



cmpdi
A Mini Ratna Company

सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोयल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)
CORPORATE IDENTITY NUMBER - U14292.TM1975GOI001223

No. CMPDI/HQ/SE/Dep. Sel./2016-17/3rd Phase/E-

Dated: 29.06.2017

To,
The HOD (P&A),
CMPDI, RI-I/II/III/IV/V/VI/VII,
Asansol / Dhanbad / Ranchi / Nagpur / Bilaspur / Singrauli / Bhubaneswar.

Dear Sir/Madam,

Sub: Fixing date of Written / Aptitude / Proficiency & Stenography Test for departmental candidates of CIL & its subsidiaries

Ref: Circular Nos. CMPDI/HQ/SE/R-25/Dep.Sel./2016-17/3rd Phase/E-51991 dtd. 25.04.17 & CMPDI/HQ/SE/R-25/Dep.Sel./2016-17/3rd Phase/E-23179 dtd. 7.9.16.

With reference to above and as decided in Selection Committee Meeting on 27.06.2017, I have been directed to communicate the date of Written Test / Aptitude Test / Proficiency Test & Stenography Tests for selection to the posts as indicated below, has been fixed on **16.07.2017 (Sunday)** for all posts at **10.30 am**.

- i. For the post of for the post of Cost Accountant /Accountant Gd- A, Asstt. Foreman (Mech.) (T), Gd- C, Asst. Foreman (Elect.) (T) T&S Gr. C, Assistant Driller (T) T&S Gr. C, Jr. Sc. Asstt. Gr-II Gd- D, Asst. Cashier Gr. II, Clerk (OL) Gr.III, Library Attendant Gd. F and Translator (T) (OL), Written Test will be conducted at **Cambrian School, Kanke Road, Ranchi – 834 008** on **16.07.2017 (Sunday)**. The modalities of the Written Exam as recommended by the Committee are:

- (a) Written Test will of **1 hour 15 minutes (75 minutes)** duration. It will start at 10:30 am and will end at 11:45 am.
- (b) Written Test will be consisting of Multiple Choice Type Questions / One Word Answer Type Questions in the following manner:

Sl	Post Name	Written Test Type
1	Cost Accountant /Accountant Gd- A	Multiple Choice Type Questions (MCQ)
2	Asstt. Foreman (Mech.) (T), Gd- C	
3	Asst. Foreman (Elect.) (T) T&S Gr. C	
4	Assistant Driller (T) T&S Gr. C	
5	Jr. Sc. Asstt. Gr-II Gd- D	
6	Asst. Cashier Gr. II	
7	Clerk (OL) Gr.III	One Word Answer Type Questions (OWA)
8	Library Attendant Gd. F	
9	Translator (T) (OL), Clerical Gd. III	

- (c) Total Number of questions will be 50 nos. For Written Test though MCQ, there will be 04 options/choices for each question. With regard to One Word Type Answer Written Test, no options will be given and the candidate has to answer each question with one word or sentence or in a phrase.
- (d) Marks allotted for one question will be 02 marks and the total marks of the written exam will be 100 marks.
- (e) No Negative marking for incorrect / not attempted response.
- (f) Out of 100 total marks, the qualifying marks for General/OBC (Unreserved) candidates will be 60 while that of SC/ST (Reserved candidates) will be 50.

(g) The syllabus for the Written Exam for each post will be as follows:

S.No	Name of Post	Syllabus
1	Cost Accountant /Accountant Gd- A	i. Upto the standard of Intermediate Examination of ICWA/CA ii. Current Affairs/General Knowledge
2	Asstt. Foreman (Mech.) (T), Gd- C	i. Upto the standard of Dip. in Mechanical Engg. ii. Current Affairs/General Knowledge
3	Asst. Foreman (Elect.) (T) T&S Gr. C	i. Upto the standard of Dip. in Electrical Engg. ii. Current Affairs/General Knowledge
4	Assistant Driller (T) T&S Gr. C	i. Upto the standard of Diploma in Mech./Automobile Engg. ii. Current Affairs/General Knowledge
5	Jr. Sc. Asstt. Gr-II Gd- D	i. Upto the standard of B.Sc with Chemistry ii. Current Affairs/General Knowledge
6	Asst. Cashier Gr. II	i. General work related to Cashier ii. Current Affairs/General Knowledge
7	Clerk (OL) Gr.III	i. General Hindi up to the standard of CI-X ii. Current Affairs/General Knowledge iii. Maths upto the standard of CI-X iv. General English up to the standard of CI-X
8	Library Attendant Gd. F	i. General information related to operation of Library ii. Current Affairs/General Knowledge iii. Maths upto the standard of CI-VIII iv. General English and Hindi up to the standard of CI-VIII
9	Translator (T) (OL), Clerical Gd. III	i. Upto the standard of B.A (Hindi & English) ii. Current Affairs/General Knowledge iii. Maths upto the standard of CI-X iv. General English and Hindi up to the standard of CI-X

ii. For the post of Stenographer (Eng), Lift Operator, Security Guard (T), and Jr. Data Entry Opr. (T), **Stenography Test, Aptitude Test, Physical Fitness Test and Written Test-cum-Proficiency Test** respectively will be conducted at the venue mentioned against each on **16.07.2017 (Sunday)**. The modalities of the test as recommended by the Committee are:

SN	Post	Mode of Test	Date & Time
1	Stenographer (Eng) Gd. C	Stenography Test of 50 Marks. A passage of 400 words will be dictated in 05 minutes at the speed of 80 words per minute (w.p.m). 05 minutes time will be given for going through the passage noted and further 30 minutes time will be given to transcribe the passage on Personal Computer (PC) only . The permissible mistake will be 40 (for General/OBC candidates) and 50 (for reserved Category Candidates) out of 400 words.	Date : 16.07.2017 Time : 10:30 am Venue : Cambrian School, Kanke Rd., Ranchi-834 008
2	Security Guard (T), Gd G	Physical Fitness Test of 50 Marks. <ul style="list-style-type: none"> Out of 50 total marks, the qualifying marks for General/OBC (Unreserved) candidates will be 30 while that of SC/ST (Reserved candidates) will be 25. 	Date : 16.07.2017 Time : 10:30 am Venue : CMPDI Ground, Gondwana Place, Kanke Rd., Ranchi-834 008

3	Lift Operator, Cat-II	Aptitude Test of 50 Marks. <ul style="list-style-type: none"> • Candidate's aptitude towards the Lift Operator job will be ascertained • Out of 50 total marks, the qualifying marks for General/OBC (Unreserved) candidates will be 30 while that of SC/ST (Reserved candidates) will be 25. 	Date : 16.07.2017 Test Time : 10:30 am Venue : Cambrian School, Kanke Rd., Ranchi-834 008
4	Jr. DEO (T) Gr. E	Written Test-cum-Proficiency Test a. Written test of Multiple Choice Questions (MCQ) type. <ul style="list-style-type: none"> • The total mark of the test will be 50 marks; • It will be of ½ hour (30 minutes) duration. • Will consists of 20 questions of 2.5 marks each for every correct answer and there will be NO negative marking for wrong or not attempted question. • Syllabus will be 'knowledge about computer'. b. Proficiency/Speed Test: <ul style="list-style-type: none"> • In the Proficiency Test of 50 marks, candidates will be given a passage in English and will be asked to type the same in 07 minutes. • The minimum requirement for qualifying the test will be obtaining typing speed of 30 words per minute (for Unreserved/OBC candidates) / 25 words per minute (for SC/ST candidates). 	Date : 16.07.2017 Time : 10:30 am <ul style="list-style-type: none"> • Written test will start at 10.30 am and end at 11.00 am. • Proficiency test will be done after written test and in batches. Venue : Cambrian School, Kanke Rd., Ranchi-834 008

List of not eligible and eligible candidates (along with his/her Roll No. for the test) are enclosed.

It is hereby requested to inform the employee concerned to appear for Written Test / Aptitude Test / Stenography Test / Proficiency Test at the respective test venues on dates and time as mentioned above. They may be advised to come with one recent color passport photo, their original Photo Identity Card (like Aadhar/PAN/Passport etc.), Identity Card issued by CMPDI and submit one set of attested photocopy of Company ID Card, Photo Identity Card, all educational qualification certificate, caste certificate at the time of Test. Entry inside the exam hall will be permitted only if the candidate produce his/her original Company ID Card, one Photo Identity Card and attested photocopy of the same. Important instructions for information of the candidates is enclosed.

Yours faithfully,

-sd-

Manager (P)/Mem. Secy.

Encl. : As Above

Copy to:

- All HODs, CMPDI Ranchi : Along with a list of eligible candidates working under them.
- All Committee Member



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**IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR THE DEPARTMENTAL
SELECTION FOR THE YEAR 2016-17 dated 16.07.2017 (Sunday)**

1. Candidates should note his/her Roll Number.
2. All candidates should bring the following :
 - a. One attested recent color passport photo,
 - b. Company ID Card (in original),
 - c. Photo ID card (eg. Aadhar/PAN/Passport etc.) (in original)
 - d. One attested photocopy of certificates of educational / professional qualification, caste certificate, Company ID Card, Photo ID Card and submit these documents at the test venue. Name, roll no. & post applied should be written at the back of the passport photo and attached/stapled along with the documents to be submitted.
3. Electronic Equipments viz. mobile phone, calculator, calculator watch, camera etc. are not allowed inside test venue.
4. Report for tests at the date and venue positively by 9:30 am & produce Company ID Card and Photo ID Card for entry.
5. **For those candidates appearing for Stenography Test, you are advised to attend Stenography Test with Shorthand Note Book, Pen/Pencil etc. Candidates will be allowed to transcribe only at PC (Personal Computer).**
6. Candidates who have the requisite qualification and/or experience should only appear for the test.
7. All candidates will stand released after completion of Written / Aptitude / Physical Fitness / Stenography and Written-cum-Proficiency Test.