भारत सरकार / GOVERNMENT OF INDIA
खान मंत्रालय / MINISTRY OF MINES
भारतीय खान ब्यूरो / INDIAN BUREAU OF MINES

Azadi Ka Amrit Mahotsav

No. A-12015/(26)/2021- Rectt.

Nagpur, dated : 18 02.2022

CIRCULAR

Subject: - **Departmental Qualifying Examination - promotion to the post of Lower Division Clerk – regarding.**

It has been decided to fill 11 vacant posts of Lower Division Clerk (10 UR + 01 SC) in the pay level-2 (Rs. 19,900-63,200/-) with the approval of Controller General through Departmental Qualifying Examination (hereinafter referred to as DQE) in accordance with the provision of Ministry of Mines, Indian Bureau of Mines, Lower Division Clerk (Group 'C' posts) Recruitment Rules, 2021.

02. Group 'C' employees in level–1 in the pay matrix (Rs. 18000-56900) in IBM possessing the following educational qualifications are eligible to appear in the DQE.

(a) 12th class pass from a recognised Board; and
(b) A typing speed of thirty–five words per minute in English or thirty words per minute in Hindi on computer.
(thirty-five words per minute and thirty words per minute correspond to 10500 key depressions per hour or 9000 key depressions per hour respectively on an average of five key depressions for each word).

03. The syllabus for the departmental examination shall be as under:-

Part – I : Precis writing
Part – II : Knowledge of Office Procedure, Rules and Financial Rules etc (Objective type)
Part – III : General Knowledge (Objective type)
Part – IV : English or Hindi Typing

04. The terms and conditions for the DQE will be as under:-

(a) Group C employees in level-1 in the pay matrix (Rs. 18000-56900) with 03 years' regular service in the grade and possessing the educational qualifications mentioned in para 2 above are eligible for appearing in the DQE.

(b) The maximum age limit for eligibility for examination is 45 years in case of general candidates and upto the age of 50 years in case of candidates belonging to the Scheduled Castes or the Scheduled Tribes. The age limit will be reckoned as on the closing date of receipt of applications i.e. 10.03.2022.

(c) The maximum number of marks, minimum marks required to qualify and time limit prescribed for Part-I, Part-II, Part-III and IV of the DQE shall be as follows-

Part	Maximum Marks	Minimum marks required for qualifying in the DQE	Prescribed time limit for the DQE
Part-I	10	33%	30 minutes
Part-II	40	33%	01 hour
Part-III	20	33%	30 minutes
Part-IV	30	As per 2(ii) above.	10 minutes

(d) In order to qualify in the DQE a minimum of 33% marks in each Part I, II and III and 40% marks in the aggregate will have to be secured by an official. There will be no rounding off of the marks in this regard.

(e) The select list will be prepared based on the inter-se seniority of the officials qualified in the DQE. As such, the senior most employee among the employees qualified in the DQE will be offered the promotion to the post of LDC.

(f) The crucial date for deciding eligibility and age will be 10.03.2022.

(g) If more of such employees than the number of vacancies available qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.

(h) The DQE will be conducted in the office of the Indian Bureau of Mines, Indira Bhavan, Civil Lines, Nagpur and/or any other place as may be decided by the Competent Authority.

05. Eligible officials interested to appear in the DQE may submit their application in the proforma enclosed herewith through proper channel so as to reach the Head of Office, Indian Bureau of Mines, 4th Floor, Indira Bhavan, Civil Lines, Nagpur – 440 001 on or before 10.03.2022. No application received after the above date will be considered under any circumstances.

06. The officials participating in the DQE will be entitled for Travelling Allowance in accordance with S.R.132.

This issues with the approval of Controller General, IBM.

Hindi version of this circular will follow.

Enclosure : (Proforma of application)

Tadlimbekar
18.02.2022

(Parag M. Tadlimbekar)
Suptdg. Mining Geologist &
Head of Office

Copy to :-

All Divisional/Zonal/Regional/MMPL/RMPL/Section Heads, Indian Bureau of Mines with a request to bring the contents of this circular to the notice of all concerned employees for their information and necessary action. It is also requested that the contents of this circular may also be brought into the notice of those employees who may be absent on leave or tour etc. The applications received from the employees against this circular may be forwarded to the undersigned so as to reach by 10.03.2022. If Service Book is maintained at your office, the service and educational qualification details submitted by the officials may be got verified from the records and a certificate in this regard may be enclosed alongwith the forwarding letter.

PROFORMA

APPLICATION FOR THE POST OF LOWER DIVISION CLERK IN INDIAN BUREAU OF MINES THROUGH DQE

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1. Name of the Applicant	
2. Designation	
3. Pay Level and basic pay	
4. Date of Birth	
5. Age as on 10.03.2022	
6. Whether belongs to UR/SC/ST	
7. Date of Entry in Service	
8. Date of joining in the present post	
9. Total regular service rendered in IBM as on 10.03.2022	
10. Educational Qualifications	
11. Do you know typing	
12. Whether willing to appear DQE in English or Hindi	
13. Whether willing to appear typing test on Typewriter or on Computer and in Hindi or English	

I hereby declare that the information furnished above is true to the best of my knowledge and belief and I have not suppressed any material information. I undertake to abide by the guidelines prescribed for the conduct of Departmental Qualifying Examination for the post of Lower Division Clerk.

Signature of the employee
Division/Section/Regional/MMPL/RMPL

Date :
Place :

It is certified that the information as above mentioned by Shri/Smt....., of this Office have been verified from the Service Book and other available office records and found correct.

(Incharge)
Division/Section/Regional/MMPL/RMPL
Office where working

Date :
Place :