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Awakening Toppers

2026 EDITION

UPSC EPFO APFC 2026

Assistant Provident Fund Commissioner

COMPREHENSIVE WORKBOOK

2000+ Practice Questions



Subject-wise Study Notes · Practice Questions · Answer Keys · Detailed Explanations · Full Length Practice Papers · Solved PYQs · Complimentary Test

English · History · Culture · Polity · Accounting & Auditing · Economy · Industrial Relations & Labour Codes · Social Security · Computer Applications · General Science · Quantitative Aptitude & Reasoning · Current Affairs · Miscellaneous

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Preface



Doston,

We've created this booklet as a warm, one-stop companion for your UPSC EPFO APFC 2026 journey—with one simple hope: to make your preparation feel clearer, stronger, and complete.

Inside, you'll find every concept you need, followed by questions so you can practise recall and walk into the exam with real certainty.

Yes, the syllabus is vast. That's why we brought it together in one place — because so many of you told us your notes felt scattered. Let this be the organised, complete guide you can actually rely on.

Study it. Practise it. And most of all, trust the work you're putting in.

We're with you. Success will be ours.

Warm regards,
Sleepy Classes IAS

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RECOMMENDED FOR YOUR APFC PREPARATION



PART A

Subject-wise Study Notes, Practice Questions, Answer Keys & Explanations

English

History

Culture

Polity

Accounting and Auditing

Economy

Industrial Relations & Labour Codes

Social Security

Computer Applications

General Science & Technology

Quantitative Aptitude & Reasoning

Current Affairs

Miscellaneous

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CHAPTER 1

English

English Language & Grammar

Study Notes

Parts of Speech

- English words are classified into **eight parts of speech**: Noun, Pronoun, Verb, Adjective, Adverb, Preposition, Conjunction, and Interjection.
- **Trick**: The same word can function as different parts of speech depending on its role in a sentence (e.g., "book" can be a noun — "read a book" — or a verb — "book a ticket"). Always identify a word's part of speech from its **function in that specific sentence**, never in isolation.

Structure of Sentence

- The basic structure of an English sentence follows the **Subject + Verb + Object (SVO)** pattern.
- Sentences are classified by structure into **Simple** (one independent clause), **Compound** (two or more independent clauses joined by a coordinating conjunction — and, but, or), and **Complex** (an independent clause plus one or more dependent clauses joined by a subordinating conjunction — because, although, since).
- **Trick**: A dependent clause cannot stand alone as a complete sentence, even though it has a subject and a verb — spotting this distinguishes complex sentences from compound ones in error-detection questions.

Subject-Verb Agreement

- The core rule: a **singular subject takes a singular verb**, and a **plural subject takes a plural verb**.
- Common traps to watch for:
  - Words like **"each," "every," "either," "neither,"** and **"one of"** are always treated as **singular**, regardless of what follows them.
  - **Collective nouns** (team, family, committee, jury) usually take a **singular verb** when the group acts as a single unit, but a **plural verb** when members act individually.
  - When a subject is followed by a phrase starting with **"along with," "as well as" "together with," "in addition to"**, the verb agrees with the **original subject**, not with the noun in the added phrase.
  - **"None"** can take either a singular or plural verb depending on context, though a singular verb is more traditionally correct.
  - When subjects are joined by **"or"/"nor"**, the verb agrees with the subject **closer to it**.

Nouns and Pronouns

Nouns

- Classified into **Common, Proper, Collective, Abstract,** and **Material** nouns, and further into **Countable** and **Uncountable** nouns — a distinction that determines whether "much/many," "few/little," or "a/an" can correctly be used with them.

Pronouns

- A pronoun must agree with its **antecedent** (the noun it replaces) in **number, gender, and person**.
- **Trick**: In sentences with ambiguous pronoun reference (where it's unclear which noun a pronoun refers to), the sentence is often grammatically "correct" but stylistically flawed — comprehension and error-spotting questions frequently test this ambiguity.

Verbs, Tenses, and Modals

Tenses

- English has **three basic tenses** (Past, Present, Future), each with **four aspects** (Simple, Continuous, Perfect, Perfect Continuous) — giving **12 tense forms** in total.
- **Trick**: The **Present Perfect tense** ("has/have + past participle") is used for an action that began in the past and is either still relevant now or has just been completed — it should never be paired with a

specific past time marker like "yesterday" or "in 2020" (which requires Simple Past instead). This is one of the single most frequently tested error-spotting traps.

Modals

- Common modal verbs: **can, could, may, might, must, shall, should, will, would, ought to**, each expressing a shade of ability, possibility, permission, or obligation.
- **Trick**: Modal verbs are always followed by the **base form of the main verb** (e.g., "she must go," not "she must goes" or "she must go") — a simple but heavily tested rule.

Preposition, Conjunction, Articles

Prepositions

- Prepositions show the relationship between a noun/pronoun and other words in a sentence (time, place, direction).
- **Trick**: Certain words take **fixed ("collocated") prepositions** that must simply be memorised rather than logically deduced — e.g., "married to" (not "with"), "good at" (not "in"), "different from" (not "than" in standard usage).

Conjunctions

- **Coordinating conjunctions** (FANBOYS: for, and, nor, but, or, yet, so) join elements of equal grammatical rank; **subordinating conjunctions** (because, although, since, while) introduce a dependent clause.
- **Correlative conjunctions** work in pairs — "either...or," "neither...nor," "not only...but also," "both...and" — and require **parallel grammatical structure** on both sides of the pair, a commonly tested error type.

Articles

- **"A"** and **"an"** are indefinite articles (used with a non-specific, singular countable noun); **"the"** is the definite article (used with a specific noun already known to speaker and listener).
- **Trick**: The choice between "a" and "an" depends on the **sound**, not the spelling, of the following word — e.g., "an hour" (silent h) but "a university" (sounds like "yoo").

Adjectives, Adverbs, Determiners

- **Adjectives** describe/modify nouns; **adverbs** typically modify verbs, adjectives, or other adverbs, and often (but not always) end in "-ly."
- **Trick**: A common error is using an adjective where an adverb is grammatically required, particularly after verbs of action (e.g., "he speaks fluent" is incorrect; "he speaks fluently" is correct) — but note that after **linking verbs** (is, seems, feels, looks), an adjective is correctly used (e.g., "she looks happy," not "happily").
- **Determiners** (a, an, the, this, these, some, many, much, few, little) specify or quantify a noun; the choice between **"few/little"** (implying scarcity) versus **"a few/a little"** (implying a small but sufficient amount) is a frequently tested nuance.

Reading Comprehension

- Comprehension passages typically test three skill types: **literal understanding** (direct recall of stated facts), **inferential understanding** (conclusions not directly stated but logically implied), and **vocabulary-in-context** (meaning of a word as used specifically within the passage, which may differ from its most common dictionary meaning).
- **Trick**: For vocabulary-in-context questions, always substitute the answer options back into the original sentence rather than relying on the word's general/dictionary meaning — the "obvious" dictionary meaning is often a deliberate distractor.
- **Trick**: Read the questions before a detailed reading of the passage, to know what specific information to look for — this converts comprehension from a "read everything and remember it" task into a targeted search task.

Synonyms and Antonyms

- Tested through **context-based** questions far more often than pure dictionary matching — the correct synonym/antonym must fit the tone and shade of meaning implied by the surrounding sentence.
- **Trick**: Build word lists grouped by **root words and prefixes/suffixes** (e.g., words with the prefix "bene-" relate to "good," words with "mal-" relate to "bad") rather than as unconnected individual words — this dramatically improves recall speed and helps with unfamiliar words encountered for the first time.

Idioms and Phrases

- Idioms carry a figurative meaning that cannot be deduced from the literal meaning of their individual words (e.g., "spill the beans" means to reveal a secret, not literally to spill beans).

- **Trick**: Since idioms cannot be reasoned out logically, they must be learnt as fixed, memorised units — building a running list while reading, rather than cramming a large list right before the exam, produces far better retention.

One Word Substitution

- Tests the ability to replace a descriptive phrase with a single, precise word (e.g., "a person who cannot read or write" = **illiterate**).
- **Trick**: Group commonly tested one-word substitutions by theme (words related to fear/phobias, words related to types of government, words related to killing/murder of specific relations) — thematic clustering is far easier to recall under exam pressure than an alphabetical list.

Rearrangement / Para Jumbles

- Tests the ability to arrange a set of jumbled sentences into a single, logically coherent paragraph.
- **Trick**: Identify the **opening sentence** first — it typically introduces the subject/topic without relying on pronouns or connecting words that refer back to something not yet mentioned. Then look for **linking clues**: pronouns ("it," "this," "they") and connecting words ("however," "therefore," "similarly") that indicate which sentence must follow which.

Active-Passive Voice

- **Active voice**: the subject performs the action (e.g., "The manager approved the report").
- **Passive voice**: the subject receives the action (e.g., "The report was approved by the manager").
- **Trick**: Passive voice is formed using the correct **form of "be" + past participle** of the main verb, and the **tense of the sentence must be preserved** during conversion — a very common error is changing the tense while converting between active and passive.
- **Trick**: Not every sentence can be meaningfully converted to passive voice — sentences with **intransitive verbs** (verbs that don't take a direct object, e.g., "he sleeps") **cannot** be converted to passive voice, since there is no object to become the new subject.

Practice Questions

60 multiple-choice questions

Grammar

PARTS OF SPEECH & SENTENCE STRUCTURE (Questions 1-5)

Q1. Identify the part of speech of the underlined word in the following sentence:
The committee gave a **painstakingly** detailed account of the financial discrepancy.
(a) Adjective
(b) Adverb
(c) Noun
(d) Conjunction

Q2. Choose the correct part of speech for the underlined word:
He is the **only** candidate who matches all the institutional requirements.
(a) Conjunction
(b) Adverb
(c) Adjective
(d) Pronoun

Q3. Identify the sentence structure type of the following statement:
Although the revenue targets were met, the operational expenditure increased significantly, and the profit margins shrank.
(a) Simple Sentence
(b) Compound Sentence
(c) Complex Sentence
(d) Compound-Complex Sentence

Q4. Which part of speech is the underlined word?
Please ensure that you **double-check** the statutory compliances before submission.
(a) Noun
(b) Verb
(c) Adjective
(d) Preposition

Q5. Identify the grammatical nature of the underlined word:
She walked **past** the security checkpoint without showing her identification card.
(a) Adverb
(b) Preposition
(c) Verb
(d) Noun

SUBJECT-VERB AGREEMENT (Questions 6-10)

Q6. Choose the grammatically correct option to fill in the blank:
The Regional Commissioner, along with his entire team of legal auditors, _____ evaluating the establishment files.
(a) were
(b) was
(c) are
(d) have been

Q7. Fill in the blank with the most appropriate option:
Neither the trade union representatives nor the administrative officer _____ reached an agreement on the pending bonuses.
(a) has
(b) have
(c) are
(d) were

Q8. Choose the correct form of the verb to complete the sentence:
Three-fourths of the total budget allocation _____ already been disbursed to the infrastructure division.
(a) have
(b) are
(c) has
(d) were

Q9. Identify the grammatically correct sentence:
(a) The behaviour of the newly recruited data operators were highly professional.
(b) The behaviour of the newly recruited data operators was highly professional.
(c) The behaviour of the newly recruited data operators have been highly professional.
(d) The behaviour of the newly recruited data operators are highly professional.

Q10. Fill in the blank with the correct verb form:
Every industrial worker and service provider _____ required to sign the registration ledger daily.
(a) are
(b) is
(c) were
(d) have been

NOUNS AND PRONOUNS (Questions 11-15)

Q11. Complete the sentence using the correct possessive form:
The accounting section misplaced the _____ grievance files.
(a) childrens'
(b) children's
(c) childrens
(d) childrens's

Q12. Fill in the blank with the most appropriate pronoun:
Between you and _____ , the implementation of the new policy will face strong local resistance.
(a) I
(b) me
(c) myself
(d) we

Q13. Identify the option that contains an error regarding noun usage:
(a) The data collected by the field officer are being verified.
(b) The machinery used in the factory is heavily outdated.
(c) The summaries of all the properties was carefully documented.
(d) All the information provided by the witness turned out to be authentic.

Q14. Choose the correct pronoun to fill in the blank:
The organization rewards employees _____ consistently hit their structural metrics.
(a) whom
(b) which
(c) who
(d) whoever

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