



**SOUTH EASTERN COALFIELDS LIMITED
(A MINIRATNA PSU)**

CIN: U10102CT1985GO1003161

Regd. Office: SEEPAT ROAD, BILASPUR (CG) 495 006

OFFICE OF GENERAL MANAGER (P&A)

Phone: 07752-246330 Fax: 07752-246330, website: www.secl.gov.in

SECL:BSP:GM(P&A):F-30:2015: 471

Date: 10.10.2015

To,
The CGMs/GMs, SECL All Areas
The HoDs, SECL, Bilaspur
The GM, DCC, Dankuni
The General Managers of CWS, Korba/Gevra Areas
The General Manager (Stores), Central Stores, Korba Area
The Chief Manager (P)/Admn/Ch. Manager(P/NEE), SECL, Bilaspur
The Resident Executives of SECL Cell, Kolkata/Nagpur & Bhopal

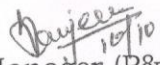
Sub: Syllabus for internal selection for the post of Clerk Gr.III

Dear Sir,

You may be aware that the application for internal selection for the post of Clerk Gr.III, was notified vide notification No.1554 dated 24.07.2015. The written exam for the same shall be held in near future. The syllabus for the same is being enclosed herewith for circulation and information to concerned employees.

Encl: As above

Yours faithfully


General Manager (P&A)
SECL, Bilaspur

Copy to :

1. CGM, HRD, SECL
2. Dy. GM (MP), SECL, Bilaspur : For an early completion of the selection process.
3. All APMs, SECL : To ensure that the same reaches to the applicant and a training program may be conducted at area level.
4. TS to DT(O)/D(F)/D(P), SECL
5. GM (Systems), SECL, Bilaspur: With a request to upload the syllabus in SECL Website

SYLLABUS OF CLERK GR. III EXAM

- Formation of coal
- Nationalization of Coal Industry
- Formation of CIL and its subsidiaries
- Availability of coal in India
- Basic methods of mining – underground and opencast
- Names of machines used in OC and UG
- History of Coal Wage Agreement
- NCWA provisions and its salient features from I to IX
- Vision, Mission of Coal India
- Production & Productivity of CIL and contribution of SECL, therein.
- Manpower of CIL & SECL
- Provision of CMPF & CMPS

SIMPLE ARITHMETIC

- Simplification
- Percentage
- Profit & Loss
- Simple and compound interest

- Basics of letter writing/drafting
- Basics of Mines Act, Contract Labour (R&A) Act, Employees Compensation Act, Industrial Dispute Act, Trade Union Act & Gratuity Act

• BASICS OF COMPUTER APPLICATION

- Word
 - Excel
 - PowerPoint presentation
- Basics of Company Standing Orders
 - Rajbhasha Adhinyam & CIL CSR Policy

2 1 4