

Government of India
Ministry of Mines
Indian Bureau of Mines

'Indira Bhavan',
Civil Lines, Nagpur - 440 001
Dated : 03-01-2017

No.A-12015/(26)/2015-ENG

C I R C U L A R

Subject: Departmental Qualifying Examination for the post of Lower Division Clerk
- Group C (NG) in Pay Level 2 with the pay scale of Rs 19900-63200 in the Pay Matrix (Pre-revised : Band -1 Rs.5200-20200 + Grade Pay Rs.1900/-)- reg.

It has been decided by the competent authority to fill up 2 vacant Unreserved (UR) posts of Lower Division Clerk - Group C (NG) in Indian Bureau of Mines in the level-2 with pay scale of Rs 19900-63200 in the Pay Matrix (Pre-revised : Band -1 Rs.5200-20200 + Grade Pay Rs.1900/-) 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(NG) Recruitment Rules, 2011.

The DQE is scheduled to be held on **10-02-2017**.

02. Group C employees in the Grade Pay of Rs.1800/-(Pre-revised) in IBM possessing the following educational qualifications are eligible to appear in the DQE.

- (i) 12th class pass from a recognized Board or equivalent, and
- (ii) typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter; or
typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

03. Syllabus for the DQE shall be as under:-

- Part-I : Precis writing;
Part-II : Knowledge of Office Procedure [Questions on Central Civil Services (Leave Travel Concession) Rules, 1988, Central Civil Services (Leave Rules), etc.] [Objective Type];
Part-III : General Knowledge [Objective Type];
Part-IV : English/Hindi Typing.

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

- (i) Group C employees in the Grade Pay of Rs.1800/- (Pre-revised) with 3 years regular service in the grade and possessing the educational qualifications mentioned in para 2 above are eligible for appearing in the DQE.
- (ii) The maximum age limit for eligibility for examination is 45 years (50 years of age for the Scheduled Castes/Scheduled Tribes).
- (iii) 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%	One hour
Part-III	20	33%	30 minutes
Part-IV	30	As per 2(ii) above.	10 minutes

