



## WESTERN COALFIELDS LIMITED

(A Government of India Undertaking)

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No. WCL/IR/MP/Selection/2023-2024/ 2436

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:- Syllabus for written test for selection of departmental candidates for the post of Ministerial Post in Clerk (Trainee) Grade-III**

In reference to the Notification No. WCL/IR/MP/Selection/2023-24/2220 dated 06.12.2023 regarding selection of departmental candidates for the post of Ministerial Post in Clerk (Trainee) Grade-III, syllabus for written test shall be as under :-

Duration of written test : One and half hours (90 minutes)  
Pattern : Objective type

- 1) Provisions of NCWAs.
- 2) All Rules & Regulations applicable to Non-Executive & Executive Cadre employees of CIL
- 3) Rajbhasha Adhinyam
- 4) General English, Comprehension, verbal and non-verbal reasoning.
- 5) Computer Awareness.
- 6) Logical reasoning and analytical ability.
- 7) Quantitative aptitude, Basic Numeracy (Numbers and their Relations, Orders of Magnitude, etc.) (Up to Class X level).
- 8) Data Interpretation (charts, graphs, tables, data sufficiency etc. — up to Class X level).
- 9) General awareness regarding current issues of national importance, CIL, WCL,

The syllabus may please be circulated amongst the employees applied for the selection for the above said post and also display a copy of the same on all the Notice Boards.

**It may please be noted and informed to the employees who have applied for above selection that, the written exam / aptitude test for selection of departmental candidates for the above said post will be scheduled in the third week of January 2024.**

Yours faithfully,

Dy. General Manager(P/IR)

CC to :-

1. All Area Personnel Manager, WCL / Manager (P/SE), WCL HQ, Nagpur... for wide circulation among the employees.