

 **VYASA IAS**



EPFO APFC & EO/AO 2025 BATCH

By

Vyasa IAS



Exam
Oriented
Classes




Short &
Crisp Notes



Personalised
Mentorship

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SYLLABUS FOR EPFO EO/AO & APFC

GENERAL ENGLISH		
<ul style="list-style-type: none"> • Parts of speech • Structure of sentence • Subject - verb agreement • Nouns and pronouns • Verbs, tenses and modals • Preposition, conjunction, articles • Adjectives, adverbs, determiners 	<ul style="list-style-type: none"> • Reading comprehension • Synonyms and antonyms • Idioms and phrases • One word substitution • Rearrangement para jumbles • Active-passive • Synonyms • Antonyms 	
GENERAL SCIENCE		
<p>Physics</p> <ul style="list-style-type: none"> • Units and measurements • Kinematics including distance, displacement, speed, velocity and acceleration • Dynamics and Newton's laws of motion • Electricity • Pressure and its applications • Light • Uniform circular motion and simple harmonic motion 	<p>Chemistry</p> <ul style="list-style-type: none"> • Physical and chemical changes • Elements • Compounds • Mixtures • Atoms and molecules • Chemistry in daily life • Energy - renewable and non-renewable • Metals and non-metals • Acids and bases 	<p>Biology</p> <ul style="list-style-type: none"> • Food components • Health and diseases • Cells and tissues • Organ systems - digestive system, skeletal system, muscular system, respiratory system, circulatory system and reproductive system
Social Security		
<p style="text-align: center;">Social Security Schemes</p> <ul style="list-style-type: none"> • Types of retirement schemes • Types of Pension Schemes • Social security schemes for <ul style="list-style-type: none"> • Women • LGBTQ+ • Children • Elderly 	<p style="text-align: center;">Social Security Legislations</p> <ul style="list-style-type: none"> • Employees compensation act, 1923 • Employees' state insurance act, 1948 • Employees' provident fund and miscellaneous provisions act, 1952 	

<ul style="list-style-type: none"> • PWD • Tribals • Labour 	<ul style="list-style-type: none"> • Maternity benefit act, 1961 • Payment of gratuity act, 1972 • Unorganized workers social security act, 2008
Industrial Relations and Labour Laws	
<p style="text-align: center;">Industrial Relations</p> <ul style="list-style-type: none"> • Overview of industrial relations • Indian labour force • Industrial relations: Evolution & Theories • Trade union: Evolution & Theories • Collective bargaining • Industrial discipline and grievance procedure • Industrial conflicts and disputes • Settlement of industrial disputes • Labour welfare • Wages • Workers participation management • International industrial relations • Industrial health & safety • Miscellaneous <p style="text-align: center;">Old & New Labor Laws</p> <ul style="list-style-type: none"> • Code on wages: <ul style="list-style-type: none"> • The Payment of Wages Act, 1936 • The Minimum Wages Act, 1948 • The Payment of Bonus Act, 1965 • The Equal Remuneration Act, 1976 • Industrial relations code <ul style="list-style-type: none"> • The Trade Unions Act, 1926 	<ul style="list-style-type: none"> • Occupational safety, health and working conditions code <ul style="list-style-type: none"> • The Factories Act, 1948 • The Mines Act, 1952 • The Dock Workers (Safety, Health and Welfare) Act, 1986 • The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 • The Plantations Labour Act, 1951 • The Contract Labour (Regulation and Abolition) Act, 1970 • The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 • The Working Journalist and other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 • The Working Journalist (Fixation of Rates of Wages) Act, 1958 • The Motor Transport Workers Act, 1961

<ul style="list-style-type: none"> • The Industrial Employment (Standing Orders) Act, 1946. • The Industrial Disputes Act, 1947 • Social security code <ul style="list-style-type: none"> • The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 • The Employees' State Insurance Act, 1948 • The Employees' Compensation Act, 1923 • The Maternity Benefit Act, 1961 • The Payment of Gratuity Act, 1972 • The Unorganized Workers' Social Security Act, 2008 	<ul style="list-style-type: none"> • The Sales Promotion Employees (Conditions of Service) Act, 1976 • The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 • The Cine Workers and Cinema Theatre Workers Act, 1981 • The Dangerous Machines (Regulation) Act, 1983 • The Dock Workers (Regulation of Employment) Act, 1948 • The Employment of Children Act, 1938
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Accountancy

<p style="text-align: center;">Introduction to the Accounting</p> <ul style="list-style-type: none"> • Meaning of an economic event • Branches of Accounting • Understanding the process of accounting • Objective of Accounting <p>Theory Base of Accounting</p> <ul style="list-style-type: none"> • Accounting principles and conventions • Accounting terminology <p>Recording of Transactions</p> <ul style="list-style-type: none"> • Business transactions and source document • Accounting equation • Accounting books - journal, ledger, cash book and other accounting books 	<p style="text-align: center;">Bills of Exchange</p> <ul style="list-style-type: none"> • Concept and introduction • Parties of bill of exchange • Modus operandi of bills of exchange • Promissory note • Discounting of bills - process • Rebate of bill of exchange <p>Accounting Standards</p> <ul style="list-style-type: none"> • Accounting for share capital • Accounting for inventory and investment • Accounting for bonus shares and buyback of shares <p>Preparation of the Final Accounts</p>
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<ul style="list-style-type: none"> • Rules of debit and credit • Types of accounts • Logic of recording of transactions • Trial balance • Concept, importance, and role of trial balance • Types of accounting errors • Formation of trial balance • Suspense account 	<ul style="list-style-type: none"> • Understanding of trading account, profit and loss account and balance sheet <p>Ratio Analysis</p> <ul style="list-style-type: none"> • Concept and type of ratios • Cash flow statement
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Basic Knowledge of Computer Applications

<p>Introduction to Computer</p> <ul style="list-style-type: none"> • Computer - definition and major parts of computer • Uses of computers, along with advantages and disadvantages of using computers. • History of computer • Generation of computer • Types of computers <p>Computer Organisation and Data Processing Cycle</p> <ul style="list-style-type: none"> • Computer organization • Data processing cycle • Instruction cycle <p>Hardware and Software</p> <ul style="list-style-type: none"> • Introduction to the computer hardware and software parts, input and output devices • Functions of motherboard • Types of software 	<p>Memory</p> <ul style="list-style-type: none"> • Introduction • Memory hierarchy • Memory management • Memory measurement <p>Operating System</p> <ul style="list-style-type: none"> • Introduction • Functions of operating system • Types of operating system • Basic understanding of MS-DOS and windows <p>Computer Network</p> <ul style="list-style-type: none"> • Introduction • Components of computer network • Types of computer network • Computer network architecture • Network protocols • Network topology • Introduction to the internet <p>Commonly Used Short-cuts and Full Form Used in Computer Parlance</p>
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Quantitative Aptitude

<ul style="list-style-type: none"> • Simplification • LCM and HCF • Percentage 	<ul style="list-style-type: none"> • Time and work • Pipe and cistern • Time and distance
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<ul style="list-style-type: none"> • Ratio and proportion • Mixture and allegation • Profit and loss • Simple and compound interest • Average 	<ul style="list-style-type: none"> • Boats and streams • Mensuration 2D and 3D • Data interpretation • Probability
General Mental Ability	
<ul style="list-style-type: none"> • Alphabetical and alphanumeric series • Coding and decoding • Syllogism • Direction sense • Ranking and order • Blood relation • Letter series • Analogy 	<ul style="list-style-type: none"> • Clock • Calendar • Dice • Venn diagram • Counting figure • Cube and cuboid
Indian Culture, Heritage and Freedom Movement	
<p>Ancient and Medieval History</p> <ul style="list-style-type: none"> • Indus valley civilization • Vedic age • Rise of mahajanapadas • Mauryan dynasty • Post Mauryan • Gupta age • Harsha empire • Delhi sultanate • Mughal rule in India <p>Modern History</p> <ul style="list-style-type: none"> • Decline of Mughal Empire and Rise of Regional Powers • Reasons for disintegration of mughal empire • Later mughals after Aurangzeb • Emergence of regional powers • Weakness of regional politics • Advent of Europeans • Advent of Portuguese in India • Dutch in India • Advent of English in India 	<ul style="list-style-type: none"> • Rise of Nationalism & Formation of INC • Reasons for rise of Indian nationalism • Political associations before Indian National Congress • Highlights of pre - congress political work • Foundation of Indian National Congress • Early nationalists - the moderate era • Contributions of moderate nationalists • Powers and functions of parliament • Prominent moderate leaders • Indian council act of 1892 • Swadeshi Movement and Rise of Extremism • Understanding extremists • Swadeshi movement • Morley Minto reforms

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| <ul style="list-style-type: none"> • Advent of Danes in India • Advent of French in India • Rise of British in India • Anglo French struggle for supremacy • British conquest of Bengal • British conquest of Mysore and Maratha empire • British conquest of Sindh, Punjab, and Awadh • British annexation beyond Indian frontiers • Reorganization of British political system • Police administration • Revenue administration • Significant policies of British to consolidate • Early Reforms During British Rule • Administrative reforms under British rule • Aspects of British administration in India • Civil services • Police system • Judicial system • The army • Development in press • Development in communication and education • Development of railways • Revolt of 1857 • Causes of revolt of 1857 • Beginning and spread of revolt • Suppression of revolt • Cause for the failure of revolt • Nature of revolt • Consequences of 1857 revolt • Important Events from 1908 - 1918 | <ul style="list-style-type: none"> • Important Events from 1929 to 1939 • Civil disobedience movement - first phase • Karachi congress session • Round table conferences • Second phase of civil disobedience movement • Communal award and Poona pact, 1932 • Government of India act of 1935 • Aftermath of civil disobedience movement • Provincial elections of 1937 • Important Events from 1940 to 1947 • Wardha resolution • August offer and individual satyagraha • Cripps mission • Quit India movement • Constitutional deadlocks after quit India Movement • Indian national army and RIN mutiny • Run up to independence • Socio - Religious Reform Movements • Backdrop of Indian renaissance • Important reform movements and their leaders - eastern India • Important reform movements and their leaders - western India • Important reform movements and their leaders - north India • Other important movement and their leaders |
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<ul style="list-style-type: none"> • First phase of revolutionary activities • Delhi durbars • First world war and nationalist movement • Entry of Mahatma Gandhi in Indian freedom struggle • Important congress sessions between 1908 - 1918 • Important Events from 1919 - 1929 • Post war economic hardships • Government of India act, 1919 • Rowlatt act 1919 • Non-cooperation and khilafat movement • Swarajist and 2nd phase of revolutionary interview • Growth of left movement in India • 2nd phase of revolutionary struggle • Simon commission and Nehru report 	<ul style="list-style-type: none"> • Reform movements of other religions • Miscellaneous Topics of Modern History • Anti - colonial rebellions in India • Tribal uprisings • Politico - religious uprisings • Major peasant movements
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Governance and Constitution of India

<p>Constitutional Framework of India</p> <ul style="list-style-type: none"> • Historical background of Indian constitution • Making of Indian constitution • Features of Indian constitution • Preamble of Indian constitution • Amendment of Indian constitution • Basic structure theory of Indian constitution • Indian Union and Its Citizens • Making of Indian union Indian citizenship 	<ul style="list-style-type: none"> • State Legislature <ul style="list-style-type: none"> ○ Composition of state legislature ○ Eligibility of a member of state legislature ○ Presiding officers of the state legislature ○ Proceedings of state legislature ○ Legislative proceedings in the state legislature ○ Election system in India • Judiciary in India <ul style="list-style-type: none"> • Supreme court of India • High courts in India
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<p>Rights and Duties of Indian Citizens</p> <ul style="list-style-type: none"> • Fundamental rights • Directive principles of state policy • Fundamental duties <p>Centre State Relations</p> <ul style="list-style-type: none"> • Legislative relations • Administrative relations • Financial relations • Committees/commissions for centre state relations • Interstate relations - interstate councils, zonal councils etc. • Emergency provisions in India <p>Executives in India</p> <ul style="list-style-type: none"> • Union Executive <ul style="list-style-type: none"> ○ President of India ○ Vice president of India ○ Prime minister of India ○ Council of ministers at centre ○ Cabinet committees • State Executive <ul style="list-style-type: none"> ○ Governor ○ Chief minister ○ Council of ministers at state <p>Legislatures in India</p> <ul style="list-style-type: none"> • Parliament of India <ul style="list-style-type: none"> ○ Composition of parliament of India ○ Presiding officers of the parliament ○ Proceedings of parliament ○ Legislative procedure in parliament ○ Annual financial statement - budget 	<ul style="list-style-type: none"> • Subordinate courts • National legal service authority • Tribunals in India <p>Constitutional and Non - Constitutional Bodies in India</p> <ul style="list-style-type: none"> • Major constitutional bodies • Major non - constitutional bodies • Quasi - judicial bodies • Pressure groups • Regulatory bodies <p>Local Governments in India</p> <ul style="list-style-type: none"> • Panchayati raj institutions • Municipalities <p>Miscellaneous Topics</p> <ul style="list-style-type: none"> • Union territories • Scheduled and tribal areas • Special provisions for some state • Comparison of Indian constitution with other countries
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<ul style="list-style-type: none"> ○ Powers and functions of parliament ○ Parliamentary privileges ○ Committees of the parliament 	
Indian Economy	
<ul style="list-style-type: none"> • Economic growth and development - basic concept and definition of economy and economics, uses and transfer of resources, distributive effects, macro and micro economic policy, micro-macro balance, distributive impact of economic policies, development versus growth, determinant of growth and development, concepts such as HPI/MPI, HDI, PQLI, GEM, GDI/GII, TAI, Green index, sustainable development, India's ranking in the various indices. • Poverty - definitions, causes, distribution-deprivation, income versus calories, measurement of poverty, status of poverty, eradication programmes, poverty and resource policy, tribal rights and issues, livelihood mission. • Inclusion - definition, relevance, types, financial inclusion, recent initiatives. • Demographics - census data, populations by gender, by state, by age group, socio-economic status, caste, religion, literacy levels, etc. Trends in human development - interstate comparison, etc. 	<ul style="list-style-type: none"> • Fiscal policy - definition, component, receipts, revenue and capital account, tax revenue, expenditure, budget. • Social issues - financing health policy, education policy, sanitation, drinking water, social security, infrastructure policy, international trade issues, regional cooperation. • Also, focus on issues currently in news related to the above topics - MNERGS, MSMEs, Make in India, industrial corridors, NITI Ayog, black money, international treaties and organisations, India's policies with neighbours.
Current Affairs	

<ul style="list-style-type: none"> • Government schemes • Reports of national and international organizations • First in news • Defence exercises • Environment • Sports • Awards and milestones • Days in news 	<ul style="list-style-type: none"> • Persons in news • Appointments • Fairs and festivals • Places in news • Books and authors • Miscellaneous
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Extra Syllabus for EPFO APFC

<p>Space Technology (For APFC only)</p> <ul style="list-style-type: none"> • Satellites and orbits • Indian space programme • Important space agencies of the world • Applications of space technology <p>Important Technologies (For APFC only)</p> <ul style="list-style-type: none"> • Nuclear technology • Biotechnology • Information and communication technology • Nanotechnology <p>Religion & Philosophy in India (For APFC only)</p> <ul style="list-style-type: none"> • Schools of Indian philosophy • Buddhism & Jainism • Bhakti & sufi movement in India • Important saints in India <p>Sculptures & Architecture in India (For APFC only)</p> <ul style="list-style-type: none"> • Sculptures in Indus valley civilisation • Ancient Indian art - Mauryan & Post Mauryan; Gupta & post Gupta art • Sculptures under Delhi sultanate & mughal rule • Modern sculpture 	<p>Population (For APFC only)</p> <ul style="list-style-type: none"> • Distribution of global human population • Population in India - attributes, distribution, and census 2011 data <p>Development (For APFC only)</p> <ul style="list-style-type: none"> • Concept of development - meaning, pillars, and processes • Human development - concept and human development index <p>Globalisation (For APFC only)</p> <ul style="list-style-type: none"> • Meaning of globalisation • Triggers & barriers for globalisation • Impact of globalisation <p>Environment (For APFC only)</p> <ul style="list-style-type: none"> • Basics about pollution & climate change <p>Auditing (For APFC only)</p> <ul style="list-style-type: none"> • Nature, objective and scope of auditing • Audit strategy, planning & programme • Risk assessment and internal control • Vouching and verification • Company audit • Auditor's audit
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<ul style="list-style-type: none"> • Pottery in India • Architecture during Indus valley civilisation • Rock cut & cave architecture <p>Temple Architecture in India (For APFC only)</p> <ul style="list-style-type: none"> • Indo Islamic architecture <p>Indian Music (For APFC only)</p> <ul style="list-style-type: none"> • History of music in India • Anatomy of Indian music • Types of musical instrument • Schools of Indian music - Hindustani & Carnatic music • Popular folk music styles • Popular folk theatre <p>Indian Dance Forms (For APFC only)</p> <ul style="list-style-type: none"> • History of dance in India • Important aspects of dances in India • Classical dance forms in India • Folk dance forms in India <p>Indian Paintings (For APFC only)</p> <ul style="list-style-type: none"> • Pre historic paintings in India • Mural paintings in India • Miniature paintings in India • Folk painting styles in India • Modern Indian paintings <p>Indian languages & Literature (For APFC only)</p> <ul style="list-style-type: none"> • Language families in India • Scripts in India • Linguistic composition in Indian population • Literature in India <p>Important Fairs & Festivals in India (For APFC only)</p> <p>UNESCO World Heritage in India (For APFC only)</p> <p>Indian Geography (For APFC only)</p>	<ul style="list-style-type: none"> • Audit of different type of entities • Classification of audit <p>Statistics (For APFC exam only)</p> <ul style="list-style-type: none"> • Basics of statistics • Understanding of the core concepts • Mean, median and mode • What is standard deviation and its use • What is dispersion and its application part • Sampling and different methods of sampling <p>Introduction to Insurance (For APFC only)</p> <ul style="list-style-type: none"> • Insurance - basic concept and definition • Risk and insurance • Different parties of insurance • Modus operandi of insurance • Basic terminology of insurance <p>Principles of Insurance (For APFC only)</p> <ul style="list-style-type: none"> • Principle of utmost good faith • Principle of insurable interest • Principle of proximate cause • Principle of subrogation • Principle of loss minimization • Principle of indemnity • Principle of contribution <p>Types of Insurance (For APFC only)</p> <ul style="list-style-type: none"> • Life insurance and its types • Term insurance • Unit-linked insurance plan • Pension plans • Money back policy • General insurance and its types • Motor insurance • Home insurance • Fire insurance
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<ul style="list-style-type: none"> • Landforms in India - mountains & hill ranges, plateaus, islands etc. • Political geography - borders of India, locations of states/UTs, etc. • Drainage systems - rivers, lakes, wetlands, etc. • Important places in news 	<ul style="list-style-type: none"> • Miscellaneous other type of insurance <p>Insurance as a Part of Social Security (For APFC only)</p> <ul style="list-style-type: none"> • Insurance schemes • Insurance role in social security • Difference between social security insurance schemes and private insurance schemes • Current state of insurance in India • Emerging concepts in the insurance industry
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