WESTERN COALFIELDS LIMITED

(A Government of India Undertaking)
Regd. Office: 'Coal Estate', Civil Lines, Nagpur – 440 001.
Telephone/Fax: 0712-2510439
Email: generalmanager.ir@gmail.com
Website: westerncoal.in CIN: U10100MH1975G01018626

No. WCL/IR/MP/Selection/2023-2024/2412

Date:- 23-12-2023

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 Jr. Data entry Operator (Trainee) in T&S Grade "E", Clerk (OL) Grade-III, Translator (Trainee) (OL)- Grade-III.

In reference to the Notification No. WCL/IR/MP/2023-24/1893 dated 31.10.2023 and subsequent Amended Notifications No. WCL/IR/MP/2023-24/1928 dated 03.11.2023 & No. WCL/IR/MP/2023-24/2411 dated 23.12.2023. The syllabus for written test for the Jr. Data entry Operator (Trainee) in T&S Grade "E", Clerk (OL) Grade-III, Translator (Trainee) (OL)- Grade-III are enclosed herewith.

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

It may again be noted and informed to the employees who have applied for above selections that, the written exam / aptitude test for selection of departmental candidates for the above posts will be scheduled in the first or second 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.

Syllabus for written test for selection of departmental candidates for the post of Jr. Data entry Operator (Trainee) in T&S Grade "E".

Duration of written test	:	One and half hours (90 minutes)
Pattern	:	Objective type
Syllabus pattern for written test	:	Part-I → 80 Marks.
		Part-II → 20 Marks.

Total → 100 Marks.

Part-I

1. **Computer Systems:**
   - Basic definition of computer, features and applications, hardware, software, firmware and liveware. Representation of information inside a computer.
   - Generation of Computers – classification of computers according to purpose (general and special purpose), according to working (analog, digital and hybrid), according to processing capability (Super, mainframe, mini, micro, laptop and palmtop).
   - Block diagram of a Computer system – Standard and common input/output devices.
   - Processing – CPU, ALU, CU Memory, unit and different types Bit, byte, kilobyte, megabyte and Gigabyte. Semiconductor memories such as ROM, RAM, PROM, EPROM, EEPROM.

2. **Operating Systems:**
   - Secondary storage devices – NTFS, Latest removable storage devices, hard disk and pendrives.
   - Types of software – system software & application software, functions of operating system, interpreter, compiler and assembler.
   - Familiarization with MS DOS, Windows and Linux. Booting the computer.

3. **Computer application:**
   - Applications of essential accessories such as notepad, WordPad, paintbrush, images, calculator, calendar, media players and sounds. Multimedia. Setting, using and applications of control panel.
   - Display properties, sound properties, different screen savers, and font management. Installation of programs.
   - Setting hardware such as scanners printers modem and dialup network. Concepts of zipping and unzipping and applications.

4. **Data Processing:**
   - Knowledge of Microsoft Word, Excel, Power point, Access and Outlook.
   - Basics of other data processing tools like Open Office, Libre Office etc.

5. **Computer networks:**
   - Networking concepts, LAN, WAN, their applications.
   - Basic understanding of networking devices and its applications.

6. **Internet:**
   - Concept of virus, how computer get affected, Antivirus tools, protection.
   - Concept of network, Internet, intranet, ISDN, Broad brand concepts and applications
   - Basic concepts of Cyber security, latest trends in cyber security.

7. **Familiarity with the latest IT applications in the organization including e-Office and SAP. Latest trends in the field of Information Technology.**

Part-II

1. **General awareness and aptitude:**
   - Comprehension, verbal and non-verbal reasoning.
   - Logical reasoning and analytical ability.
   - Quantitative aptitude, Basic Numeracy (Numbers and their Relations, Orders of Magnitude, etc.) (Class X level).
   - Data Interpretation (charts, graphs, tables, data sufficiency etc. – Class X level).
   - General awareness regarding current issues of national importance, CIL, WCL, NCWA etc.

The syllabus for Clerk (OL) Grade-III - लिपिक (राजभाषा) ग्रेड- III की लिखित परीक्षा हेतु पाठ्यक्रम(Syllabus):

Duration of written test	:	One and half hours (90 minutes)
Pattern	:	Objective type
Syllabus pattern for written test	:	Part-I → 80 Marks.
		Part-II → 20 Marks.
		Total → 100 Marks.

Part-I (भाग- 1)

क्र.	विषय	उप-विषय
1	हिंदी भाषा	वर्ण विकार, वाक्य, लिंग, वचन, पुरूष, कारक, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय, विलोम, पर्यायवाची, मुहावरे, संधि, समास इत्यादि.
2	संवैधानिक राजभाषा प्रावधान	(i) राजभाषा अधिनियम, 1963 (यथा संशोधित 1967), (ii) राजभाषा नियम, 1976 (यथा संशोधित 1987, 2007 तथा 2011), (iii) राजभाषा संवैधानिक प्रावधान (iv) राजभाषा संबंधी राष्ट्रपति आदेश, 1960 (v) राजभाषा संकल्प, 1968 (vi) राजभाषा संसदीय समितियां (vii) नगर राजभाषा कार्यान्वयन समिति एवं कंपनी राजभाषा कार्यान्वयन समिति : गतिविधियां.

Part-2 (भाग- 2)

1	सामान्य ज्ञान	• राजभाषा संबंधी संविधान के अनुच्छेद, अवार्ड/पुरस्कार, राष्ट्र-मुद्राएं-राजधानी, करेंट अफेयर्स, स्पोर्ट्स एवं गेम्स, सूचना का अधिकार अधिनियम, 2005, राष्ट्रीय कोयला वेतन समझौते, डब्ल्यूसीएल का प्रमाणित स्थायी आदेश इत्यादि, • राष्ट्रीय महत्व के वर्तमान मुद्दों, सीआईएल एवं डब्ल्यूसीएल, गतिविधियां/उपलब्धियां इत्यादि के बारे में सामान्य जागरूकता।

Translator (Trainee) OL, Gr. III - अनुवादक (प्रशिक्षु) राजभाषा ग्रेड- III की लिखित परीक्षा हेतु पाठ्यक्रम(Syllabus):

Duration of written test	:	One and half hours (90 minutes)
		Section 1: -50 Objective type of 01 mark each
		&
		Section 2: - 05 Descriptive Type of 10 marks each
Pattern	:	**Objective & descriptive type**
Syllabus pattern for written test	:	**Part-I → 50 Marks.**
		Part-II → 50 Marks.

Total → 100 Marks.

<table>
<tr><td colspan="3" align="center">भाग- 1
वस्तुनिष्ठ प्रश्न (Objective Type)</td></tr>
<tr><td>क्र.</td><td>विषय</td><td>उप-विषय</td></tr>
<tr><td>1</td><td>हिंदी भाषा.</td><td>वर्ण विकार, वाक्य, लिंग, वचन, पुरुष, कारक, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय, विलोम, पर्यायवाची, मुहावरे, संधि, समास इत्यादि.</td></tr>
<tr><td>2</td><td>संवैधानिक राजभाषा प्रावधान.</td><td>(i) राजभाषा अधिनियम, 1963 (यथा संशोधित 1967).

(ii) राजभाषा नियम, 1976 (यथा संशोधित 1987, 2007 तथा 2011).

(iii) राजभाषा संवैधानिक प्रावधान.

(iv) राजभाषा संबंधी राष्ट्रपति आदेश, 1960.

(v) राजभाषा संकल्प, 1968.

(vi) राजभाषा संसदीय समितियां.

(vii) नगर राजभाषा कार्यान्वयन समिति एवं कंपनी राजभाषा कार्यान्वयन समिति : गतिविधियां.</td></tr>
<tr><td>3</td><td>कंपनी जागरूकता.</td><td>सीआईएल एवं डब्ल्यूसीएल गतिविधियां/उपलब्धियां इत्यादि.</td></tr>
<tr><td>4</td><td>सामान्य ज्ञान.</td><td>राजभाषा संबंधी संविधान के अनुच्छेद, अवार्ड/पुरस्कार, राष्ट्र-मुद्राएं-राजधानी, करेंट अफेयर्स, स्पोर्ट्स एवं गेम्स, सूचना का अधिकार अधिनियम, 2005, राष्ट्रीय कोयला वेतन समझौते, डब्ल्यूसीएल का प्रमाणित स्थायी आदेश इत्यादि.</td></tr>
<tr><td colspan="3" align="center">भाग- 2
लघु उत्तरीय प्रश्न (Descriptive Type)</td></tr>
<tr><td>1</td><td>अनुवाद आधारित.</td><td>(i) अनुवाद (हिंदी से अंग्रेजी) : वाक्यांश.

(ii) अनुवाद (अंग्रेजी से हिंदी) : वाक्यांश.

(iii) अनुवाद (हिंदी से अंग्रेजी) : गद्यांश (पैराग्राफ).

(iv) अनुवाद (अंग्रेजी से हिंदी) : गद्यांश (पैराग्राफ).

(v) अनुवाद (हिंदी से अंग्रेजी एवं अंग्रेजी से हिंदी) : विभागीय आदेश या सूचना.</td></tr>
</table>