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कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

एन.बी.सी.सी सेंटर, ब्लॉक-2, ग्राउंड-4th फ्लोर, ईस्ट किदवई नगर, नई दिल्ली-110023

NBCC Centre, Block-2, Ground-4th Floor, East Kidwai Nagar, New Delhi-110023

website: www.epfindia.gov.in, www.epfindia.nic.in

No. A-45013/7/2022-EXAM/909 Date: 18.03.2026

To,

All ACCs (HQ) (Zonal Offices)
Director, PDUNASS
All ACCs (Zonal Offices) /ACCs(ZTIs)/ ACC(ASD), Head Office

Subject:- Notice for Conducting the Limited Departmental Competitive Examination for promotion to the post of Lower Division Clerk /Junior Secretariat Assistant-Regarding.

Reference: Examination Scheme: Letter No. Exam. A-34018/3/2022-EXAM-85 dated 19.01.2024 (EPFO website at Sl.No. 328 Year 2023-24)

Sir/Madam,

The Limited Departmental Competitive Examination for promotion to the post of Lower Division Clerk /Junior Secretariat Assistant under Examination Quota will be conducted through Institute of Banking Personnel Selection (IBPS).

2. The details of vacancies existing as on 31.12.2025 are given in Annexure-I of this letter.

3. The examination will be conducted as per the Examination scheme namely "Employees' Provident Fund Lower Division Clerk/Junior Secretariat Assistant Departmental Competitive Examination Scheme, 2023." The scheme of the examination was circulated vide letter dated 19.01.2024 as referred at Sl.No. 1 above.

4. The examination shall be computer based with Multiple Choice Questions (MCQs). Details of papers, time duration, subject wise marks, are given as under: -

Paper	Subject	Duration (Minutes)	Total Marks	Type of Exam
I	English, Administration, Arithmetic & Numerical Ability and Reasoning	120	100	Computer Based with Multiple Choice Question (MCQs)

5. The eligibility for appearing in the examination for the promotion to the post of Lower Division Clerk / Junior Secretariat Assistant shall be determined with reference to the Recruitment Rules of the said posts, which is as under:-

(i) **For LDC**- Group 'C' employee whose scale of pay is identical or lower than that of Lower Division Clerks and Group 'D' employees serving in the respective offices on the result of limited Departmental examination restricted to Group 'C' employees whose scale of pay is equivalent or lower than that of Lower Division Clerk and Group D' employees who possess the minimum educational qualification of matriculation or equivalent and have completed five years regular service in Group 'D' and Group 'C' isolated cadre.

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(ii) **For JSA**- Group 'C' staff of Head Office who possess matriculation or equivalent pass qualification and have rendered minimum three years regular service in the grade in Level-1 in the Pay Matrix [18000-56900].

6. The cut-off date to determine the eligibility of the candidate to appear in the examination shall be 1st January, 2025 as the vacancies upto 31.12.2025 have been notified for the above examination.

7. The eligible candidates desirous of appearing in the Limited Departmental Competitive Examination for promotion to the post of Lower Division Clerk/Junior Secretariat Assistant shall fill their application form online. The tentative date of the examination is **02.05.2026.** Link for filing of the application form is given below:-

https://ibpsreg.ibps.in/epfofeb26/

8. The application may be filled by clicking the above link given below the circular. The link will be live from 20.03.2026 till 01.04.2026.

9. ACC (HQ)/ACC (Zones) / Director (PDUNASS)/ACC(ASD) are requested circulate this notice of the examination to the eligible candidates under their jurisdiction including officials posted in the ZTIs, Sub-ZTI, PDUNASS, Office of ACC (HQ)/ACC (Zones), etc.

10. Candidates shall fill their application form online within due date. The PDF of duly filled application form shall be forwarded by the candidates by 04.04.2026 to the concerned ACC (HQ)/ACC (Zones) / Director (PDUNASS)/ACC(ASD) for verification. ACC (HQ)/ACC (Zones) / Director (PDUNASS)/ACC(ASD) on receipt of the PDF of application form from candidates are requested to scrutinize the eligibility of the applicants as per the Recruitment Rules and send the details of the eligible candidates in prescribed format in Annexure II to Recruitment Division at email ID [rpfc.exam@epfindia.gov.in] by 06.04.2026.

11. Copy of this letter may also please be displayed on the Notice Board.

Yours faithfully,

Encl.: As above

(Ajay K Mehra)
Addl. Central P.F. Commissioner (Recruitment)

Copy to:-

1. OSD to CPFC
2. All Additional C.P.F.C. (HQ), F.A & C.A.O / C.V.O, Head Office
3. All. Additional CPFC, Head Office
4. All RPFCs-in-charge of Regional Offices
5. R.P.F.C-I (HRM-III), Head Office
6. R.P.F.C (NDC) to upload on the Website.
7. AD (OL), Head Office for translation in Hindi
8. Secretary General, All India Officers Association, Ludhiana
9. Secretary General AIEPFSF & Secretary General, AIEPF SC/ST Staff Federation.
10. Guard File.

(Bhupendra Singh)
Regional P.F. Commissioner-I (Recruitment)

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Annexure -I

Vacancy Position in the cadre of Lower Division Clerk/Junior Secretariat Assistant under LDCE as on 31.12.2025

Sl No	Name of Zone/State	Total	Category wise Vacancy						
			SC	ST	UR	PwBDs			
						a	b	c	d&e
1	Andhra Pradesh	4	1	0	3	1	0	0	0
2	Bihar	1	0	0	1	0	0	0	0
3	Chennai & Puducherry	27	4	2	21	1	0	0	0
4	Chandigarh	5	0	1	4	1	0	0	0
5	Chhattisgarh	1	0	0	1	0	0	0	0
6	Delhi	2	(+)1	0	3	1	0	0	0
7	Gujarat	19	3	1	15	0	0	0	0
8	Haryana	1	0	0	1	0	0	0	0
9	Hubli	0	0	0	0	0	0	0	0
10	Head Office	7	0	0	7	1	0	0	0
11	Himachal Pradesh	1	0	0	1	0	0	0	0
12	Jharkhand	1	0	0	1	1	0	0	0
13	Karnataka	10	1	(+)1	10	1	0	0	0
14	Kerala	8	1	0	7	1	0	0	0
15	Madhya Pradesh	1	0	0	1	0	0	0	0
16	Maharashtra	42	6	3	33	1	0	0	0
17	North East Region	0	0	0	0	0	0	0	0
18	Odisha	1	0	0	1	1	0	0	0
19	Rajasthan	4	0	0	4	1	0	0	0
20	Telangana	4	0	0	4	0	0	0	0
21	Uttar Pradesh	1	0	1	0	0	0	0	0
22	Uttarkhand	1	0	0	1	0	0	0	0
23	West Bengal	12	1	1	10	0	0	0	0
	TOTAL	**153**	**16**	**8**	**129**	**11**	**0**	**0**	**0**

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Annexure-II

Name of the ZO/PDUNASS/ZTI/ASD:

S. No	Name of the applicant	Name of the State/Region	Employee ID No	Registration No.	Category	Whether PwBD Yes/No	Remarks, if any

Certified that the particulars given in the application form are correct and the above candidates satisfy all the conditions for eligibility laid down in the Recruitment Rules and the LDCE Scheme for promotion to the post of Lower Division Clerk/Junior Secretariat Assistant.

*(No need to send the original / photocopies of the application form to Recruitment Division, Head Office.).

Signature with stamp