



“Under Jurisdiction of Bilaspur Court Only”  
**SOUTH EASTERN COALFIELDS LIMITED**  
(A MINI RATNA COMPANY)  
Headquarter, Seepat Road, BILASPUR (CG) 495006

**OFFICE OF THE NEE DEPARTMENT**

Ref. No.:- SECL/BSP/P-NEE/Clerk Gr.-III/2017/ 83

Date 21.04.2017

To,

1. All HOD's, SECL, HQ
2. All GM's, SECL Area

**Sub: Syllabus for written examination for selection of Clerk Gr-III**

Dear Sir,

The Written test for departmental selection to the post of Clerk Gr.-III is expected to be conducted within first fortnight of June, 2017. The syllabus for the same is being enclosed for circulation & information to concerned employees.

**Yours faithfully**

**General Manager(P/NEE)**  
**SECL,Bilaspur**

Copy to:-

1. GM(DCC), SECL
2. GM(System),SECL, HQ:- With a request to upload the Syllabus in SECL Website
3. All APM's, SECL Areas
4. TS to D(F),D(P), D(T)O, SECL
5. Resident Executive, SECL Cell, Kolkata/Bhopal/Nagpur

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

### BASIC OF COMPUTER APPLICATION

- Word
  - Excel
  - Power-Point Presentation
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- Basics of Company Standing Orders
  - Rajbhasha Adhinyam & CIL CSR Policy

### GENERAL KNOWLEDGE

- About Company
- About State of CG & MP
- Others

*Dr. Jeeva*  
21/11/2017

महा प्रबंधक (कार्मिक/प्रशासन)  
एसईसीएल, बिलासपुर