

वेस्टर्न कोलफील्ड्स लिमिटेड
(भारत सरकार का मिनी रत्न श्रेणी -I उपक्रम)

Western Coalfields Ltd.

(A Miniratna Cat.-1 Government of India Undertaking)



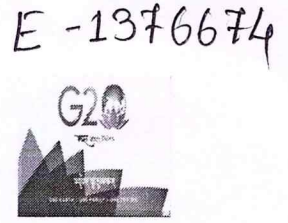
कार्मिक एवं औद्योगिक संबंध

PERSONNEL & INDUSTRIAL RELATIONS DEPTT.

Ph. No. का/0 : 0712-2510439

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पंजीकृत कार्यालय : कोल ईस्टेट, सिविल लाइन्स, नागपुर - ४४० ००१

CIN : U10100MH1975GOI018626

Regd. Office.: Coal Estate, Civil Lines, Nagpur - 440 001.

Website : westerncoal.nic.in

संदर्भ क्र. /Ref. No. WCL/IR/MP/2023-24/ 2411

दिनांक / Date: 23/12/2023

AMENDED NOTIFICATION

Notification for selection from departmental candidates for the following posts has been issued vide Notification No. WCL/IR/MP/2023-24/1893 dated 31.10.2023. Subsequently, amended notification was issued vide No. WCL/IR/MP/2023-24/1928 dated 03/11/2023.

S.No	Post	Vacancy	Minimum Qualification/Eligibility
1	Jr. Data Entry Operator (Trainee), T&S Grade 'E'	61	Any permanent employee having Matriculate or equivalent certificate with 03 years' service in the company.
2	Clerk (OL), Grade III	14	Any employee having 03 years' service in the company with: - Matriculate or Equivalent examination from any recognised board of Exam with Hindi as one of the subject. OR Matric with certificate in Hindi, like, Prabhakar, Praveshika etc.
3	Translator (Trainee) OL, Grade III	4	Any permanent employee with 01 year service in the company having B.A or equivalent with Hindi & English. Govt. Diploma Holder in Hindi Translation preferred

In view of the large numbers of application and in continuation to the above said notifications following amendments are hereby incorporated in the norms for empanelment of the candidates: -

1. Jr. Data Entry Operator (Trainee) in T&S Gr. 'E': -

- The candidates those who qualify the Aptitude test will be called for typing speed test (Minimum 30 words per minute), to be conducted by giving a passage to the candidates allotting 10 minutes time. This will be the qualifying test.

2. Clerk (OL), Gr. III: -

- Empanelment shall be on the basis of marks obtained in written test, qualification and computer aptitude test. The written test shall be conducted as under: -

Written Test : **100 questions (90 Minutes duration)**

Objective type of 01 mark each

Maximum Marks : 100 Marks

Minimum Pass Marks : 50 % Marks in each section for General
40% Marks in each section for SC/ST (10% relaxation)

Note: There will be no descriptive written test for selection to the post of Clerk (OL), Gr. III

- The candidates who qualify the written test, will be called for Computer Aptitude test.

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3. Translator (Trainee) OL, Gr. III: -

The candidates who qualify the written test, will be called for Computer Aptitude test.

All other terms and conditions of the notification dated 31.10.2023 & subsequent amendment dated 03.11.2023 shall remain the same. Copy of the instant amended notification is enclosed for ready reference.

Henceforth, all the details/ notifications related to Departmental Selection will also be available on WCL website under the Head → "Employee" → "Employee Corner" → "Departmental Selection". All employees may please be informed to visit the WCL website for updates regarding current & upcoming departmental selection.

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

Encl: As above

Distribution: -

1. All Area General Managers, WCL Areas & CWS Tadali
2. GM (Systems), WCL HQ, Nagpur
3. CMS I/C, WCL HQ, Nagpur
4. All HOD's, WCL HQ, Nagpur
5. All Notice Boards, WCL HQ, Nagpur
6. All Area Personnel Managers, WCL Areas & CWS Tadali.
7. Manager (P/SE), WCL HQ, Nagpur


Dy. General Manager (P/IR)


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दिनांक / Date: 23/12/2023

AMENDED NOTIFICATION

Applications through proper channel are invited from the departmental candidates of Western Coalfields Limited, to fill up different posts as per pay scale of NCWA – XI, fulfilling following eligibility criteria according to the applicable Cadre Scheme: -

S.No	Post	Vacancy	Minimum Qualification/Eligibility
1	Jr. Data Entry Operator (Trainee), T&S Grade 'E'	61	Any permanent employee having Matriculate or equivalent certificate with 03 years' service in the company.
2	Clerk (OL), Grade III	14	Any employee having 03 years' service in the company with: - Matriculate or Equivalent examination from any recognised board of Exam with Hindi as one of the subject. OR Matric with certificate in Hindi, like, Prabhakar, Praveshika etc.
3	Translator (Trainee) OL, Grade III	4	Any permanent employee with 01 year service in the company having B.A or equivalent with Hindi & English. Govt. Diploma Holder in Hindi Translation preferred

Note: -

1. Cut-off date for determining eligibility of qualification and experience as per Cadre Scheme is the 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.
3. Reservations norms for SC/ST and PWD candidates will be followed as per rule.
4. **Only those candidates who are willing to work in other Areas of WCL on selection may apply against this notification. The selected candidates shall be posted in the Areas/Establishments as per the requirement.**
5. **Candidates are advised to use the application format attached with this notification only for applying for selection to the above posts. Applications submitted in other format may not be accepted.**
6. **The monthly rated employees already working in grades above Clerical Gr.III / T&S Grade "E" or statutory post in monthly rated category will not be considered for selection.**

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

1. Jr. Data Entry Operator (Trainee) in T&S Gr. 'E': -

- Aptitude Test for computer application shall be conducted.
- **The candidates those who qualify the Aptitude test will be called for typing speed test (Minimum 30 words per minute), to be conducted by giving a passage to the candidates allotting 10 minutes time. This will be the qualifying test.**
- The candidates who qualify in both Aptitude test & Typing Speed test shall be empanelled for final selection on the basis of merit as under: -

Aptitude Test (Objective Type)	:	100 questions (90 Minutes duration)
Maximum Marks	:	100 Marks
Minimum Pass Marks	:	50 Marks for General 40 Marks for SC/ST (10% relaxation)

- Marks obtained in Aptitude test shall be considered for empanelment in respect of those who qualify in Typing Speed test.

2. Clerk (OL), Gr. III: -

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

Written Test	:	100 questions (90 Minutes duration) Objective type of 01 mark each
Maximum Marks	:	100 Marks
Minimum Pass Marks	:	50 % Marks in each section for General 40% Marks in each section for SC/ST (10% relaxation)

- **The candidates who qualify the written test, will be called for Computer Aptitude test.**

Computer Aptitude Test : **30 minutes.**

MS Word, Excel & Power point presentation		
Maximum marks	:	10 Marks
Minimum qualifying marks	:	05 Marks

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3. Translator (Trainee) OL, Gr. III: -

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

Written Test	:	55 questions (90 Minutes duration) Section 1: -50 Objective type of 01 mark each & Section 2: - 05 Descriptive Type of 10 marks each
Maximum Marks	:	100 Marks
Minimum Pass Marks	:	50 % Marks in each section for General 40% Marks in each section for SC/ST (10% relaxation)

- **The candidates who qualify the written test, will be called for Computer Aptitude test.**

Computer Aptitude Test : **30 minutes.**

MS Word, Excel & Power point presentation

Maximum marks : 10 Marks

Minimum qualifying marks : 05 Marks

Qualification Marks for Clerk (OL) : Maximum 10 marks

- Post Graduate : 10 marks

(with Hindi as one of the subject)

- Graduate : 07 marks

(with Hindi as one of the subject)

- Higher secondary : 05 marks

(with Hindi as one of the subject)

- Matriculate : 03 marks

(with Hindi as one of the subject)

Qualification Marks for Translator (Trainee) OL : Maximum 10 marks

- Post Graduate : 10 Marks

(with Hindi & English)

- Graduate : 07 Marks

(with Hindi & English)

Total : 120 Marks

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40

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- The candidates who qualify both the tests shall only be considered for empanelment for selection.
- The candidates shall be empanelled on the basis of merit based on total marks obtained in aptitude/written test 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.

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 shall ensure his/her eligibility as on the date of notification.

Candidates should submit their written applications in the prescribed proforma 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.

On receipt of the application along with self-attested copy of uploaded documents from the candidates, the 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 seal 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 as provided herewith.

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 20.11.2023. Applications received at the Area after 20.11.2023 shall not be considered.

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 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 30.11.2023. The data of candidates in excel format shall also be provided in soft copy to IR department through email.

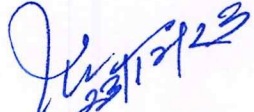
The Area Personnel Manager must ensure that complete application of only those eligible candidates, who must have secured minimum Good rating in performance should be forwarded to Dy. GM(P/IR), WCL HQ within the prescribed time limit.

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

Henceforth, all the details/ notifications related to Departmental Selection will also be available on WCL website under the Head → "Employee" → "Employee Corner" → "Departmental Selection". All employees may please be informed to visit the WCL website for updates regarding current & upcoming departmental selection.


23/11/23
Dy. General Manager (P/IR)
Janki

Distribution: -

1. All Area General Managers, WCL Areas & CWS Tadali
2. GM (Systems), WCL HQ, Nagpur
3. CMS I/C, WCL HQ, Nagpur
4. All HOD's, WCL HQ, Nagpur
5. All Notice Boards, WCL HQ, Nagpur
6. All Area Personnel Managers, WCL Areas & CWS Tadali, with a request to please ensure the following: -
 - Submission of applications and certified data in excel format from the eligible candidates within the specified date to WCL HQ.
 - Forward the applications of only those candidates whose CR rating is GOOD & above.
 - Vigilance Clearance of eligible candidates should be sent separately at the earliest.