

E-1379517  
28/12/23



**WESTERN COALFIELDS LIMITED**  
(A Government of India Undertaking)  
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No. WCL/IR/MP/Selection/2023-2024/2427

Date:- 28.12.2023

To,  
All Area General Managers  
WCL Areas & CWS Tadali,  
All HODs WCL HQ  
The Principal  
STI Chhindwara/ WTI Wardha

Dear Sir,

**Sub:- Schedule for written test for selection of departmental candidates for the post of Jr. Data entry Operator (Trainee) in T&S Grade "E", Clerk (OL), Grade III and Translator (Trainee) OL, Grade III .**

In reference to the Notification No. WCL/IR/MP/2023-24/1893 dated 31.10.2023 and subsequent Amended Notification No. WCL/IR/MP/2023-24/1928 dated 03.11.2023 & No. WCL/IR/MP/2023-24/2411 dated 23.12.2023, the **written test/Aptitude test** for selection to the posts of Jr. Data entry Operator (Trainee) in T&S Grade "E" and Clerk (OL), Grade III is scheduled to be held on **7<sup>th</sup> January 2024** at Nagpur. Venue and list of candidates provisionally shortlisted for exam with their roll No will be communicated shortly & **will also be available on WCL website under the Employee→Employee Corner→Departmental Selection**, Candidates may please be advised to visit WCL website for updates. The **written test / Aptitude test will be conducted in 2 time slots** as mentioned below:-

Sr. No	SLOT	TIME	Post	No of Candidates
1	SLOT 1	Reporting time – by 10.00 AM Test time – 11.00 AM to 12.30 AM	Jr. Data Entry Operator in T&S Grade "E".	1193
2	SLOT 2	Reporting time – by 02.00 PM Test time –3.00 PM TO 4.30 PM	Clerk (OL), Grade III	889

The written exam for **Translator (Trainee) OL, Grade III** is scheduled on **13<sup>th</sup> January 2024** at HRD, Department WCL HQ, Nagpur. Reporting time – by 10.00 AM, Test time – 11.00 AM to 12.30 AM. List of candidates provisionally short-listed for exam with their roll No will be communicated shortly

It may please be arranged to ensure that, the employees who have applied for above selections may be informed accordingly at the earliest.

All the candidates may also be instructed to report to the Exam centre well before the reporting time. They shall necessarily carry their employee ID Cards and one Govt. ID Card along with them to the test centre without which they shall not be allowed entry into the centre. If any candidate do not have valid employee ID card then he/she shall obtain an identity certificate with Photograph duly attested by the respective unit Personnel Head and countersigned by APM of the Area, in absence of which the candidate shall not be allowed entry.

Yours faithfully,

Dy. General Manager (P/IR)

CC to: -

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