



Western Coalfields Limited

(A Government of India Undertaking)

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CIN: U10100MH1975GOI018626

No. WCL/IR/MP/2993

Date: 03-11-2015

To

All Area General Managers

WCL Areas & CWS Tadali

All HODs WCL HQ/ The Principal, STI Chhindwara/WTI Wardha

Dear Sir,

Sub: Notification inviting applications for the post of Ministerial posts in Clerical Gr. III.

It is proposed to fill up the Ministerial posts in Clerical Gr. III against the sanctioned Manpower Budget 2015-16. Accordingly, applications from eligible departmental candidates of different Categories/Grades are invited in prescribed proforma who possess the following qualifications and eligibility criteria:-

Name of post	:	Clerk Gr. III (Trainee)
Eligibility	:	3 years service in the company.
Minimum qualification	:	Matriculation or equivalent examination from any recognised Board of Examination.
Mode of selection	:	Written test
Desirable	:	Aptitude/knowledge in PC Operation.

The shortage in different posts as per Manpower Budget 2015-16 is as under :-

Sr.No	Post	Shortage
1	Clerk (all Grades Gr. III to T&S Gr. A-1)	(-) 379
2	Store Keeper to issuer (all Grades Gr. III to T&S Gr. A-1)	(-) 42
3	Loading Inspector to Asstt. Clerk (all Grades Gr. III to T&S Gr. A-1)	(-) 40
4	Tripman, Dumpman/Pitman/ Pitmuni/Traffic Muni (all Grades Gr. III to Special grade)	(-) 198
TOTAL		(-) 659

(2)

Those candidates who applied earlier against Notification No. WCL/IR/MP/Selection/ 1973 dtd. 1-7-2015 and names of eligible candidates displayed in the Company's Website and also circulated to Areas/Establishments vide letter No. WCL/IR/MP/Selection/2671 dtd. 24-9-2015, need not apply again.

The following norms shall be adopted for empanelment of the candidates :-

1. Empanelment shall be on the basis of marks obtained in written test, interview, qualification and computer aptitude test, as below :-

Written Test (objective type) : 01 hour duration (70 questions)

Maximum marks : 70 marks

Minimum pass marks : 35 marks for general
28 marks for SC/ST (10% relaxation)

Computer Aptitude Test : 30 minutes

- MS Word, Excel & Power point presentation

Maximum marks : 10 marks

Minimum qualifying marks : 05 marks

Personal interview : 10 marks

Qualification Marks : Maximum 10 marks

-post graduate : 10 marks

-graduate : 07 marks

-Higher Secondary : 05 marks

-Matriculate : 03 marks

Total : 100 Marks

Syllabus for written test

- 1) Provisions of NCWAs
- 2) All Rules & Regulations applicable to Non-Executive Cadre employees.
- 3) Basic Mathematical calculations
- 4) General Awareness about WCL & CIL
- 5) Basic Computer Awareness
- 6) Rajbhasha Adhinayam

1. Those candidates who pass in the written test shall only be called for computer aptitude test and interview.
2. The candidates shall be empanelled on the basis of merit as per total marks obtained in written test, computer aptitude, qualification and interview. In case, if same mark is obtained by more than one candidate, their merit shall be decided on the basis of qualification and if qualification also same, then merit shall be decided on the basis of computer aptitude test. Thereafter on the basis of date of appointment and then date of birth.

(3)

3. From the approved merit list, the candidates selected shall be posted in the order of merit to the posts of General Clerk (T) Gr. III, Store Issue Clerk (T) Gr. III, Asstt. Loading Clerk (T) Gr. III & Tripman (T) Gr. III respectively. Those candidates who do not qualify in the Computer Aptitude Test shall only be considered for the post of Tripman (T).
4. The Monthly Rated employees already working in grades above Clerical Gr. III/T&S Gr.E may not be considered for selection.
5. The cut-off date of deciding eligibility of departmental candidates for considering as permanent employee will be the date of issue of notification.
6. Selected candidates shall be placed as Clerk Gr. III (Trainee) for a period of one year and if the training period is found to be satisfactory, they shall be confirmed in the post, otherwise they shall be reverted to original post.
7. The selected candidates shall be posted in the Areas/Establishments as per the requirement.

The employee concerned should send their written applications in prescribed proforma along with attested copies of educational certificates and photograph through respective Controlling Authority. The applications of willing candidates should reach in this office on or before **18-11-2015** and the applications received after **18-11-2015** will not be entertained.

Please give wide publicity amongst the employees and also display copy of this Notification on Notice Boards.

Yours faithfully,



3/11/2015

Dy.General Manager(P/IR)



- c.c.to: All Area Personnel Managers WCL Areas & CWS Tadali -
- to ensure submission of applications from the eligible candidates within the specified date.
 - All 05 CTUs /Steering Committee Members

PROFORMA

BIO - DATA

N.E.I.S. No. : _____

Attested Passport
size photograph

01 Name :

02 Father's Name :

03 Whether belongs to SC/ST :
(if so, attested copy of Caste
Certificate to be attached)

04 Present Designation and :
Grade / Category

05 Present Place of Posting :
Unit/Area.

06 Date of initial appointment :
and designation (copy of
Appointment Letter should be
enclosed if newly appointed)

07 Date of Birth :

08 Details of promotions in higher posts :

Post / Grade

Date of Promotion

- a)
- b)
- c)

09 Qualification (Attested copies of Degree
/ Mark – Sheet to be enclosed)

<u>Sl. No.</u>	<u>Qualification</u>	<u>Year & Date of Passing</u>	<u>Division</u>	<u>Percentage</u>	<u>Board/University</u>
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- i)
- ii)
- iii)

10 Technical Qualification if any

(02)

- 11 Experience, if any
12 Remarks

This is to certify that above particulars are true and correct.

SIGNATURE OF THE CANDIDATE

Date : / / 2015

Place :

CERTIFICATE

This is certify that I have verified the records and above particulars are correct as per service records.

Date : / / 2015.

Place :

(SIGNATURE OF UNIT / ESTB. INCHARGE)

NAME :

DESIGNATION :

**(SIGNATURE OF
AREA PERSONNEL HEAD)**