



WESTERN COALFIELDS LIMITED
(A Government of India Undertaking)
PERSONNEL & INDUSTRIAL RELATIONS DEPARTMENT
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Ref No. WCL/IR/MP/Selection/ 2023-2024/ 3053

Date: - 28.02.2024

To
All Area General Manager, WCL Areas
GM CWS Tadali
Concerned HoDs, WCL HQ

Sub: Revised Schedule for typing speed test for the post of Jr. Data entry Operator (Trainee) in T&S Grade "E" and Computer aptitude test for the post of Translator (Trainee) OL.

Dear Sir,

Please refer to this office letter No. WCL/IR/MP/Selection/ 2023-2024/3037 dated 26.02.2024 regarding Schedule & list of shortlisted candidates for typing speed test for the post of Jr. Data entry Operator (Trainee) in T&S Grade "E" & Computer aptitude test for the post of Clerk (OL), Grade III, Translator (Trainee) OL, Grade III and Clerk (T) Grade-III, scheduled on **03.03.2024** at **Shri Ramdeobaba College of Engineering & Management, Ramdeo Tekdi, Katol Road, Nagpur.**

The revised schedule for typing speed test for the post of Jr. Data entry Operator (Trainee) in T&S Grade "E" & Computer aptitude test for the post of Translator (Trainee) OL, Grade III, on **03.03.2024** is as under:-

SLOT	TIME	Post	Test type	No of Candidates
SLOT 3	Reporting time – by 2.00 PM Test time – 02.20 PM to 2.30 PM Exit time – 3.00 PM	JUNIOR DATA ENTRY OPERATOR (TRAINEE) IN T&S GRADE "E"	Typing speed test (min 30 words per minute)	208
SLOT 4	Reporting time – by 3.00 PM Test time – 3.15 PM to 3.45 PM Exit time – 4.00 PM	Translator (Trainee) OL Grade-III	Computer Aptitude Test (MS word, excel, power point)	5

The employees who have been shortlisted for typing speed test / Computer aptitude test for above selections shall be informed at the earliest & released accordingly.

Yours faithfully,


Dy. General Manager(P/IR)

CC:-

1. TS to D(P), WCL
2. GM (Sys), WCL
3. APM, All WCL Areas & CWS Tadali.
4. Manager (P/SE), WCL