

F.1/23(07)/2023-R.IV/SPC-I
UNION PUBLIC SERVICE COMMISSION
SPC-I SECTION
IMPORTANT INSTRUCTIONS TO THE CANDIDATES

Name of the Post	Recruitment Test to fill up 323 vacancies for the post of Personal Assisatant in Employees' Provident Fund Organization, Ministry of Labour & Employment.
Advertisement No.	51/2024
Vacancy No.	24035101707

Candidates, who desire to represent against their Rejection/Provisionality or submit their deficient documents in accordance with criteria and modalities adopted, as shown below, for shortlisting candidates to be called for interview for the said post, may submit the same with substantive ground (s)/ reason(s) with attachments of documentary proof/s to (upsc.spc1@gov.in) by 11.04.2025, **mandatorily** mentioning **subject** and **Roll Number**. Mails received after 11.04.2025 would not be opened. All the representations/documents would be examined and if in any case, the ground/reason indicated therein is found to be correct as per criteria and adopted modalities, such applications would be shortlisted. However, the same would be examined only with reference to age, category, qualification, experience claimed in the Online Recruitment Application. Thereafter, revised and updated scrutiny details would be uploaded on the website of the Commission. No individual replies would be given to any of the e-mails. Non-submission of deficient documents must lead to cancellation of candidature. **All E-mails/representations should invariably mention the name of the post, Advt. No., Vacancy No., File No. and Roll No.**

Essential Qualification	(i) Bachelor's Degree from a recognized University. (ii) (a) Dictation for a period of 10 minutes with a Speed of 120 words per minute in Stenography (English or Hindi). (b) Transcription Time for the dictation taken as per (ii) (a): 50 minutes (English) / 65 minutes (Hindi) (Only on Computer).
Modalities	Modalities adopted for scrutiny of the details of Essential Qualification for calling the candidates for interview for the instant recruitment case is in consonance with the Recruitment Rules and Essential Qualification as mentioned in the Advertisement for the post. i. Matriculation/Higher Secondary Certificate/Mark sheet showing date of birth. ii. Caste Certificate (for SC/ST/OBC candidates) & EWS Certificate in prescribed format. The OBC Candidates have been considered eligible subject to the undertaking which will be collected at the time of skill test. EWS certificate valid for 2023-24 has been

- considered relevant.
- iii. Degree/Provisional certificate alongwith marksheet/final marksheet of a recognized University as mentioned in Advt. No. 51/2024, Vacancy No. 24035101707 as on closing date 27.03.2024.
 - iv. Certificate of Govt. Servant in case the candidate has claimed age relaxation for Govt. Servant. From the scrutiny, it is found that no candidate have claimed age relaxation of Govt. Servant.
 - v. PwBD certificate in prescribed format (for PwBD candidates).
 - vi. An Affidavit regarding difference or spelling in name/father's name in documents/certificates and ORA.
 - vii. Scrutiny has been done on the basis of information filled up by the candidates in the Detailed Application Form (DAF) submitted on-line and supporting documents uploaded along with it.
 - viii. The scrutiny of the DAF has been done strictly as per the provisions of the Recruitment Rules for the post in question and the modalities adopted for scrutiny in this case.
 - ix. Only the claims made in the DAF have been considered as educational qualification for scrutiny. The supporting documents of only those candidates who have claimed information which are acceptable to make them eligible for the post with regard to their Essential Qualification –(i) have been examined and documents attached without its reference in the relevant module of the DAF have not been considered.
 - x. Candidates who have qualified the written test but not submitted DAF have been rejected.
 - xi. PwBD candidates with both arm affected is also eligible for PwBD suitability under Locomotor Disability Category, since, candidates with both arms and both legs affected are eligible.

Roll No. of candidates shortlisted for interview

100063	100736	101317	200189	200306	201066	201316
201325	201640	202144	202579	203577	203950	204868
300210	300300	300363	300904	300907	301027	301042
301196	301293	301314	301329	301446	301537	301564
301572	301605	301607	301631	301679	301692	302125
302332	302490	302497	302520	400694	400804	401162
401170	401374	401654	402111	500198	500257	500455
500618	600234	600635	600949	601299	601594	601621
601856	601952	602728	602739	602846	603221	603268
603399	603560	603594	603868	603973	604143	604369
604517	700785	702203	800120	800178	800220	800565
800618	800630	800674	800782	800917	800920	801153
801233	801467	801484	801660	801735	801877	802048
802092	802842	802913	803048	803182	803644	803740

803756	803846	803900	803927	804041	804055	804082
804417	804445	804603	804749	804764	804774	805107
805111	805588	805746	805930	806241	806328	806360
806825	806903	807158	807160	807329	807349	807638
807699	807751	807760	807776	807871	807880	808013
808125	808246	808396	808492	808520	808539	808731
808898	809246	809320	809321	809404	809430	809575
809775	809782	809811	809921	809945	810028	810041
810121	810150	810893	810916	811032	811556	811711
811926	812144	812228	812450	812502	812811	812844
813129	813141	813497	813551	813588	813685	813864
814380	814402	814480	814565	814689	814702	814941
815103	815154	815277	815468	815771	815866	815976
816118	816190	816261	816303	816319	816346	816791
817016	817047	817214	817344	817583	817993	818182
818307	818317	818333	818418	818618	818765	819167
819518	819596	819609	819690	819864	819920	819981
820063	820189	820446	820524	820559	820623	820671
820941	820956	820958	820960	900165	900298	900751
900967	1000539	1000568	1000671	1000739	1000760	1000807
1001242	1001245	1001538	1001573	1001653	1002317	1002353
1003109	1003581	1004479	1005455	1100064	1100555	1101027
1101358	1101363	1102829	1103265	1103684	1103858	1103914
1105018	1105897	1200047	1200099			

1201041	1201843	1300650	1300673	1300846	1301097	1301166
1400039	1400293	1400533	1400572	1400607	1400615	1400629
1400929	1400975	1401211	1401292	1401298	1401302	1401371
1401506	1401641	1402180	1402490	1402502	1500687	1500725
1502801	1502915	1502973	1504815	1504983	1505240	1505373
1505595	1700283	1800083	1800175	1800278	1900210	1900311
1900377	1900415	1900478	1900598	1900750	1900753	1900754
1900803	1900876	1900939	1900976	1900981	1901017	1901105
1901118	1901137	1901183	1901203	1901275	1901342	1901376
1901476	1901479	1901482	1901483	1901571	1901811	2000138
2100280	2200089	2200703	2400008	2400237	2400399	2400596
2400783	2401012	2401027	2401148	2600337	2600852	2600877
2600981	2601508	2601764	2602466	2602843	2602924	2602972
2603504	2603602	2603822	2604208	2604548	2604605	2604975
2604987	2605279	2606884	2608128	2608333	3400142	3400386
3400391	3400505	3400621	3400793	3500396	3500493	3500500
3500749	3500909	3501002	3501524	3501759	3501784	3501848
3501976	3502279	3502442	3502740	3700046	3800329	3900353
3900751	4100238	4100452	4100480	4100935	4100995	4101607

4102177	4102254	4300011	4400200	4400362	4400384	4700041
4900253	4900361	4900560	4900966	5000132	5000578	5102166
5200242	5200415	5200518	5300299	5400272	5400489	5400998
5401144	5401623	5600174	5600439	5600508	5700005	5700047
5700149	5700245	5700263	5700468	5700714	5700761	5700803
5700824	5800124	5800151	5800185	5800289	5800586	5800668
5800675	5900178	5900273	5900291	5901003	5901139	5901141
5901322	5901453	5901606	5901710	5901933	6000255	6000332
6001408	6100204	6100642	6100683	6100801	6100882	6101194
6101574	6101800	6200605	6200890	6201903	6202012	6300033
6300191	6300419	6300421	6300684	6300880	6301061	6301176
6400150	6400420	6400430	6400640	6400704	6500148	6600211
6600413	6600703	6600788	6601004	6601199	6601360	6601843
6700096	6700164	6700311	6801018	6900078	6900127	6900238
6900720	6901314	6901384	7000008	7000471	7100001	7200185
7200201	7300188	7300202	7300292	7700033	7700073	7700593
7800325	7800330	7800675	7801380	7801935	7900340	7900800
7900817	7901126	7901346	7901504	7901703	7902171	8100673
8500031	8500069	8600258	8800062	8800131		

(Total number of candidates: 527)

Roll Nos. of candidates shortlisted for Skill Test 'Provisionally' subject to furnishing the requisite documents as mentioned

S.No.	Roll No.	Condition Code	S.No.	Roll No.	Codition Code
1	100070	A+ C	1	1201083	E
2	100552	A+E	2	1201393	E
3	100787	E	3	1300240	A
4	100826	E	4	1300465	E
5	101355	B+ C	5	1300468	E
6	200259	C	6	1300540	E
7	200993	C+E	7	1300546	E
8	201568	B	8	1300722	B+E
9	201723	C	9	1301082	A
10	203155	C	10	1400811	A+C
11	203178	C	11	1400837	A
12	203394	C	12	1400918	C
13	203691	C	13	1401540	C
14	204089	C	14	1402263	C
15	204132	C	15	1402431	C
16	204288	C	16	1402548	C
17	204368	C	17	1500698	A
18	204518	C	18	1501345	C
19	204991	B	19	1502601	C
20	300064	B	20	1504141	D

21	300085	E	21	1505097	B
22	301547	C	22	1505283	C
23	301822	E	23	1505594	C
24	301879	C	24	1600043	C
25	302013	E	25	1700096	C
26	302110	B+C	26	1900534	A
27	302190	E	27	1900771	A
28	302313	A	28	1901441	A
29	302381	E	29	1901491	C
30	302530	E	30	1901797	E
31	401120	E	31	1901859	B
32	401324	B+C	32	2000205	B
33	401350	C	33	2000286	B
34	401753	A+ E	34	2100572	C
35	402203	C	35	2200496	B
36	500080	A+ E	36	2200654	C
37	500121	E	37	2400269	E
38	500177	E	38	2400390	A
39	500503	E	39	2400392	A
40	500605	E	40	2601600	A+C
41	500632	C+G	41	2602245	C+E
42	500866	G	42	2602448	B+C
43	500873	E	43	2602784	C
44	501121	C	44	2603150	C
45	600090	C	45	2603846	C
46	600177	A	46	2603867	C
47	600196	A	47	2604129	C
48	600567	B	48	2605839	B+C
49	600596	A	49	2606120	C
50	600773	C	50	2606364	A+B+C
51	601272	A	51	2608121	A+C
52	601514	A + C	52	3400803	A+C
53	601564	E	53	3500769	B
54	602108	E	54	3500960	C+E
55	602245	C	55	3501025	E
56	602255	C	56	3501342	C+D
57	603315	E	57	3502777	A
58	603319	A+C	58	3503098	A+C
59	603430	E	59	3600043	C
60	603474	A	60	4000725	C+E
61	604214	A+C	61	4100585	C
62	604459	A	62	4101322	A+B
63	700409	E+C	63	4101505	C
64	700727	B +C	64	4101863	A+C

65	702091	E	65	4102105	C+E
66	800858	C	66	4102155	C
67	800863	C	67	4102430	C
68	800869	A+C	68	4400194	C
69	800945	C	69	4400427	B
70	801023	A	70	4600271	B
71	801332	E	71	4800008	E
72	801481	E	72	4900554	A+C
73	801943	A+E	73	4900981	C
74	802027	B	74	4901007	C
75	802055	C	75	5000255	C
76	802403	B	76	5001040	A+C
77	802743	C	77	5101031	E
78	802851	B	78	5101098	C
79	802853	C	79	5102340	A
80	803399	C+E	80	5200216	A+C
81	803718	C	81	5200221	C
82	803747	C	82	5200366	A+C
83	804144	C	83	5300411	C
84	804306	C	84	5401002	C
85	804459	B	85	5401796	C+D
86	804591	A	86	5401938	C
87	804710	A+C	87	5402692	C
88	805223	E	88	5402759	C
89	805708	B	89	5700256	C
90	805769	A+C+E	90	5800693	A
91	806527	A	91	5800711	C
92	806619	C	92	5900207	A
93	806777	A+C	93	5901006	C
94	806916	A+B+C	94	5901007	C
95	806980	E	95	5901195	A
96	807080	A+C	96	5901495	E
97	807193	C +G	97	6000399	C
98	807330	C	98	6000700	A+C
99	807388	C	99	6000949	C
100	807838	A+C	100	6001164	C
101	807859	A+E	101	6001570	C
102	808099	A	102	6100131	C
103	808104	A+C+E	103	6100268	C+D
104	808403	A	104	6100533	C
105	808483	A	105	6101791	B
106	808496	C	106	6102791	C
107	808575	C	107	6200226	E
108	808702	E	108	6200653	C

109	808770	C	109	6300498	C
110	808850	A	110	6300646	A+C
111	809372	E	111	6300762	C
112	809478	A	112	6300768	C
113	809516	C	113	6301136	D
114	809699	C	114	6400055	A+C
115	810060	E	115	6400520	C
116	810072	C	116	6500044	E
117	810104	C	117	6500055	A
118	810172	A	118	6500185	E
119	811194	E	119	6600170	E
120	811236	C	120	6600198	C
121	811376	C	121	6600217	C+E
122	811447	C	122	6600246	C+E
123	811499	C	123	6600606	A
124	811637	C	124	6600797	C+E
125	811725	C	125	6600961	A+C
126	811805	B	126	6601076	E
127	812373	E	127	6601449	E
128	812592	C	128	6601460	E
129	812601	C	129	6601501	C+E
130	812628	C	130	6601699	E
131	812681	E	131	6601818	C+E
132	812707	C	132	6601901	C
133	812733	A	133	6601919	B+E
134	812916	E	134	6601940	E
135	813004	C	135	6601973	C+E
136	813202	C	136	6700069	E
137	813398	E	137	6800136	B+C
138	813655	C	138	6800304	C
139	813904	C	139	6800328	C+E
140	814273	A	140	6800688	C
141	814562	A+ C	141	6801041	C
142	814669	A + C	142	6900094	C
143	814839	E	143	6900407	C
144	814841	A.	144	6900708	C
145	814950	A	145	6901050	C
146	815129	B	146	6901146	C
147	815361	E	147	6901167	C
148	815363	A	148	6901275	C
149	815448	B	149	6901284	C
150	815611	C	150	6901294	E
151	815648	A+ C + E	151	6901425	B+C
152	815673	C	152	7100219	C

153	815869	C	153	7500049	A
154	816116	E	154	7500083	E
155	816523	C	155	7500291	E
156	816524	C	156	7700196	C
157	817131	C	157	7700234	C
158	817262	A + E	158	7700447	C
159	817485	A + C	159	7700496	B+C+E
160	817741	E + C	160	7700573	C
161	817764	A	161	7800179	E
162	817825	B	162	7800365	C+E
163	817876	A + E	163	7800794	C
164	818171	G + C	164	7801392	E
165	818215	C	165	7801393	C
166	818216	A + B	166	7801924	B
167	818252	A + B	167	7801977	C
168	818407	B+C	168	7900737	C+E
169	818474	C+ E	169	7900972	C
170	818631	C	170	7901737	C
171	818737	C	171	7901832	C
172	818862	C	172	7902206	C+E
173	818924	B.	173	8100104	A
174	819037	C	174	8100181	E
175	819410	C	175	8100463	E
176	819448	A. + E	176	8100536	A+C
177	819790	C	177	8100613	A
178	819965	A + E	178	8200096	A+C
179	820007	C	179	8200284	B+C
180	820064	C	180	8200781	B
181	820333	B	181	8500240	C+E
182	820517	A + E	182	8600099	C
183	820756	A	183	8600382	E
184	820913	C + E	184	8700060	A+B
185	820932	A	185	8700130	A
186	900525	A + C	186	8700170	A+C+E
187	900682	A + C	187	8700261	A
188	1000189	A + C	188	8700356	A
189	1000732	C	189	8900157	A
190	1000854	C			
191	1000861	A + E			
192	1000913	A+ C			
193	1001139	B			
194	1001795	C + E			
195	1002141	E			
196	1002292	A + C			

197	1002368	E
198	1002700	E
199	1002979	C
200	1003148	A
201	1003838	E
202	1004367	C
203	1004837	A+ B
204	1004935	C
205	1005124	C
206	1005189	C + D
207	1005433	C
208	1005482	C + B
209	1005680	E + C
210	1005959	C
211	1100023	C + E
212	1100150	C
213	1100352	C
214	1101201	C
215	1101351	C
216	1102457	E
217	1102594	C
218	1102825	A
219	1103702	C
220	1103717	A + C
221	1103867	C
222	1104163	C
223	1104646	C + B
224	1104913	C + B
225	1105116	C
226	1105129	C + B
227	1105146	B
228	1105421	B + E
229	1105449	C
230	1105845	C
231	1200085	A + E
232	1200095	B
233	1200453	A
234	1200594	C
235	1200811	A+B+G
236	1200939	A + E

(Total number of candidates: 425)

Roll Nos. of candidates Rejected for Skill Test under non-submission of valid PH Certificate.	<table border="1" data-bbox="464 216 1133 258"> <tr> <td data-bbox="464 216 630 258">1504224</td> <td data-bbox="630 216 794 258">4200013</td> <td data-bbox="794 216 959 258">4300028</td> <td data-bbox="959 216 1133 258">8200206</td> </tr> </table>	1504224	4200013	4300028	8200206
1504224	4200013	4300028	8200206		
Roll Nos. of candidates Rejected for Skill Test under lacking in educational qualification as on closing date	811340				
Condition Code	Condition Details				
A	Matriculation/Higher Secondary Certificate/ Mark Sheet/ School Leaving Certificate showing Date of Birth.				
B	Duly Filled Caste Certificate in Prescribed Format (for SC/ST/OBC candidates)/EWS Certificate in prescribed format. All Proforma available on UPSC Website. The OBC Candidates have been considered eligible subject to the undertaking which will be collected at the time of skill test. EWS certificate in prescribed format (for EWS candidates) valid for 2023-24 has been accepted.				
C	Degree/Provisional certificate alongwith marksheets/final year/semester marksheets as on closing date i.e. 27.03.2024.				
D	Physical Handicapped Certificate in prescribed proforma clearly showing the nature of disability as per the Advt. No. 51/2024, Vacancy No. 24035101707				
E	Affidavit for change in either Name/Father's Name or spelling of Name/Father's Name in DAF and Certificates.				
G	Certificate of Govt. Servant/Ex. Serviceman in case candidate has claimed age relaxation for Govt. Servant/Ex. Serviceman				

Important Information:- The finally shortlisted candidates would be summoned for a skill test, date of which would be intimated in due course. The skill test is mandatory and candidate will have to qualify the test comprising of:-

- (a) Dictation for a period of 10 minutes with a Speed of 120 words per minute in Stenography (English or Hindi).
- (b) Transcription Time for the dictation taken as per (a): 50 minutes (English) / 65 minutes (Hindi) (Only on Computer).

(No Scribe facility will be provided to any candidate for the skill test.)

Sd/-
Under Secretary (SPC-I)