



वेस्टर्न कोलफील्ड्स लिमिटेड
(भारत सरकार का मिनी रत्न श्रेणी -1 उपक्रम)
Western Coalfields Ltd.
(A Miniratna Cat.-1 Government of India Undertaking)

कार्मिक एवं औद्योगिक संबंध विभाग
PERSONNEL & INDUSTRIAL RELATIONS DEPTT.
Ph. No. का/० : 0712-2510439
e-mail : generalmanager.ir@gmail.com

पंजीकृत कार्यालय : कोल ईस्टेट, सिविल लाइन्स, नागपुर - ४४० ००१
Regd. Office.: Coal Estate, Civil Lines, Nagpur - 440 001.

CIN : U10100MH1975GOI018626
Website : westerncoal.nic.in

WCL/IR/MP/SELECTION/2023-24/2220

Date: 06.12.2023

NOTIFICATION

Applications through proper channel are invited from the employees of Western Coalfields Limited to fill up the post of Clerk (Trainee), Grade III as per pay scale of NCWA – XI, fulfilling following eligibility criteria according to the applicable Cadre Scheme: -

Sl No.	Post	Minimum Qualification & Eligibility	Vacancy
01	Clerk (Trainee) Grade III	Minimum qualification: Matriculation or equivalent examination from any recognised Board of Examination. Eligibility: 03 years service in the company.	329

Note: -

1. Cut off date for determining eligibility of experience as per Cadre Scheme is date of issue of notification.
2. Only permanent employees on the date of issue of notification and who possess requisite qualifications as per Cadre Scheme will be considered for selection. The Monthly Rated employees already working in grades above Clerical Grade- III / T&S Grade- E or Statutory post in monthly rated category will not be considered for selection.
3. Reservation norms for SC/ST and PWD candidates will be followed as per rule.
4. **Only those candidates who are ready to work in other Areas of WCL on selection may apply against this notification. The selected shall be posted in the Areas /establishments as per the requirement.**

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

1. Empanelment for the posts of **Clerk (Trainee) Grade- III** shall be on the basis of marks obtained in written test, qualification and computer aptitude test as below: -

Written Test (objective Type) : **100 questions (90 Minutes)**
Maximum Marks : 100 marks
Minimum pass marks : 50 marks for general
40 marks for SC/ST (10% relaxation)

2. **Computer Aptitude Test** : **30 minutes**
Word, Excel & Power point presentation
Maximum marks : 10 marks
Minimum qualifying marks : 05 marks

3. Qualification Marks	:	Maximum 10 marks
Post Graduate	:	10 marks
Graduate	:	07 marks
Higher secondary	:	05 marks
Matriculate	:	03 marks
Total	:	120 Marks

- Candidates will be allowed to appear in the written test on the basis of their declaration regarding their eligibility in the prescribed application proforma. Scrutiny/ Verification of the applications with original documents/certificates of shortlisted candidates will be done later. If the particulars mentioned in the application/documents do not match or are not found to be in conformity with the eligibility criteria mentioned in this notification or the application is not submitted in the prescribed proforma, the candidature of such applicants may not be considered for empanelment and their candidature may stand rejected. The candidates who do not appear for document verification before WCL Authorities on the dates of Scrutiny to be notified, shall also not be considered for final empanelment for selection.
- Those candidates who qualify the written test shall only be called for computer aptitude test. The candidates who qualify both the tests shall only be considered for empanelment for selection.
- The Written test shall be conducted either through Online or Offline mode, which shall be communicated to the candidates before the exam.
- The candidates shall be empanelled on the basis of merit as per total marks obtained in written test, computer aptitude & qualification and in case same mark is obtained by more than one candidate, their merit shall be decided on the basis of Date of Appointment, i.e., the candidate who was appointed first, shall be placed above the candidate who was appointed later. If there is a tie again, then the Date of Birth (elder being the first) will be considered for deciding the merit position.
- Selected candidates shall be placed as Trainee for a period of one year and on successful completion of the training period, they shall be confirmed in Gr. III. Otherwise they shall be reverted to their original post. Further growth of the selected candidates will be as per respective cadre scheme of the posts.

How to Apply:

Candidates are advised to go through the complete notification carefully for assessing his/her eligibility in accordance with the qualifications and other norms. Before submitting the application the candidate will ensure his eligibility as on the date of notification.

Candidates should submit their written applications in the prescribed proforma attached with this notification only, affixing current passport size colour photograph along with self attested copies of educational certificates through respective Controlling Authority, Unit In charge & APM of concerned Area. **Applications submitted in other format may not be accepted.**

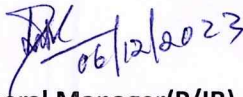
On receipt of the application along with self attested copy of the documents from the candidates, the respective Controlling officer / Colliery Manager / Unit In-charge shall arrange to verify the details mentioned in the application by the candidates and also ensure to provide the CR and Departmental Clearance status of the concerned employee in the application form. The verified application form duly signed with official stamp and date by the Controlling officer / Colliery Manager / Unit In-charge shall be forwarded to the Area Personnel Manager by the Unit in charge. The unit shall also arrange to provide the verified data of all the applicants in prescribed excel format for each notified post separately as provided herewith. In case of HQ departments/units, the applications details should be forwarded by concerned HOD to Dy. GM(P/IR).

The last date of submission of application of willing candidates through respective Controlling Authority, Unit in charge to the APM of the concerned Area will be **26.12.2023**. Applications received at the Area after **26.12.2023** shall not be considered. Candidates of WCL HQ shall submit their applications to their respective HOD latest by **26.12.2023**.

The APM of the Area shall arrange to compile the verified data of all the applicants of the Area in prescribed excel format as provided for notified post and forward all the applications to WCL HQ in physical form after his countersignature along with a certified copy of the verified data in prescribed excel format. The same should be submitted to IR department, WCL HQ by special messenger latest by **05.01.2024**. The data of candidates in excel format shall also be provided in soft copy for the notified post separately to Dy. GM(P/IR) through email on gmir1.wcl@coalindia.in.

The Area Management/HOD/In-charge must ensure that complete application of only those eligible candidates, who have secured minimum Good rating in performance should be forwarded to Dy. GM(P/IR), WCL HQ within the prescribed time limit.

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


Dy. General Manager(P/IR)
Hakim 5/12

CC to:

- GM (System)/ GM (EE) / GM (Fin) Estb.)/Dy. GM(P) Welfare/CSR, WCL HQ, Nagpur.
- All HODs WCL HQ, Nagpur.
- All Area General Managers, WCL Areas & CWS Tadali.
- All Area Personnel Managers, WCL Areas & CWS Tadali/ Manager (P) IR/SE, WCL HQ

1. To ensure submission of applications and data in excel format from the eligible candidates within the specified date 05.01.2024 to IR Department, WCL HQ.
2. Forward the applications of those candidates only whose CR rating is GOOD & above.
3. Vigilance Clearance of eligible candidates should be sent separately at the earliest.

- All Notice Board, WCL HQ, Nagpur.



वेस्टर्न कोलफील्ड्स लिमिटेड
आवेदन का प्रारूप
(बायो डाटा , सीआर एवं विभागीय अनापत्ति)

अधिसूचना क्र. एवं पद जिसके लिए आवेदन किया गया है : _____

नाम : _____

पिता का नाम : _____

एन ई आई एस क्र. : _____

वर्तमान पदनाम : _____

ग्रेड / श्रेणी / केटेगरी : _____

जन्म तारीख : _____

लिंग : _____

प्रारंभिक नियुक्ति की तारीख : _____

मोबाइल नं. _____ ईमेल : _____

यदि अनुसूचित जाति / जनजाति के हैं तो (जाति प्रमाण पत्र संलग्न करें) : **SC / ST / NA** (PLEASE TICK ANY ONE)

यदि PWD हैं तो (प्रमाण पत्र संलग्न करें) : **YES / NO (VH/HH/OH)** (IF YES, PLEASE TICK ANY ONE)

वर्तमान कार्यस्थल : क्षेत्र _____ इकाई: _____ विभाग: _____

शैक्षणिक / तकनीकी योग्यता (साक्षात्कृत प्रतियां संलग्न करें)

क्र.	शैक्षणिक / तकनीकी योग्यता	वर्ष/ पास होने की	श्रेणी	%	बोर्ड / यूनिवर्सिटी / संस्था
1					
2					
3					
4					
5					

लंबित आरोप पत्र / जांच कार्यवाही/ दंडादेश (यदि हो तो) कि जानकारी : _____

घोषणापत्र

मैं यह घोषणा करता / करती हूँ कि मेरे द्वारा दी गई उपरोक्त जानकारी/विवरण सत्य है तथा उपरोक्त जानकारी / विवरण असत्य पाए जाने पर दंडात्मक कार्यवाही का हकदार रहूँगा / रहूँगी। मैं यह भी सहमति देता / देती हूँ कि उपरोक्त पद पर चयन होने पर जिस क्षेत्र / इकाई / विभाग में मेरी पदस्थापना की जाएगी मैं वहाँ अपना कार्यभार निर्धारित समयावधि पर ग्रहण करूँगा / करूँगी।

दिनांक : _____ स्थान: _____ (अभ्यर्थी का हस्ताक्षर)
नोट: उपरोक्त सभी फ़ील्ड अनिवार्य रूप से भरे अन्यथा आवेदन अस्वीकार किया जा सकता है।

पिछले तीन वर्षों के दौरान कार्य निष्पादन

2020-21	आउटस्टैंडिंग	बहुत अच्छा	अच्छा	()
2021-22	आउटस्टैंडिंग	बहुत अच्छा	अच्छा	()
2022-23	आउटस्टैंडिंग	बहुत अच्छा	अच्छा	()

नियंत्रण अधिकारी / यूनिट प्रभारी के हस्ताक्षर
(कार्यालयीन सील एवं दिनांक)

विभागीय क्लियरेंस

यह प्रमाणित किया जाता है कि श्री / श्रीमती / कु _____ के विरुद्ध कोई भी विभागीय कार्यवाही लंबित नहीं है ;

अथवा

श्री / श्रीमती/ कु _____ के विरुद्ध आरोप पत्र क्र. _____ दिनांक _____ जारी किया गया है जिसकी जांच कार्यवाही लंबित है।

नियंत्रण अधिकारी / यूनिट प्रभारी के हस्ताक्षर
(कार्यालयीन सील एवं दिनांक)

क्षेत्रीय कार्मिक प्रमुख के हस्ताक्षर
(कार्यालयीन सील एवं दिनांक)

Proforma for verified data for the post of Clerk (Trainee) Grade-III (For departmental candidates)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
Sr No.	Name of the Employee	Fathers Name	NEIS No.	Designation	Present Grade / Category	Date of Birth	Date of Appointment	Gender (M/F)	Mobile No.	Email id	SC/ ST	PWD	Area / WCL HQ Department	Unit/ Department	10th Year of Passing	12th Year of Passing	Diploma Year of Passing	Graduation Year of Passing	Post Graduation Year of Passing	C.R.	DC (Yes / No)	V.C (Yes / No)	Remarks	
1																								
2																								
3																								
4																								
5																								

Area Personnel Manager