



सामाजिक सुरक्षा संगठन
Social Security
Organization

कोयला खान भविष्य निधि संगठन

COAL MINES PROVIDENT FUND ORGANISATION

(भारत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)

(A Statutory Organization under Ministry of Coal, Government of India)

आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER

पुलिस लाईन @POLICE LINE,

धनबाद @DHANBAD

पिन /PIN-826014

(झारखण्ड)/(JHARKHAND)

फोन नं°/Phone No.- 0326-2202114

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F. No.:CMPFO-11.0011.0/32/2024-PERSONNEL/160

Dated : 27 May, 2024

CIRCULAR

Subject :- Inviting applications for Departmental Examination for the posts of Finance Officer, Enforcement Officer/Accounts Officer and Section Officer in CMPFO - regarding.

Coal Mines Provident Fund Organisation (CMPFO) invites applications from eligible and willing candidates for Departmental Examination for the posts of Finance Officer, Enforcement Officer/Accounts Officer and Section Officer as per details given below :-

S/ No	Name of post & Level of Pay in Pay Matrix	No. of posts under Departmental Exam quota	Eligibility as per RR' 2024
(a)	Finance Officer (Level-10 in Pay Matrix)	02	CMPFO officials having qualification of CA, ICWA, CFA, MBA (Finance) or equivalent from recognised University and 10 years' regular service in Level-6 in Pay Matrix or 5 years' regular service in Level-7 in Pay Matrix or 4 years' regular service in Level-8 in Pay Matrix.
(b)	Enforcement Officer/Accounts Officer (Level-8 in Pay Matrix)	20	CMPFO officials having qualification of Bachelor's degree or equivalent in any discipline from a recognised University and 2 years' regular service in Level- 7 in Pay Matrix or 6 years' regular service in Level-6 in Pay Matrix.
(c)	Section Officer (Level-7 in Pay Matrix)	42	CMPFO Officials from amongst PFI/Sr. SSA in Level-6 in Pay Matrix having 5 years of regular service.

2. **Eligibility :** The required qualifications and eligibility conditions for appointment to the aforementioned posts under Departmental Examination Quota will be same as prescribed under the notified Recruitment Rules.

3. The concerned Regional Heads should send the list of applications from the willing and eligible candidates of the Regional Offices after verifying the credentials from the Service Books of the concerned Officials to the Office of the Commissioner, Dhanbad latest by **10.06.2024 positively**. The applications in respect of the willing and eligible candidates of CMPF Office of the Commissioner, Dhanbad should be collected by the In-charge of Establishment Section and hand over the same to Personnel Section after verifying the credentials from the Service Books of the concerned Officials latest by

10.06.2024 positively.

4. **Medium of Examination :-** The Medium of examination shall be Hindi/English except to the extent specially directed. The candidates are required to give a specific option for a language for writing the examination. However, the English Section of Paper is required to be written in English only or as directed in the Question Paper.

5. **Date of Examination :-** The examination will be tentative held in the last week of June, 2024. The dates of the examination and venue will be informed by the Office of the Commissioner, Dhanbad from time to time.

6. **Reservation :-** Reservation to SC/ST & PwBD candidates will be decided as per Reservation Policy of the Central Government issued from time to time.

7. **Employees under Suspension/Undergoing Disciplinary Proceedings/Criminal Proceeding/Undergoing Punishment :-** The Officials who are eligible but are under Suspension or against whom disciplinary proceedings/Criminal Proceedings are pending/undergoing penalty may be permitted to appear in the examination. The result will be declared based on the merit of the candidate. DPC shall follow the DoP&T instructions in regard to such cases.

8. **Preparation of Merit List**

(a) The examination is a Competitive Examination.

(b) A single Merit List of Qualified Candidates for the number of vacancies for which the examination has been conducted for each category will be prepared arranging the candidates in the order of merit based on the total marks obtained in all the papers, subject to the candidates having secured the minimum qualifying marks prescribed for each paper.

(c) A waiting List shall also be prepared on the same lines as the Merit List of Qualified Candidates, which shall be utilized in the event that any person from the Merit List is not found fit by the DPC for promotion or does not join the post after promotion or refused the promotion for any reason whatsoever. The Waiting List shall not exceed 20 percent of the notified vacancies for the examination, subject to a minimum of one candidate.

(d) The validity period of waiting list shall be one year from the date of declaration of the result or till the conduct of the next examination whichever is earlier.

(e) The DPC shall make recommendations for promotion against the examination quota vacancies on the basis of the Merit List of qualified Candidates and duly assessing their fitness based on other criteria as contained in the Recruitment Rules.

(f) In case any vacancy remains unfilled in the event that a person in the Merit List is found to be unfit for promotion by the DPC or due to non-joining of candidates recommended and offered promotion shall be filled up from the available candidates in the Waiting List.

9. **COMMUNICATION OF RESULT:** The list of candidates declared successful in the Examination will be circulated for information of all the candidates.

10. **SYLLABUS FOR THE EXAMINATION**

SYLLABUS OF DEPARTMENTAL EXAMINATION FOR FINANCE OFFICER IN LEVEL-10 IN PAY MATRIX FOR IN CMPFO

Paper No. 1:- Parliamentary Financial Control and Government Budgeting.

Syllabus content :-

Constitution of India

Part-V-Chapter-I (Conduct of Govt. Business), II, III & IV

Part-IX

Part- XII- Chapter-I, II & III

Part- XIII

Part-XIV- Chapter-I

Part-XCII & Part XX

Relevant Schedules referred to in the above provisions of Constitution of India will also form part of the Syllabus.

2. Rules & Procedures and Conduct of Business in Lok Sabha Ninth Edition, 1977

Chapter-XIX

Chapter-XXVI- Parliamentary Committees, General Rules, Committee on Public Accounts, Committee on Estimates, Committee on Public Undertaking, Committee on Subordinate Legislation, Departmentally related Standing Committee.

3. (a) Principles of Budgeting

(b) Budget formulation and implementation including

(i) Re-appropriations of Funds, (ii) Supplementary Budget, (iii) Expenditure Budget: Statement of Budget Estimates, Budget for the Public Account, (iv) Control of expenditure against Budget.

(b) Fiscal Responsibility of Legislation (FRBM Acts and Rules)

4 (a) General Financial Rules, 2017

(b) Delegation of Financial Powers Rules.

Note:-

Books will be allowed to the candidates for answering this paper.

Following books will be permitted for use in the examination hall

(a) Constitution of India/Bare Act of Constitution of India

(b) GFR, 2017 Govt. reference book

(c) DFPR Govt. reference book

(d) FRBM Act and FRBM Rules, 2004

Paper No. 2:- Commercial & Management Accounts

Syllabus Content: -

1. **Introduction to Financial**

- i. Theory base of Accounting
- ii. Meaning of Balance Sheet, Income Statement
- iii. Cash basis and Accrual Basis of Accounting - Concepts and Comparative Analysis

2. **Vouchers and Recording of Transactions**

- i. Meaning and classification of Vouchers, Recording of Transactions in Vouchers.
- ii. Preparing Day Book and Posting into Ledger Accounts.
- iii. Preparation of Trial Balance and Rectification of Errors.
- iv. Company Accounts- Transactions relating to issue of Shares and Debentures.

3. **Financial Statement**

- i. Measurement of Income
- ii. Profit & Loss Account, Adjustment Entries.
- iii. Balance Sheet
- iv. Analysis of Financial Statement- Ratio Analysis, Fund Flow and Cash Flow Statement.

4. **Accounting of Not-for -Profit Organisation**

- i. Accounting of non-Profit Organisation
- ii. Receipts and Payment Account
- iii. Income & Expenditure Account and Balance Sheet

5. **Accounting Standards**

- i. Frame work for the preparation and presentation of Financial Statement

6. **Financial Statements for the Central Autonomous Bodies**

7. **Management Accounting**

- i. Basics of Cost Accounting
- ii. Prime Cost
- iii. Overheads
- iv. Cost Accounting Records
- v. Marginal Costing & Decision Making
- vi. Budgetary Control

Paper No.3:- Administrative & Office Management

Syllabus content:-

1. **Service Rules:-**

- i. FRSR Part-I, II, IV
- ii. Central Services (Medical Attendance) Rules, 1944
- iii. Central Government Health Scheme Rules
- iv. CCS(Pension) Rules, 2021
- v. CCS (Leave) Rules, 1972, Leave Travel Concession Rules
- vi. General Provident Fund(CS) Rules, 1960
- vii. Central Civil Services(Conduct) Rules, 1964
- viii. Central Civil Services(CCA) Rules, 1965
- ix. Central Govt. Accounts (Receipt & Payment) Rules, 2021

2. **Manual for Office Procedure, 2016**

3. **Precise & Drafting (Hindi & English)**

Note:-

1. **Books will be allowed to the candidates for answering this paper**

Following books will be permitted for use in the examination hall

- a. Swamy's Reference books of FRSR Part-I, II, IV
- b. Swamy's CS(MA) Rules, 1944
- c. Swamy's Reference books CGHS Rules
- d. Swamy's Reference books CCS(Leave) Rules, 1972, LTC Rules
- e. Swamy's Reference books CCS(Conduct) Rules, 1964
- f. Swamy's Reference books CCS(CCS) Rules, 1965
- g. Swamy's Reference books CGA(R&P) Rules, 2021
- h. Swamy's Reference books Manual for Office Procedure, 2016

Paper :-4 Procurement, Contract and Internal Audit and Control

Syllabus Content

Procurement & Contract

- (i) General Condition of Contract, Published on GeM Portal
- ii. General Financial Rules, 2017 (Chapter-6, 7 & 8)
- iii. The Indian Contract Act, 1872
- iv. Central Goods & Service Tax Act, 2017
- v. The Limitation Act, 1963
- vi. The Limitation Act, 1963
- vii. Contract Labour (Regulation & Abolition) Act, 1970
- viii. Minimum Wages Act, 1948

2. Internal Audit and Control

- i. Internal Audit
 - a. Concepts, Objectives, Principles and Techniques of auditing
 - b. Types of Audit
 - c. Internal Control System
 - d. Sampling in Auditing
 - e. Verification of Assets

Note:-

**Books will be allowed to the candidates for answering this paper.
Following books will be permitted for use in the examination hall**

- i. All Bara Act Under Procurement & Contract
- ii. Internal Audit Manual Govt. of India

Paper No.5: Coal Mines Provident Fund Organisation

Syllabus content:-

CMPF Act and Schemes.

- i. Coal Mines Provident Fund & Misc. Provisions Act, 1948
- ii. Coal Mines Provident Fund Scheme 1948
- iii. Coal Mines Pension Scheme 1998

2. Financial and Investments workings in CMPFO

- i. Monitoring of Investments-Debts & Equity Portfolio.
- ii. Investments patterns

- iii. Redemption of Portfolios
- iv. Appointments of Investments Intermediaries in CMPFO
- v. Accrual of Interest and determination of Rate of Interest.

SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR THE POST OF ENFORCEMENT OFFICER/ACCOUNTS OFFICER IN LEVEL-8 IN PAY MATRIX IN CMPFO

S/No	PAPER	Time	Marks	Type of Exam	Subject
1	I	3 Hrs	100	Subjective type	Precis, Noting, Drafting, Letter Writing etc. and English Language

TITLE: Precis, Noting, Drafting, Letter Writing etc And English Language

PART-A: Precis, Noting & Drafting , Letter Writing- 60 MARKS

Questions will be set for precis of correspondence or notes on official subjects, drafting of official letters, noting and drafting etc.

Language option- Hindi / English

PART- B: English Language- 40 MARKS

Language Option- To be answered in English only

The questions will be designed to test the candidates understanding of the language and correct use of words, phrases and idioms, ability to write correctly. Question shall include Comprehension, Active Passive, Correction of incorrect sentences etc.

S/No	PAPER	Time	Marks	Type of Exam	Subject
2	II	2 Hrs	100	Computer based and objective	Act and Schemes

TITLE : ACT AND SCHEMES

1. The Coal Mines Provident Fund and Misc. Provisions Act, 1948
2. Coal Mines Provident Funds Scheme, 1948
3. Coal Mines Provident Fund Pension Scheme, 1998

S/No.	PAPER	Time	Marks	Type of Exam	Subject
3	III	2 Hrs	100	Computer based and objective	F.R., S.R, G.F.R, Staff Service Regulations, RTI Act etc.

Title : F.R., G.F.R., Staff Service Regulations, RTI Act

PART A - Staff Service Regulations and other Service matters in CMPFO - 50 MARKS

1. Coal Mines Provident Fund (Staff & Conditions of Service) Regulation, 1964
2. Schedule of Administrative and Financial powers of CMPFO.

3. CCS (Conduct) Rules, 1964 & CCS (CCA) Rules, 1965
4. CCS (Pension) Rules, 2021
5. National Pension Scheme.

PART B : FR, SR, GFR, RTI Act - 50 MARKS

1. F.R. & S.R.- Definitions, Lien, General Condition of service, Foreign Service, Deputation, Retirement, Standard Licence Fee, Pay and Allowances, Fixation of Pay, Dismissal, Removal and Suspension and Departmental Promotion Committee.
2. Rules relating to medical reimbursement / allowance, Group Insurance Scheme and House Building and other Advances, RTI Act 2005
3. GFR- General System of Financial Management, Budget formulation and implementation, Works, Procurement of Goods and Services, Inventory Management, Contract Management, Miscellaneous subjects like Establishment, Security Deposit, and treatment of contingent and miscellaneous expenditure, stores, and advances to employees.

S/No	PAPER	Time	Marks	Type of Exam	Subject
4	IV	2 Hrs	100	Computer based and objective	Elementary Principles of Book-Keeping, Numerical Ability and Test of Reasoning, Topics on Legal Issues etc

TITLE : Elementary Principles of Book-Keeping, Numerical Ability & Test of Reasoning, Topics on Legal Issues

PART- A: Elementary Principles of Book-Keeping (40 MARKS)

1. Fundamentals of double entry, Book- Keeping upto- Trial Balance.
2. Cash Book- Petty Book
3. Journal- ledger- Purchase book- Sales Book - Purchase returns Book- Sales returns Book
4. Bank reconciliation statement
5. Trading, Profit and loss Accounts and Balance Sheet (in respect of single traders only)
6. Capital and Revenue Accounts, Receipts and Payment Accounts, Income & Expenditure Accounts.

PART-B : Numerical Ability 7 Test of Reasoning (30 MARKS)

I. Numerical Ability

Number System, Percentage, Ration & Proportion, Average, Time and Work Time and Distance, Rounding Number & Estimation, Simple Interest & Compound Interest, Logarithms, Mensuration, Tables & Graphs etc.

ii. **Test of Reasoning**

Reasoning test through diagrams, figures, designs, propositions, etc. to evaluate the power of logical reasoning, quickness of thinking and the ability to differentiate or co-relate to judge the mental ability.

PART C : Topics on Legal Issues (30 MARKS) :-

1. **Bare Acts :-**

- i. Contract Act
- ii. Minimum Wages Act
- iii. Negotiable Instruments Act
- iv. Indian Evidence Act
- v. Consumer Protection Act

2. Computation of Income Tax on Salaries Income as given in the Income Tax Act.

SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR THE POST OF SECTION OFFICER IN LEVEL-7 IN PAY MATRIX IN CMPFO

S/No	PAPER	Time	Marks	Type of Exam	Subject
1	I	3 Hrs	100	Subjective type	Precis, Noting, Drafting, Letter Writing etc. and English Language

TITLE: Precis, Noting, Drafting, Letter Writing etc And English Language

PART-A: Precis, Noting & Drafting , Letter Writing- 60 MARKS

Questions will be set for precis of correspondence or notes on official subjects, drafting of official letters, noting and drafting etc.

Language option- Hindi / English

PART- B: English Language- 40 MARKS

Language Option- To be answered in English only

The questions will be designed to test the candidates understanding of the language and correct use of words, phrases and idioms, ability to write correctly. Question shall include Comprehension, Active Passive, Correction of incorrect sentences etc.

S/No	PAPER	Time	Marks	Type of Exam	Subject
2	II	2 Hrs	100	Computer based and objective	Act and Schemes

TITLE : ACT AND SCHEMES

The Coal Mines Provident Fund and Misc. Provisions Act, 1948
Coal Mines Provident Funds Scheme, 1948
Coal Mines Provident Fund Pension Scheme, 1998

S/No.	PAPER	Time	Marks	Type of Exam	Subject
3	III	2 Hrs	100	Computer based and objective	F.R., S.R, G.F.R, Staff Service Regulations, RTI Act etc.

Title : F.R., G.F.R., Staff Service Regulations, RTI Act

PART A - Staff Service Regulations and other Service matters in CMPFO - 50 MARKS

1. Coal Mines Provident Fund (Staff & Conditions of Service) Regulation, 1964
2. Schedule of Administrative and Financial powers of CMPFO.
3. CCS (CCA) Rules, 1965 & CCS (Conduct) Rules, 1964
4. CCS (Pension) Rules, 2021
5. National Pension Scheme.

PART B : FR, SR, GFR, RTI Act - 50 MARKS

1. F.R. & S.R.- Definitions, Lien, General Condition of service, Foreign Service, Deputation, Retirement, Standard Licence Fee, Pay and Allowances, Fixation of Pay, Dismissal, Removal and Suspension and Departmental Promotion Committee.
2. Rules relating to medical reimbursement / allowance, Group Insurance Scheme and House Building and other Advances, RTI Act 2005
3. GFR- General System of Financial Management, Budget formulation and implementation, Works, Procurement of Goods and Services, Inventory Management, Contract Management, Miscellaneous subjects like Establishment, Security Deposit, and treatment of contingent and miscellaneous expenditure, stores, and advances to employees.

S/No	PAPER	Time	Marks	Type of Exam	Subject
4	IV	2 Hrs	100	Computer based and objective	Elementary Principles of Book-Keeping, Numerical Ability and Test of Reasoning, Topics on Legal Issues etc

TITLE : Numerical Ability & Test of Reasoning, Topics on Legal Issues

PART-A : Numerical Ability 7 Test of Reasoning (30 MARKS)

(i) Numerical Ability

Number System, Percentage, Ration & Proportion, Average, Time and Work Time and Distance, Rounding Number & Estimation, Simple Interest & Compound Interest, Logarithms, Mensuration, Tables & Graphs etc.

(ii) Test of Reasoning

Reasoning test through diagrams, figures, designs, propositions, etc. to evaluate the power of logical reasoning, quickness of thinking and the ability to differentiate or co-relate to judge the mental ability.

PART B : Topics on Legal Issues (30 MARKS) :-

1. Bare Acts :-

- i. Contract Act
- ii. Minimum Wages Act
- iii. Negotiable Instruments Act
- iv. Indian Evidence Act

11. This issues with the approval of the competent Authority.

Madhuresh Kumar Singh
27/05/24
(Madhuresh Kumar Singh)
Assistant Commissioner (Adm)

Distribution :-

1. All Regional Heads of CMPFO - with a request to circulate the Circular to all the employees of the concerned Regional Offices.
2. NEDP Centre, CMPFO, Hyderabad
3. In-charge of Establishment Section, CMPF Office of the Commissioner, Dhanbad - for circulation of the Circular to all the employees of CMPF Office of the Commissioner, Dhanbad.
4. Regional Commissioner-II (IT), CMPF Office of the Commissioner, Dhanbad - with a request to upload the circular in the website of CMPFO.
5. PA to Commissioner