

EPFO SSA & Stenographer 2023

Detailed Video Discussion

(Can Apply For Both Posts)

-By Knower Nikhil

- NOTIFICATION DETAILS
- ELIGIBILITY CRITERIA
- SALARY
- EXAM PATTERN
- SYLLABUS
- BEST BOOKS
- CUT OFF
- PREVIOUS PAPERS



Employees Provident Fund Organization (EPFO)

UPSC EPFO -
Enforcement Officer
/ Account Officer

59 Tests

EPFO Assistant

30 Tests

EPFO Social Security
Assistant

64 Tests



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UPSC EPFO - ENFORCEMENT OFFICER / ACCOUNT OFFICER

59
Test Available

40,274
Tests Taken

5,255
Students

START FREE TEST

Test Series

Mock Tests

Current Affairs

Mock Tests

Enforcement officer / Account Officer Mock Test - 10

120 Question | 100 Marks | 120 Min



Unlock

Enforcement officer / Account Officer Mock Test - 6

120 Question | 100 Marks | 120 Min



Unlock

Enforcement officer / Account Officer Mock Test - 2

120 Question | 100 Marks | 120 Min



Unlock

Enforcement officer / Account Officer Mock Test - 8



IMPORTANT DATES

Online Registration of Application	27th March 2023 to 26th April,2023.	
Fee Payable		
Name of Post	SC/ST/PwBD/Female Candidates/Ex-Servicemen	All Other Categories
Stenographer (Group C)	NIL	Rs. 700/-
Note: Any tax/Bank Transaction Charges will be borne by the candidate.		
Duration for correction in the particulars of an application form (Online only)	27th April 2023 To 28th April, 2023	
Downloading of Admit Card by the Candidate (Online only) From - http://recruitment.nta.nic.in and EPFO website- www.epfindia.gov.in	To be announced later through Public Notice on official website.	
Display of provisional answer keys on website for inviting objections	To be announced later through Public Notice on official website.	
Declaration of Result	To be announced later through Public Notice on official website.	

Application Fee

Category	Fees
Gen/ OBC/ EWS	Rs. 700/-
SC/ ST/ PwD/ Female/Ex-Service	Rs. 0/-
Mode of Payment	Online

Posts Details

Post Name	Number of Vacancies
Social Security Assistant	2674
Stenographer	185
Total	2859

***Students can apply for both posts**

***Separate fee to be paid for both the posts**

The detailed Vacancy Position in the cadre of SSA as under:-

Region	State/Union Territory covered under the Region	Category-wise Vacancies					Total	Horizontal Reservation				Ex-SM
		SC	ST	OBC -NCL	EWS	UR		Persons with Benchmark Disability (PwBD)				
								Category -A	Category -B	Category -C	Category -D&E	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.
Andhra Pradesh Region	Andhra Pradesh	8	0	7	19	5	39	0	1	0	1	5
Bihar Region	Bihar	2	0	8	0	25	35	0	0	0	0	6
Chhattisgarh Region	Chhattisgarh	1	23	0	7	11	42	1	1	0	0	8
Delhi Region	Delhi	28	7	16	44	25	120	2	5	0	3	40
Gujarat Region	Gujarat, Dadra & Nagar Haveli, Daman & Diu	0	54	0	39	104	197	6	6	0	6	44
Goa Region	Goa	0	5	7	3	0	15	1	1	0	0	1
Himachal Pradesh Region	Himachal Pradesh	6	1	2	3	20	32	2	0	0	1	7
Haryana Region	Haryana	25	0	23	22	39	109	2	3	1	4	21
Jharkhand Region	Jharkhand	10	33	0	3	20	66	1	1	0	0	3
Karnataka Region	Karnataka	41	10	42	72	39	204	1	1	2	0	10
Kerala Region	Kerala, Lakshadweep	12	2	19	11	71	115	1	2	0	1	15
Maharashtra Region	Maharashtra	0	44	117	84	177	422	4	4	4	4	107
Madhya Pradesh Region	Madhya Pradesh	19	38	0	18	25	100	0	0	0	0	26
North East Region	Arunachal Pradesh, Assam, Nagaland, Manipur, Meghalaya, Mizoram, Tripura	13	0	16	11	18	58	2	1	0	1	12
Odisha Region	Odisha	7	11	0	4	31	53	0	0	0	0	9
Punjab Region	Punjab & Chandigarh	35	0	28	12	45	120	3	3	0	3	33
Rajasthan Region	Rajasthan	9	4	12	17	17	59	2	1	1	1	5

Posts Details EPFO SSA Post Details

Posts Details EPFO Steno & SSA Post Details

Tamilnadu Region	Tamilnadu & Puducherry	37	9	174	41	155	416	5	5	4	3	41
Telangana Region	Telangana	20	6	36	33	21	116	2	1	1	1	13
Uttrakhand Region	Uttrakhand	5	0	1	1	5	12	0	1	1	0	1
Uttar Pradesh Region	Uttar Pradesh	21	0	6	25	72	124	0	5	5	6	49
West Bengal Region	West Bengal & Sikkim, Andaman Nicobar Island	60	26	0	60	74	220	4	2	0	2	22
TOTAL		359	273	514	529	999	2674	39	44	19	37	478

VACANCIES

2.1 The detailed Vacancies Position in the cadre of Stenographer(Group C) as under:-

Category-wise Vacancies					Total	Horizontal Reservation				
UR	EWS	SC	ST	OBC-NCL		Persons with Benchmark Disability (PwBD)				Ex-SM
						Category-A	Category -B	Category -C	Category -D&E	
74	19	28	14	50	185	2	2	2	1	18

ELIGIBILITY CRITERIA

4.1 Age Limit-

Between 18 to 27 years **as on** Closing Date of Online Application form with Age relaxation as applicable.

4.2 Age Relaxation :-

- I. SC/ST up to 5years,
- II. OBC-NCL upto 3years
- III. The upper age limit is relaxable for Government servants' up to forty years in accordance with the instructions or orders issued by the Central Government. As per the instructions issued by Govt. of India in the prescribed format in support of claim (Annexure VIII).

General	Upto 40 years of age
SC/ST	Upto 45 years of age
OBC- NCL	Upto 43 years of age

4.3 Ex-Servicemen

Category	Relaxation in upper age limit
Ex-SM+ General	3years
Ex-SM+OBC-NCL	6 years(3years+3 years)
Ex-SM+SC/ST	8 years(3years+5 years)

An ex- serviceman shall be allowed to deduct the period of actual military service from his/her actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he/she is seeking appointment by more than three years after the above relaxations, he/she shall be deemed to satisfy the condition regarding age limit.

4.4 Persons with Benchmark Disability (PwBD)

Category	Relaxation in upper age limit
PwBD + General	10years
PwBD+ OBC -NCL	13years
PwBD+ SC/ST	15years

EPFO SSA

Educational & Other Qualifications:

- 3.1 Must possess the Bachelor's Degree from a recognized university as on the closing date for online registration of application.
- 3.2 A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Time allowed - ten minutes.
- 3.3 Those awaiting results of the final examination of the prescribed Essential qualification **SHOULD NOT APPLY.**
- 3.4 Recognized University means (i) a University incorporated by an Act of Parliament or an Act of State Legislature in India or (ii) an educational institute established by an Act of Parliament or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 (3 of 1956).

ELIGIBILITY CRITERIA

STENOGRAPHER

Educational & Other Qualifications:

The candidate must be 12th class pass from a recognized Board as on the closing date of the online application.

Skill Test in Stenography:

The candidates who are shortlisted in the Phase-I Examination will be required to appear in the Skill Test for Stenography. Time allotted is as under:

Dictation : Ten minutes at the rate of eighty words per minute. (Dictation will be computer based)

Transcription: Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on computer)

Those awaiting results of the final examination of the prescribed Essential qualification **SHOULD NOT APPLY.**



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SALARY & PROMOTION

EPFO SSA Salary 2023

Post	Social Security Assistant	Stenographer
Level	5	4
Pay Matrix	Rs. 29,200-92,300/-	Rs. 25,500-81,100/-
Basic Pay	Rs. 29,200	Rs. 25,500

WORK PROFILE

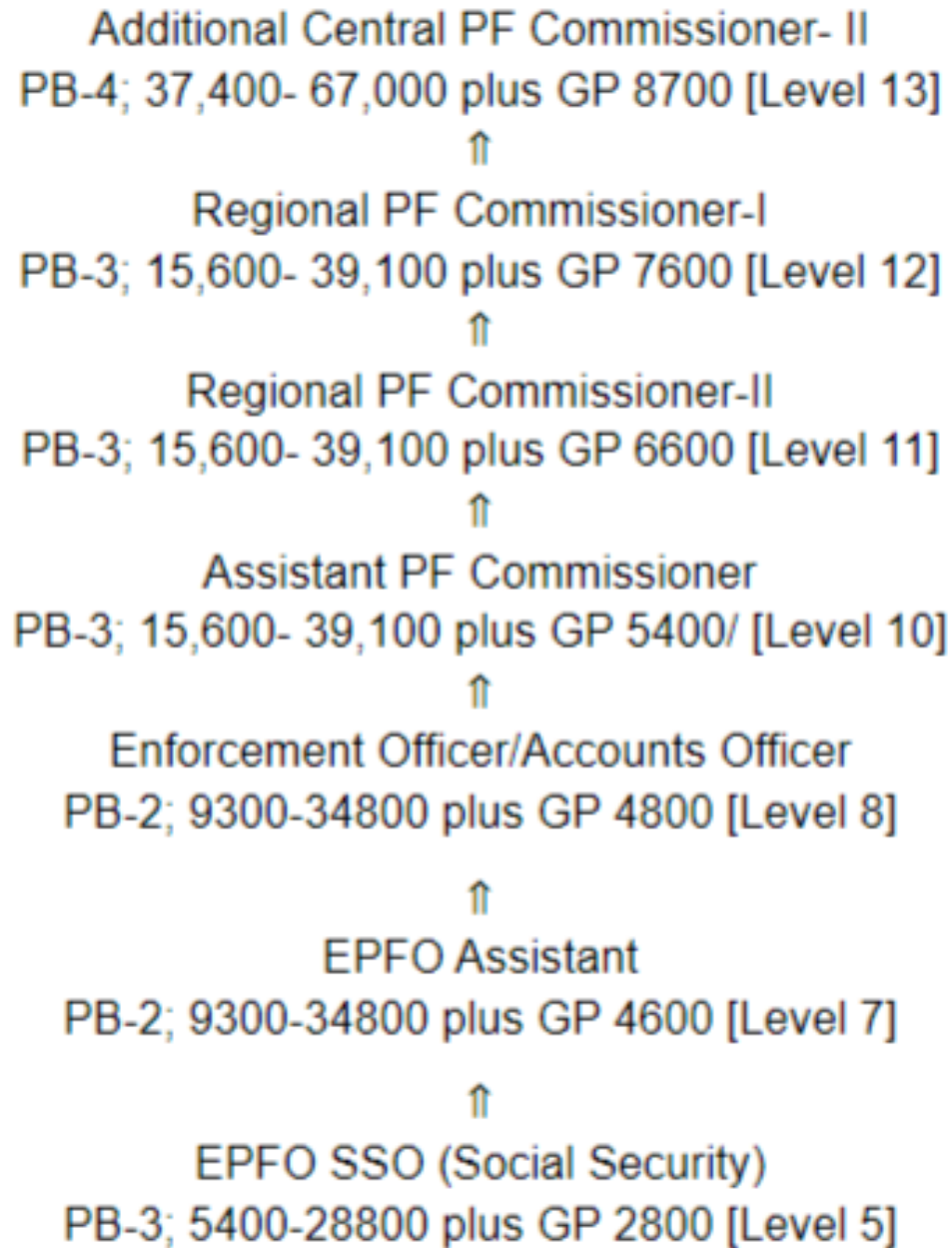
Social Security Assistants

- Performing the essential task of data entry and organization of data.
- Supporting and helping higher cadre.
- Maintenance and safe custody of data related to social security in EPFO.
- File management and arrangement at regional offices of EPFO.
- Assisting higher officials in decision-making by supplying necessary data and other reports.

Stenographer

- Recording official communication and directions.
- Help in printing official orders.
- Making a compilation of rulings and orders within the organization.

PROMOTION



- 1.Social Security Assistant (SSA)
- 2.Assistant Section Officer (ASO)
- 3.Section Supervisor (SS)
- 4.Enforcement Officer/Accounts Officer (EO/AO)
- 5.Assistant PF Commissioner(APFC)
- 6.Regional PF Commissioner-II
- 7.Regional PF Commissioner-I
- 8.Additional Central Provident Fund Commissioner (ACPF)
- 9.Deputy Provident Fund Commissioner (DPFC)
- 10.Provident Fund Commissioner (PFC)

Old Exam Pattern

UPSC EPFO Exam Pattern 2023

- Phase-I: Preliminary Exam (Objective)
- Phase-II: Main Exam (Objective)
- Phase-III: Computer Skill Test (Computer Data Entry Test)

New Exam Pattern

- Phase-I: Preliminary Exam (Objective)
- Phase-II: Computer Skill Test (Computer Data Entry Test)
OR
- Phase-II: Skill Test in Stenography

Old Exam Pattern

EPFO SSA Mains Exam Pattern 2021				
S.No.	Name of the Test	No. of Questions	Maximum Marks	Duration
1.	Reasoning/ Intelligence	40	60	35 Minutes
2.	General/ Economy/ Financial Awareness	40	40	20 Minutes
3.	English Language	30	40	30 Minutes
4.	Quantitative Aptitude	40	60	35 Minutes
Total		150	200	2 Hours
5.	Descriptive Paper	3 (letter, precis, comprehension)	30	45 Minutes
Grand Total		153	230	2 Hours and 45 Minutes

EPFO SSA Prelims Exam Pattern 2021				
S.No.	Name of the Test	No. of Questions	Maximum Marks	Duration
1.	English Language	30	30	20 Minutes
2.	Reasoning Ability	35	35	20 Minutes
3.	Numerical Aptitude	35	35	20 Minutes
Total		100	100	60 minutes

Note: The marks obtained in the Main Exam will be considered for final selection. There is also a negative marking of 1/4th mark for every incorrect answer.

Exam Pattern Stenographer

CHAPTER-6

SELECTION PROCEDURE

6.1 SCHEME OF EXAMINATION

The details of the Computer Based Examination are mentioned below:

6.2 Phase I- Examination

Part	Subject	No. of Questions	Maximum Marks	Total Duration
I	General Aptitude	50	200	2 Hours 10 minutes (130 minutes)
II	General Awareness [includes Computer Awareness]	50	200	
III	English Language and Comprehension	100	400	
Total		200	800	

NOTE

- Each question shall have 4 marks each.
- Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English and Hindi except part-III i.e. English Language and Comprehension.
- The marks obtained in Phase – I will be considered for final selection on merit.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- Total marks 800.
- 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.
- 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.

6.3 Phase II Examination

Skill Test in Stenography:

The candidates who are shortlisted in the Phase-I Examination will be required to appear in the Skill Test for Stenography. Time allotted is as under:

Dictation: Ten minutes at the rate of eighty words per minute. (Dictation will be computer based)

Transcription: Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on computer)

NOTE:- Skill Test in Stenography will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

Skill Test For Stenographer

Dictation: 10 minutes at the rate of 80 WPM

Transcription: 50 minutes (English) and 65 minutes (Hindi)

Exam Pattern SSA

SELECTION PROCEDURE

6.1 Scheme of Examination

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

6.2 Phase I- Examination

Sr. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration
1	General Aptitude	30	120	2 Hours and 30 minutes (150 Minutes)
2	General Knowledge/ General Awareness	30	120	
3	Quantitative Ability	30	120	
4	General English with *Comprehension	50	200	
5.	Computer Literacy	10	40	
	Total	150	600	

NOTE

- Each question shall have 4 marks each.
- The marks obtained in Phase-I will be considered for final selection on merit.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- *English comprehension shall be objective.
- Total marks 600.
- 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.
- 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.

6.3 Phase II-Computer Skill Test (Computer Data Entry Test)

Candidates will be required to appear for the Skill Test to assess speed and accuracy for Data Entry Work. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depression Per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Candidates short-listed for Skill Test will have to appear for a Skill Test.

NOTE:- Computer Skill Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

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

6.5 Process for Arriving at Scores- If the examination is held in more than one session, the process of moderation will follow to ensure fairness.

Skill Test For Stenographer

Dictation: 10 minutes at the rate of 80 WPM

Transcription: 50 minutes (English) and 65 minutes (Hindi)

Skill Test For Social Security Officer

35 WPM For English & 30 Words Per Minute For Hindi

R. Gupta's®



Popular Master Guide

EPFO

Employees' Provident Fund Organisation

Social Security Assistant

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Preliminary Exam

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MATE**



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सामाजिक सुरक्षा सहायक

SOCIAL SECURITY ASSISTANT

Phase-I: Preliminary Exam

- ◆ विशेषज्ञों द्वारा रचित उत्कृष्ट अध्ययन एवं अभ्यास सामग्री
- ◆ बहुसंख्य वस्तुनिष्ठ प्रश्नोत्तर सहित

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SP Bakshi

EPFO SSA Syllabus 2023

English Language

SYLLABUS

1. Reading comprehension
2. Fillers (Double fillers, Multiple Sentence Fillers, Sentence Fillers)
3. Cloze Test
4. Phrase Replacement
5. Odd Sentence
6. Para Jumbles
7. Inference
8. Sentence Completion
9. Connectors
10. Paragraph Conclusion
11. Phrasal Verb-Related Questions
12. Error Detection Questions
13. Word usage
14. Vocab Based Questions

Reasoning Ability/General Aptitude

- 1.Puzzles
- 2.Seating Arrangements
- 3.Direction Sense
- 4.Blood-Relation
- 5.Syllogism
- 6.Order and Ranking
- 7.Coding-Decoding
- 8.Machine Input-Output
- 9.Inequalities
- 10.Alpha-Numeric-Symbol Series
- 11.Data Sufficiency
- 12.Logical Reasoning (Passage Inference, Statement and Assumption, Conclusion, Argument)

Numerical Aptitude

- 1.Data Interpretation (Bar Graph, Line Chart, Tabular, Caselet, Radar/Web, Pie Chart)
- 2.Inequalities (Quadratic Equations, Quantity 1, Quantity 2)
- 3.Number Series
- 4.Approximation and Simplification
- 5.Data Sufficiency
- 6.HCF and LCM
- 7.Profit and Loss
- 8.SI & CI
- 9.Problem on Ages
- 10.Work and Time
- 11.Speed Distance and Time
- 12.Probability
- 13.Mensuration
- 14.Permutation and Combination
- 15.Average
- 16.Ratio and Proportion
- 17.Partnership
- 18.Problems on Boats and Stream
- 19.Problems on Trains
- 20.Mixture and Allegation
- 21.Pipes and Cisterns

General Awareness	<ol style="list-style-type: none">1. Banking and Insurance Awareness2. Financial Awareness3. Government Schemes and Policies4. Current Affairs5. Static Awareness
Computer Awareness	<ol style="list-style-type: none">1. History and Generation of Computers2. Introduction to Computer Organisation3. Computer Memory4. Computer Hardware and I/O Devices5. Computer Software6. Computer Languages7. Operating System8. Computer Network9. Internet10. MS Office Suite and Short cut keys11. Basics of DBMS12. Number System and Conversions13. Computer and Network Security

CUT OFF

EPFO SSA Prelims Cut Off 2021

SN o.	Name of Test	Minimum Marks	Minimum Qualifying marks (SC/ST/OBC/NCL/PWD)	Minimum Qualifying marks for UR/EWS
1	English Language	30	10.50	12
2	Reasoning Ability	35	12.25	14
3	Numerical Aptitude	35	12.25	14

EPFO SSA Prelims Cut Off 2021					
Regions	SC	ST	OBC	EWS	UR
Andhra Pradesh	-	-	81.25	82	85.50
Bihar	58.25	-	79.75	76.75	87.50
Chhattisgarh	58.25	38.25	-	45	77.50
Delhi	65.25	59.75	59.75	44.75	85.50
Gujarat	-	39	-	53	-
Goa	-	51.50	-	-	51.50
Himachal Pradesh	37.25	62.50	37.50	50	72.25
Haryana	38	-	37.50	46.75	79
Karnataka	65	62.50	62.75	48	74.75
Kerala & Lakshadweep	65	-	-	72.25	83
Maharashtra	-	42.25	63.75	43.75	77.25
Madhya Pradesh	65.75	43.75	-	46.75	70.50
North East Region	-	55.50	65	58.25	74
Odissa	62.75	49.75	-	80.75	82.50
Punjab & Chandigarh	-	-	-	-	86.25
Rajasthan	59.75	58.50	-	69.25	84
Telangana	73.75	-	78	74.50	83.75
Uttarakhand	43	57.75	46.35	47.25	82.50
Uttar Pradesh	55.75	-	66.25	70.25	81.25

- CAN I APPLY FOR MORE THAN 1 POST ?
- CAN I APPLY FROM A DIFFERENT STATE ?
- CAN FINAL YEAR STUDENTS APPLY ?



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