



CENTRAL MINE PLANNING & DESIGN INSTITUTE LIMITED

(A Subsidiary of Coal India Limited)

A MINI RATNA COMPANY

GONDWANA PLACE, KANKE ROAD, RANCHI - 834 031



No : CMPDI/HQ/SE/R/19-20/E-477884

Dated 22.04.2020

NOTICE

Subject : Publication of modalities & syllabus of examination for the posts of Dy. Surveyor (M) & Stenographer (Eng.)

In reference to our Employment Notice vide No. CMPDI/HQ/SE/R/19-20/E-445469 dated 11.02.2020, published in the Employment News (29th February to 6th March '2020 edition), for filling up statutory vacancies for the post of Dy. Surveyor (Mines) & backlog vacancies for the post of Stenographer (Eng.) through direct recruitment, modalities of the written test, Stenography Test, syllabus of written test are given below for information of all concerned.

The modalities of the selection process is given below:

S.No	Post Name	Selection Process	Written Test Paper
a	Dy. Surveyor (Mines)	Written Test > Document verification	Will consists of two papers i.e. Paper I – Technical & Paper II – General
b	Stenographer (Eng.)	Written Test > Stenography test > Document verification	Will consists of Paper-I only

I. Modalities of Written Test:

- Written test will be done through OMR based & will consists of Multiple Choice Type Questions (MCQ).
- The papers will be in bilingual format (Hindi/English) only.
- There will be no Negative marking for incorrect / not attempted response.
- Model Question Paper for written test will be published in CMPDI's website by 30.04.2020.

II. For the post of Dy. Surveyor (M):

- It will consist of 2 papers, one technical paper and one general paper. The details are given below:

Sl. No	Paper	Total Marks	Time	Questions	Weightage in the selection
1	Paper I - Technical	100	2 Hours	100 MCQ of one mark each	70% weightage of the written test
2	Paper II – General	50	2 Hours	50 MCQ of one mark each	30% weightage of the written test

- The General candidate has to score a minimum 50% marks in **each paper** to qualify. In case of **SC/ST/OBC/ESM/PwBD candidates**, the minimum marks required for qualification is 40% in **each paper**.
- The syllabus for the Written Exam for **Paper-I & Paper-II** are as follows:

S.No	Paper	Syllabus
1	Paper I - Technical	Upto the standard of Survey Certificate of competency granted by DGMS.
2	Paper II – General	Mental ability, quantitative ability, general awareness or GK, logical & reasoning skills upto the standard of Matric

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III. For the post of Stenographer (Eng.):

- a) The selection process will consist of Written test of Paper-I followed by Stenography Test.
- b) Written test will be done through OMR based & will consists of Multiple Choice Type Questions (MCQ). The details are given below:

Sl. No	Particulars	Total Marks	Time	Questions	Remarks
1	Paper - I	100	2 Hours	100 MCQ of one mark each	Only qualifying in nature. And candidates will be called for Stenography Test in ratio 1:20 i.e. in lot size of 20 SC & 40 ST candidates each. Further, it is clarified that if only in the event of non-receipt of qualified no. (i.e. 1 SC/2ST) of candidates, 2nd Lot will be called for Stenography Test and so on.

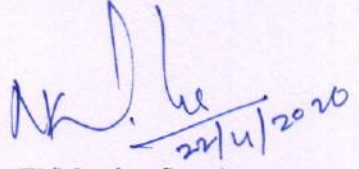
- c) **Stenography Test modalities:** Candidates according to marks obtained in written test will be called for Stenography Test i.e. candidates with more/higher marks in Written Test will be called prior to candidates who obtained less marks.
- d) For Stenography Test, an English passage of 400 words will be dictated in 05 minutes at the speed of 80 words per minute (w.p.m). Five (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 50 (for SC/ST Category Candidates) out of 400 words. Merit panel will be prepared based on the performance in Stenography Test.
- e) The candidate not conversant with PC may appear for Stenography Test with their own typewriter. No laptop will be allowed. Regarding Stenography Test for Blind candidates, they are advised to come with Brail Shorthand Machine with paper roll and they will be provided with English Typewriter for transcription of passage.
- f) The syllabus for the Written Exam for **Paper-I** & Stenography Test are as follows:

S.No	Syllabus – Paper-I	Syllabus Stenography Test
1	<p>a. English (understanding of the English Language, English vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, comprehension reading, spellings, phrases and idioms etc) upto the standard of Matric</p> <p>b. Maths (Number system, Profit & Loss, Percentages, Mensuration, probability, linear equation, ratio & proportion, conversion between units of measurements etc) upto the standard of Matric</p> <p>c. Computer knowledge (Basic knowledge about input/output devices, hardware and software components, basic functionalities of MS-Office, computer abbreviations, networking, basic knowledge of internet use, WWW and WEB BROWSERS, Shortcut Keyset, etc) upto the standard of Matric</p> <p>d. Hindi (Hindi to English translation, hindi vocabulary/ spellings, phrases and idioms) upto the standard of Matric</p> <p>e. Mental ability, quantitative ability, logical & reasoning skills upto the standard of Matric.</p>	<p>An English 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 50 (for SC/ST Category Candidates) out of 400 words. <u>Merit panel will be prepared based on the performance in Stenography Test.</u></p>

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IV. General Instruction:

1. Merit panel will be prepared based on the performance in Written Test [for Dy. Surveyor (Mines)] & Stenography Test [for Stenographer (Eng.)].
2. In case of tie on the aggregate marks scored in Written Test/number of mistakes in Stenography test, the tie will be resolved by applying the following criteria in its order as given below:
 - a) by marks scored in written exam of Paper I.
 - b) by year of passing (earlier) the basic qualification
 - c) by percentage mark scored in the minimum educational qualification
 - d) by date of birth (earlier)
3. List of eligible/not eligible candidates with reason and information about exam date/venue/time and instruction for downloading Admit Card for eligible candidates for written test etc will be published/notified at CMPDI's website. Important instructions for the exam will be communicated to the eligible applicants in the Admit Card.
4. The result of written test and Stenography Test will be published in CMPDI Website www.cmpdi.co.in. Successful candidates will be called for scrutiny/verification of their testimonials. The candidates have to appear along with all original certificates/documents for scrutiny/verification. The date and venue for scrutiny/ verification shall be notified at CMPDI's website and the candidates shall have to report accordingly.


(Manager (P)/Member Secy.)