



ECL
Eastern Coalfields Limited

ईस्टर्नकोलफील्ड्सलिमिटेड
EASTERN COALFIELDS LIMITED
(कोल इंडिया का एक अंग)
(A Subsidiary of Coal India Limited)
(भारत सरकार का एक उपक्रम)
(A Govt. of India Undertaking)

Ref. No. ECL/CMD/C-6/Rectt./343

Date:26-07-2025

NOTICE

Sub – Uploading of scanned Computer Proficiency Test sheets at recruitment portal on ECL's website.

The scanned evaluated Computer Proficiency Test (CPT) answer-sheets of candidates who appeared in the Computer Proficiency Test for internal post of Clerk Grade III, held on 10th July 2025 (Thursday), at IIT (Indian School of Mines), Dhanbad, are available for download on the Recruitment Portal at ECL's official website.

Candidates who participated in the aforementioned exam can download their individual evaluated CPT sheet using the same portal and login credentials through which their applications were submitted.

Enclosures:

- Annexure-A: Question Paper of the Computer Proficiency Test
- Annexure-B: Evaluation Methodology used by IIT (ISM), Dhanbad


Dy GM(HR)/ HoD(Empl & Rectt.)

Encl: as stated

Distribution:

01. GM of all Areas/J.K.Ropeways, ECL
02. All HoD's of ECL HQ
03. TS to CMD & TS to D(F)/ D(T)OP/ D(HR)/ D(T)P&P, ECL
04. Agent/ GM, All workshops, Sodepur C/S, BEFW, ECL.
05. Area HR Managers of all Areas/Workshop/Hospitals/ HoD(HR/WBE), ECL HQ.
06. CMS I/C, CH Kalla/Sanctoria.
07. Notice Board of Recruitment Dept. and all Area/unit/Estb- Through concerned personnel in-charge.
08. Concerned Clerk file.

पंजीकृत कार्यालय - Regd. Office

उप-महाप्रबंधक सह विभागाध्यक्ष का कार्यालय, एप्लॉयमेंट तथा रिक्रूटमेंट विभाग / Office of the Dy. GM (P) / HoD (Empl.& Rectt.) ECL संक्टोरिया, पो- दिशेरगढ़, जिला - पश्चिम बर्धमान, पश्चिम बंगाल - 713333 / Sanctoria, PO: Dishergarh, Dist. - Burdwan, WB -713333.

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सी आई एन / CIN - U10101WB1975GOI030295

EASTERN COALFIELD LIMITED
COMPUTER TEST FOR INTERNAL SELECTION OF CLERK GRADE III

Maximum Marks:20

Maximum Time: 30 Minutes

Roll No.	U. Man Number:
Name of Candidate:	

Instructions to the Candidates

1. The activities given in the question paper are to be carried out on the computer system allotted to the candidates.
2. The candidates are advised to save their work frequently. The responsibility for any loss of data due to not saving the work or any mishandling of the computers by the candidates will lie with them. Any claim for allowing additional time on this ground will not be entertained. Marking pattern has been given against each question, and there is no negative marking for wrong answers.
3. Candidates have to return the Test Paper at the end of the Test.

(I) Elementary knowledge of the Internet, Email, Printing etc. [03 Marks, each question having one mark]

Open a Microsoft Word page and write the correct option (A/B/C/D) for the following three questions:

Q. No.1. Which of the following is an example of an email address?

- A) www.google.com
- B) 192.168.1.1
- C) user@example.com
- D) http://mail.com

Q. No.2. What is the main function of a web browser?

- A) Send emails
- B) Display web pages
- C) Protect the computer from viruses
- D) Manage files and folders

Q. No.3. Which key combination is commonly used to print a document?

- A) Ctrl + C
- B) Ctrl + V
- C) Ctrl + P
- D) Ctrl + D

(II) Test for MS Word [10 Marks]:

Q. No.1: Reproduce the following in Microsoft Word with the same formatting (5 Marks):

[Marking pattern: Box: 0.5 mark, text should be away from box boundaries in all four directions: 0.5 mark, Typing same text: 2.0 marks, Numbering: 0.5 mark, Same alignment: 0.5 mark, Bold, Italic, Underline: 1.0 mark]

- ❖ India's energy policy focuses on ensuring **energy security, sustainability, and affordability** for its growing population. The government promotes a mix of conventional sources like coal and oil with increasing reliance on **renewable energy** such as solar, wind, and hydropower.
- ❖ Initiatives like the "National Solar Mission" aim to boost solar capacity. **Energy efficiency** is being prioritized through schemes like *Perform, Achieve and Trade (PAT)*. India also encourages foreign investment in clean energy.
- ❖ Despite challenges in infrastructure and grid stability, India aspires to achieve **net-zero emissions by 2070**, demonstrating a commitment to a **greener future** while balancing development needs.

<<< Jai Hind >>>

Q. No. 2: Create the following table structure in Microsoft Word along with its content: [5 marks] [Marking pattern: 0.5 mark for each correct cell and 0.5 mark for the table]

P1	P ₂	P ₃	P ₄	Q ₅	≠
	Q ₂	Q ₃	Q ₂		

(III) Test for MS- Excel [7 Marks]:

Q. No. 1: Reproduce the content given below using MS Excel. Keep the formatting and alignment the same as shown in the table below and do the calculation using MS-Excel Tools:-

(Marking pattern: 4 marks for correctly copying the same table, 1 mark for finding Taxable Value by using the formula, 1 mark for finding GST by using the formula and 1 mark for finding Total Amount by using the formula)

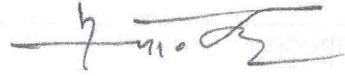
Name of the Stores	Rate	Quantity	Taxable Value (Rate × Quantity)	GST @ 18%	Total Amount (Taxable value + GST)
Stores-A	49.21	15			
Stores-B	59.29	24			
Stores-C	89.89	65			
Stores-D	79.55	48			
Stores-E	91.19	27			

----- End of Test Paper -----

Computer test for ECL

Answer Key of Elementary Knowledge of Internet, Email, Printing etc.

Question No.	Correct answer
1	C
2	B
3	C



Marks distribution for evaluation of the MS Word Question No. 1

Items mentioned in question paper	Prescribed Mark	Marks awarded by Evaluator
Box	0.5	Full Box – 0.5 marks No Box - No marks
Text should be away from box boundaries in all four directions	0.5	Text away (any three sides) - 0.5 marks Text away (less than three sides) - No marks No Box - No marks
Typing same text	2	Reproduce the exact texts – Full marks Not exactly typed but seems similar – Proportionate marks
Numbering	0.5	Bulleting (At least 2 bullets) - 0.5 marks Bulleting (Less than 2 bullets) – No marks
Same alignment	0.5	Same aligned (all) - 0.5 marks
Bold, Italic, Underline	1	Bold/Italic/Underline (Any two) - 0.5 marks Bold/Italic/Underline (All features covered) – 1 mark

Km 11/07/25

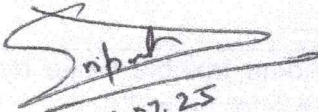
Marks distribution for evaluation of the MS Excel Question No. 1

Items mentioned in question paper	Prescribed Mark	Marks awarded by Evaluator
For correctly copying the same table	4	For copying Headings of the table in bold fonts – 1 marks For copying Headings of the table without bold fonts – 0.5 marks For copying the 1 st column – 1 marks For copying the 2 nd column – 1 marks For copying the 3 rd column – 1 marks Not exactly copings / incorrect coping – Proportionate marks
For finding taxable value by using the formula	1	For finding taxable value by using the formula in all cells – 1 marks Not finding taxable value by using the formula in all cells – Proportionate marks
For finding GST by using the formula	1	For finding GST by using the formula in all cells – 1 marks Not finding GST by using the formula in all cells – Proportionate marks
For finding total amount by using the formula	1	For finding total amount by using the formula in all cells – 1 marks Not finding total amount by using the formula in all cells – Proportionate marks

A. F. Ahmad
11/07/25

Marks distribution for evaluation of the MS Word Question No. 2

Items mentioned in question paper	Prescribed Mark	Marks awarded by Evaluator
For each correct cell	0.5	Irrespective of font & its size, 0.5 marks for each correct cell content. For incorrect / incomplete cell content - No marks.
For the table	0.5	Full Table – 0.5 marks No Table /Incorrect Table - No marks


11.07.25