

EPFO SSA Exam Pattern

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Phase 1

Serial Number	Name Of The Test (Objective Type)	Questions	Marks	Duration
1	General Aptitude	30	120	2 Hours 30 Minutes
2	General Knowledge/ General Awareness	30	120	
3	Quantitative Ability	30	120	
4	General English with Comprehension (objective)	50	200	
5	Computer Literacy	10	40	
	Total	150	300	

Phase 2 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 WPM in Hindi on a computer. (35 WPM and 30 WPM 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 the Skill Test will have to appear for a Skill Test. Computer Skill Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

EPFO Social Security Assistant Syllabus - Topic Wise

General Aptitude

1. Semantic Classification
2. Venn Diagrams
3. Symbolic/Number Classification
4. Drawing Inferences
5. Semantic Analogy
6. Symbolic Operations
7. Symbolic/Number Analogy
8. Trends
9. Figural Analogy
10. Space Orientation

11. Figural Classification
12. Punched Hole/Pattern Folding & Unfolding
13. Semantic Series
14. Figural Pattern-Folding and Completion
15. Number Series
16. Embedded Figures
17. Figural Series
18. Critical Thinking
19. Problem-Solving
20. Emotional Intelligence
21. Word Building
22. Social Intelligence
23. Coding and Decoding
24. Numerical Operations

General Knowledge/ Awareness

1. Indian History
2. Indian Geography
3. Economics
4. General Science
5. Environment and its application to the society
6. Current events relating to India and its neighboring 23 countries especially pertaining to Sports, History, Culture, Geography, Economic scene
7. General Polity including Indian Constitution
8. Scientific Research

Quantitative Ability

1. Number Systems
2. Ratio and Proportion
3. Mixture & Alligation
4. Averages
5. Interest
6. Profit and Loss
7. Computation of Whole Numbers
8. Fundamental arithmetical operations
9. Percentages
10. Discount
11. Use of Tables and Graphs
12. Mensuration
13. Time and Distance
14. Time and Work
15. Ratio and Time
16. Decimals and Fractions and the relationship between Numbers

English with Comprehension

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

Computer Literacy

1. Computer Basics
2. Organization of a computer
3. PORTs
4. Central Processing Unit (CPU)
5. Input/output devices
6. Memory organization
7. Computer memory
8. Keyboard shortcuts
9. Back-up devices
10. Windows Explorer
11. MS Office (MS Word, MS Excel, PowerPoint, MS Access)
12. Internet and e-mails knowledge
13. Web Browsing & Searching
14. Managing an E-mail Account
15. e-Banking
16. Basics of networking and cyber security
17. Networking devices and protocols
18. Network and information security threats (like hacking, virus, worms, Trojans,s, etc.) and preventive measures

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