



कर्मचारी भविष्य निधि संगठन/Employees' Provident Fund Organization
(श्रम एवं रोजगार मंत्रालय, भारत सरकार/(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय, हावड़ा/Regional Office: Howrah

७म तल, २४, बेलिलियस रोड व ४थ तल, २२, जी टी रोड/6th Floor, 24, Belilious Road & 4th Floor, 22, GT Road

हावड़ा/ Howrah - 711 101, पश्चिमबंगाल/West Bengal

दूरभाष/Telephone : 033 - 2676-9270/2666-9220, ई-मेल/E-Mail:-ro.howrah@epfindia.gov.in

Ref. - WB/HWR/ADM/APPOINTMENT/SSA/VOL-I/31

Date: 17.04.2023

By Email only
jdhowrah1@gmail.com

To,
The Additional Director of Employment
Howrah, West Bengal.

Sub: Direct Recruitment to the post of Social Security Assistant and Stenographer(Gr C) in EPFO

Sir/Madam,

Kindly refer to the above.

The Employees Provident Fund Organization (a statutory body under the Ministry of Labour & Employment, Government of India) has initiated a recruitment process for the posts of 2674 (subject to change) Social Security Assistants (SSA) (Central Pay Scale of Rs. 29,200-92,300) and 185 Stenographers (Group C) (Central Pay Scale of Rs. 25,000 - 81,100) for filling up of existing vacancies.

The examination will be conducted in two phases by the National Testing Agency (NTA). The examination will be held in two phases. Phase I will consist of a Computer-based Test which will be followed by Phase II consisting of a Computer Typing Test.

The details containing the eligibility criteria etc are specified in Annexure I, which is attached with this communication. The dates of the examination will be announced in due course.

Interested candidates may apply using the following link:

https://www.epfindia.gov.in/site_en/Recruitments.php

You are requested to kindly bring it to the notice of such candidates who have the qualifying criteria and are registered with the Employment Exchanges under your jurisdiction.

Yours faithfully,

Encl. - As above
Joint Director of Employment
Sub-Regional Employment Exchange
Howrah

(S. K. Gupta)
Regional P. F. Commissioner - I
RO, Howrah

| Annexure I | |
|---|--|
| Eligibility Criteria for Direct Recruitment of Social Security Assistant and Stenographer (Group C) in EPFO | |
| Name of Post | Social Security Assistant |
| Number of Vacancies | 2674 (Subject to Change) |
| Number of Vacancies for West Bengal | 220 |
| Pay Scale | Level-5 (Rs. 29200-92300) |
| Mode of Application | Online only |
| Fee | Rs. 700/- (for other categories) Nil (SC/ST/PwBD/Female/Ex SM) |
| Qualification | 1. Bachelor's Degree from a recognised university as on the closing date for online registration of application. 2. Typing speed of 35 words per minute in English or 30 words per minute in Hindi [Corresponding to 10500 Key Depression per Hour (KDPH)]. Time Allowed = 10 minutes |
| Age Limit | 18 to 27 years as on Closing Date of online application with Age Relaxation as applicable |
| Scheme of Examination | <u>Phase I</u> - 150 Objective Questions of 600 marks in 2 hours and 30 minutes (Computer Based) <u>Phase II</u> - Computer Skill Test (Computer Data Entry Test) (Qualifying) |
| Website for application | https://www.epfindia.gov.in/site_en/Recruitments.php |
| Last date of Application | 26.04.2023 |

| Annexure I | |
|---|--|
| Eligibility Criteria for Direct Recruitment of Social Security Assistant and Stenographer (Group C) in EPFO | |
| Name of Post | Stenographer (Group C) |
| Number of Vacancies | 185 |
| Number of Vacancies for West Bengal | Yet to be announced |
| Pay Scale | Level-4 (Rs. 25000-81100) |
| Mode of Application | Online only |
| Fee | Rs. 700/- (for other categories) Nil (SC/ST/PwBD/Female/Ex SM) |
| Qualification | 1. 12th Pass from a recognized Board as on the closing date of the online application. |
| Age Limit | 18 to 27 years as on Closing Date of online application with Age Relaxation as applicable |
| Scheme of Examination | <u>Phase I</u> : 200 Objective Questions of 800 marks in 2 hours and 10 minutes (Computer Based) <u>Phase II</u> : For shortlisted candidates only. |
| Website for application | https://www.epfindia.gov.in/site_en/Recruitments.php |
| Last date of Application | 26.04.2023 |