	0	0
21	Jharkhand	2	1	12	15	1	0	0	0
22	Odisha	3	3	20	26	1	1	0	0
	Grand Total	142	92	772	1006	21	12	10	8