वेस्टर्न कोलफील्ड्स लिमिटेड
(भारत सरकार का मिनीरत्न श्रेणी -1 उपक्रम)
औद्योगिक संबंध विभाग
पंजीकृत कार्यालय: कोल ईस्टेट, सिविल लाइन्स,
नागपुर – ४४०००१
सीआईएन: U10100MH1975GOI018626
वेबसाइट: www.westerncoal.in

Western Coalfields Limited
(A Miniratna Cat-1 Govt. of India undertaking)
INDUSTRIAL RELATIONS DEPTARTMENT
Regd. Office: Coal Estate, Civil Lines,
Nagpur – 440001
CIN: U10100MH1975GOI018626
Website: www.westerncoal.in

Ref. No. WCL/IR/MP/SELECTION/2026-27/2971 Date: 16.11.2026

INTERNAL NOTIFICATION (ONLY FOR EMPLOYEES OF WCL)

Applications through proper channel are invited from eligible departmental candidates of Western Coalfields Limited for selection to different posts as per the pay of NCWA - XI, detailed below:-

Post	Number of Vacancies			Total Vacancies
	UR	SC	ST	
Clerk, Grade III	379	27	16	422
Store Issue Clerk, Grade III	34	5	5	44
Jr. Data Entry Operator, T&S Gr. E	38	7	3	48

Post	Minimum Qualification & Eligibility Criteria
Clerk, Grade III	1. Should have passed the matriculation or equivalent examination 2. Should have completed 03 years of service in the company
Store Issue Clerk, Grade III	1. Should have passed the matriculation or equivalent examination 2. Should have completed 03 years of service in the company
Jr. Data Entry Operator, T&S Gr. E	1. Should have passed the matriculation or equivalent examination 2. Should have completed 03 years of service in the company

The following procedure and norms shall be adopted for selection of candidates on the above posts:-

1. Invite applications from eligible candidates on **"Samvardhan Path" - Online Portal for Departmental Selection**

16.11.26

2. **Mode of Selection:** A Common Aptitude Test for the posts of Clerk, Gr. III and Store Issue Clerk, Gr. III followed by separate Computer Proficiency Tests. For Jr. DEO, T&S Gr. E, an Aptitude Test of Computer Applications followed by Typing Speed Test.

3. All the eligible candidates shall be called for Aptitude Tests for the respective posts, details of which is mentioned below:-

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

4. Candidates who obtain Minimum Qualifying Marks or more in the Aptitude Test, will be called for separate Computer Proficiency Tests for the posts of Clerk Grade III & Store Issue Clerk Grade III and Typing Speed Test for the post of Jr. Data Entry Operator, T&S Gr. E. Details of the Test are as follows.

   a. Computer Proficiency Test for Clerk Grade III (MS Word, MS Powerpoint and MS Excel)

i.	Duration	: 30 Minutes duration
ii.	Maximum Marks	: 10 Marks
iii.	Minimum Qualifying Marks	: 05 Marks for UR 04 Marks for SC/ST (10% relaxation)

   b. Computer Proficiency Test for Store Issue Clerk Grade III (MS Word and MS Excel)

i.	Duration	: 30 Minutes duration
ii.	Maximum Marks	: 10 Marks
iii.	Minimum Qualifying Marks	: 05 Marks for UR 04 Marks for SC/ST (10% relaxation)

   c. Typing Speed Test for Jr. Data Entry Operator, T&S Gr. E

i.	Duration	: 10 Minutes duration
ii.	Minimum Qualifying Typing Speed	: 30 Words Per Minute

5. The candidates who qualify in both Aptitude test & Computer Proficiency Test/Typing Speed test shall be empanelled for final selection on the basis of merit as below.

   a. For Clerk Grade III and Store Issue Clerk Grade III: Sum of Total Marks obtained by candidates in Aptitude test, Computer Proficiency Test and Qualification Marks as follows
      - Post Graduate -10 marks
      - Under Graduate - 7 marks
      - Intermediate - 5 marks
      - Matriculate - 3 marks

16-11-26

b. For Jr. Data Entry Operator, T&S Gr. E: Total Marks obtained by candidates in Aptitude Test of Computer Applications shall be considered for empanelment in respect of those who qualify in Typing Speed Test.

6. The candidates shall be empanelled on the basis of merit as mentioned above 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.

7. Only permanent employees of WCL who possess the required minimum qualification or a higher relevant qualification and eligibility as per cadre scheme on the cut-off date shall be considered for empanelment.

8. Monthly rated employees already working in a grade having higher initial basic pay or a statutory post will not be considered for selection.

9. Reservation for SC/ST and PWD shall be followed as per Govt. rules/guidelines.

10. Selection of candidates shall be subject to Departmental Clearance and Vigilance Clearance.

Instructions for filling up the online application

1. The candidates are advised to go through the complete notification carefully for assessing & ensuring eligibility in accordance with the qualifications and other norms before submitting the application.
2. Eligible candidates shall apply only through the "***Samvardhan Path" - Online Portal for Departmental Selection*** developed by WCL. The portal link will be available on the WCL website **www.westerncoal.in** under the tab **Careers → Departmental Selection.**
3. The candidates have to first register on the online application portal using their NEIS No. and other required credentials as prompted on the portal. Detailed instructions for registration of user/candidate are available on the login page of the portal under ***"Instructions".***
4. After completing the online registration process, the candidates shall login using their NEIS No, the password set during registration, selecting the post for which they are applying and further entering the OTP received on mobile number .
5. After Login, candidates' personal and service credentials will be auto-fetched and other remaining information including educational and technical qualification shall be filled by the candidates along with any other data as sought in the portal.
6. Candidates shall upload their recent passport size photograph, signature and self attested, clear and legible scanned copies of relevant documents such as education certificates, caste certificate, disability certificate etc. (**Not more than 5 MB size for each**).
7. In case of any difficulty in filling the online application form, the candidates may contact respective Unit HR Managers.

16.11.26

8. After submission of the online application by the candidates, it will be forwarded to the concerned Unit In-Charge or Staff Establishment (SE) section (in case of WCL HQ).
9. The respective Unit In-charge or SE section (in case of WCL HQ) shall ensure correctness of the details mentioned in the submitted application by logging into the portal through Unit Login credentials. If the details entered by the candidate are incorrect, the Unit In-charge/SE Section will have the option of reverting the application with reasons, after which the candidate has to correct the same and re-submit the application. In case, the candidate is found ineligible for the post applied as per notification norms, then the Unit In-charge/SE Section will have to reject the application with reasons.
10. If the application is found to be correct, then the Unit In-charge or SE section (in case of WCL HQ) will fill the **Annual Performance Ratings as per ERP (Hand written ACRs will not be accepted)** and **Departmental Clearance Certificate** in the online application portal and further forward it to concerned AGM or HOD (in case of WCL HQ) through the online portal itself.
11. The AGM shall forward or reject the applications received by the Area from the Unit by logging into the portal through Area Login credentials. The AHRM should ensure complete application of only those candidates who have secured minimum **'Good' rating** in the **Online APR** are forwarded by the AGM of the Area to IR Department, WCL HQ through the online portal. In case of candidates posted at WCL HQ, the concerned HOD shall forward or reject the applications received from the SE section by logging into the portal through their Login credentials.
12. If a candidate is found ineligible for the post applied as per notification norms, then the concerned **AGM or HOD** (in case of WCL HQ) will have to reject that application with reasons.
13. Applications submitted in any format other than through the "***Samvardhan Path" - Online Portal for Departmental Selection*** will not be accepted. Applications received directly from any candidate shall not be entertained.
14. After forwarding of online application to IR Department, WCL HQ, the applications will be scrutinized as per the eligibility norms set in the internal notification. Applications of ineligible candidates will be rejected and applications of eligible candidates will be provisionally accepted for which they will be notified through SMS.

Important Note

1. Only those candidates who are willing to work in any Area/Establishment of WCL on selection may apply against this notification.
2. The selected candidates shall be posted in any Area/Establishment of WCL as per requirement.

16.11.26

Important Dates

S. No.	Activity	Date
1	Opening date for filling the online application by the candidate	17.11.2026 (11:00 AM onwards)
2	Last date for filling and submitting the online application by the candidate	01.12.2026
3	Cut-off date for the Minimum Qualification and Eligibility	01.12.2026
4	Last date for forwarding the online application by Unit-In-Charge / SE section to concerned AGM or HOD (in case of WCL HQ)	07.12.2026
5	Last date for forwarding the online application by AGM/HOD to IR Department WCL HQ	11.12.2026

All concerned are requested to please arrange to give wide publicity amongst the employees and also display a copy of this Notification on Notice Boards.

16.11.26

General Manager (HR/IR)

Copy to:

- TS to D (HR), WCL
- All HODs/GMs, WCL, HQ
- All Area General Managers WCL Areas & CWS Tadali
- All Area HR Managers WCL Areas & CWS Tadali and Sr. Manager (SE), WCL HQ
  a) To ensure submission of applications of eligible candidates within the specified date
  b) Forward the applications of those candidates only whose APR is GOOD & above.
  c) Vigilance Clearance of eligible candidates should be sent separately.
- All Notice Boards, WCL HQ