



Government of India
Ministry of Mines
Indian Bureau of Mines



No. A-34012/(2)/(1)/2007-ENG.

Nagpur, dated 01st September, 2017

C I R C U L A R

Subject: - Limited Departmental Competitive Examination - Promotion to the post of Upper Division Clerk – Regarding.

Five (05) posts of Upper Division Clerks (4 UR + 1 SC) in the level 04 - Rs. 25,500-81,100 are required to be filled through Limited Departmental Competitive Examination for promotion from amongst the existing Lower Division Clerks. However, the exact number of posts will depend upon vacant position existing at the time of finalization of the merit panel. The said examination will be held on 20.09.2017 (Wednesday) at 1030 hours in this Department at Headquarters, Nagpur. The desiring employees should fulfill the following eligibility criteria :

The employees should have rendered at least five years regular service in the post of Lower Division Clerk after appointment thereto on the closing date for receipt of applications i.e. 12.09.2017.

The syllabus for the examination will be as under:-

Part - I (30 Minutes)	Letter writing	: 20 Marks
Part – II (45 Minutes)	Objective type questions on Administrative Matters	: 30 Marks
Part – III (45 Minutes)	Objective type questions on Financial Matters	: 30 Marks
Part – IV (30 Minutes)	Objective type questions on General Knowledge & Current Affairs	: 20 Marks
		<u>Total : 100 Marks</u>

All the above four question papers will be in English as well as in Hindi. The employees will have the option to answer the papers either in Hindi or English.

As regards employees who are applying against the reserved post of SC, the candidature for the same will be considered provided the caste verification report issued by the Competent Caste Scrutiny Committee is received by IBM.

The examination will be held at the 3rd Floor, Training Hall ('C' Block), IBM, Indira Bhavan, Civil Lines, Nagpur – 440 001. The employees who fulfill the above criteria may apply under Limited Departmental Competitive Examination quota for promotion to the post of UDC in the enclosed proforma. Employees selected will be entitled for benefits under MACP Scheme from their date of direct recruitment to the post of LDC/MTS. The promotion to the post of UDC under this examination quota will be adjusted against one of the 3 (three) MACPs. Eligibility for traveling allowance to the candidates appearing in the said examination will be governed by the Supplementary Rules (SR 130). The employees who are selected as per merit list on the result of this competitive examination will be posted in any of the offices in Indian Bureau of Mines with All India service liability.

All the Heads of Divisions/Sections/Officer In-charges of Zonal/Regional/Sub-Regional Offices/OD Labs, Indian Bureau of Mines are requested to kindly bring the content of this circular to the notice of all Lower Division Clerks working under them and applications of interested employees may be forwarded to the Senior Administrative Officer, Indian Bureau of Mines, 4th Floor, Indira Bhavan, Civil Lines, Nagpur – 440 001 so as to reach him on or before 12th September, 2017 positively. Applications received thereafter will not be entertained. It may also be ensured that the Lower Division Clerks who are on leave etc., may please be informed accordingly about the proposed examination.

Note : Employees submitted applications against circular dated 27/31.07.2017 need not required to submit fresh applications again.



(D. Kumara Swamy)
Senior Administrative Officer

Encl : As above.

Copy to all Zonal/Divisional/Regional/Sub-Regional/Sectional/RMPL heads of Indian Bureau of Mines

PROFORMA

APPLICATION FOR PROMOTION TO THE POST OF UPPER DIVISION CLERK UNDER LIMITED DEPARTMENTAL COMPETITION EXAMINATION QUOTA - 2017 IN THE INDIAN BUREAU OF MINES.

01. Name of the employee (in block letters) :
02. Designation :
03. Date of Birth :
04. Whether UR/SC :
05. Application for the post of UDC under (Please tick any one only) : (i) UR Category
(ii) SC Category
06. Date of joining to the post of LDC :
07. Length of Service rendered as LDC as on 12.09.2017 :
08. Educational qualifications :
09. Option for question paper in Hindi or English :
10. No. of times appeared in the said Examination and month/year when appeared :
11. Whether entitled for TA : Yes/No
(an employee who has already appeared twice earlier in this exam is not eligible for TA for this occasion)

I hereby certify that the above information furnished by me is correct and I abide by rules framed for conducting Limited Departmental Competitive Examination for promotion to the post of Upper Division Clerk in Indian Bureau of Mines.

Date :

Signature of the employee

Place :

Division/Section/Regional/Sub-Regional Office/OD Lab where working

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

Date :

Head of Office

Place :

Division/Section/Regional/Sub-Regional Office/OD Labs where working