

14

(50)

Question paper for Suitability Test for the post of Sr. Clerk in Personnel Department, Mysore Division.

Date of Suitability Test : 30.10.12

Max. Marks: 100

Time Allowed: 3 Hours

Instructions to the candidates:-

1. Paper contains 2 sections viz. section A and section B. All questions in section A are objective type questions and are compulsory.
2. Do not write your name, designation or roll number or leave any identification mark on the answer sheet except on the flyleaf attached on the cover page.
3. Unused answer sheets should be crossed/scored out.
4. Carrying and use of mobile phone/calculator in examination hall is prohibited.
5. Answers should be brief, to the point and should be neat and legible.

Section A

1) Fill in the blanks:

10x2=20 marks.

1. PNM Meeting between Zonal Railway and SWRMU/NRMS should be held once in _____ months.
2. The Competent Authority to sanction reconstruction of Service Register with available records is _____.
3. Job analysis for the classification of post under HOER is to be conducted for _____ hours.
4. Amount of compensation payable under Employee's Compensation Act in case of death depends upon wages and _____.
5. Under the Payment of Wages Act, if the number of employees is less than 1000, wages should be paid within _____ days of the completion of the wage period.
6. Under Factories Act, provision of a canteen is obligatory if the workforce exceeds _____ workers.

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7. Night duty allowance is paid for duty performed between _____ hours and _____ hours.
8. The amount of maximum retirement / death gratuity to be paid is Rs. _____.
9. The employees widow can retain the railway accommodation on normal rent for _____ period.
10. Non-practising Allowance paid to Doctors is _____ % of basic pay.

II) Answer the following with correct options given:

15 x 1 = 15 marks

1. The percentage reserved for Direct Recruitment for OBC candidates is _____.
- a) 30% b) 27% c) 25% d) 23%
2. The maternity leave w.e.f 1.1.1996 can be granted to female employees _____ days.
- a) 120 b) 150 c) 160 d) 180
3. The LHAP per annum is credited to leave account is _____ days.
- a) 10 b) 20 c) 24 d) 30
4. The HRA for Z class city is _____ %.
- a) 5 b) 10 c) 20 d) 30
5. The special casual leave granted to male employees for undergoing vasectomy operation is _____ days.
- a) 6 b) 7 c) 8 d) 10
6. Temporary status in favour of substitutes is granted on completion of _____ days of continuous service.
- a) 90 b) 100 c) 110 d) 120
7. The maximum pension can be commuted w.e.f 1.1.1996 is _____ %.
- a) 30 b) 35 c) 40 d) 45

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8. The dearness allowance paid w.e.f 1.7.2012 is _____%.

- a) 65 b) 70 c) 71 d) 72

9. Intensive category employees are rostered upto _____ hours per week.

- a) 40 b) 42 c) 45 d) 54

10. Scooter advance for railway employees for first time is sanctioned for Rs _____.

- a) 20,000/- b) 24,000/- c) 25,000/- d) 30,000/-

11. Anticipated vacancies for _____ months will be taken when the vacancies are filled up by the method of trade test.

- a) 3 b) 4 c) 6 d) 12

12. The headquarters of Western Railway is situated at _____.

- a) Nagpur b) Mumbai c) Vadodara d) Jaipur

13. Currency of the panel of selection post is valid for _____ years.

- a) 1 b) 2 c) 2.5 d) 3

14. Running Staff upto the age of 45 years has to undergo PME after every _____ years.

- a) 2 b) 3 c) 4 d) 5

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: 4 :

15. The HBA will be recovered in _____ instalments.

- a) 150 b) 160 c) 180 d) 200

III) Match the following with correct answers i.e., A with B:

1x5=5marks

A	B
1. IRISSET	a) Bangalore
2. RDSO	b) Perambur
3. RWF	c) Secunderabad
4. RSC	d) Lucknow
5. ICF	e) Vadodara

IV) State if the following statements are true or false:

1x15=15marks

1. Wife and husband both are working in government service and sharing accomodation are eligible for HRA.
2. Railways Commissioner of Safety is from Railway Ministry.
3. DA is admissible while suspension.
4. Disciplinary Authority himself/herself can be enquiry officer.
5. Commuted leave can be sanctioned only on medical grounds.
6. Maternity leave can also be granted to an unmarried female employee.
7. An employee on mutual transfer does not carry his seniority.
8. If a person is compulsorily retired under DAR, he will not be given any pension.
9. A fresh face can be employed as a substitute at the discretion of an AGM on a Railway.

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30/10/12

: 5 :

10. DCRG is payable to all eligible members of the deceased employee's family, the maximum to the surviving wife and the rest equally to the surviving sons.
11. Second wife of an deceased employee cannot be given appointment on compassionate grounds.
12. Appeal against CAT judgement lies only with the Supreme Court.
13. Adverse remarks in an APAR should be communicated to the employee only with the approval of the Accepting Authority.
14. All unpaid wages are credited to Staff Benefit Fund.
15. Break down Allowance within 8 KMs is permissible.

SECTION B

I) Write short notes on any FIVE of the following:

5x5=25 marks

- a) PNM
- b) Employee's Compensation Act.
- c) Payment of Wages Act.
- d) Job Analysis.
- e) Superannuation pension.
- f) List out the minor penalties & major penalties under DAR.
- g) The provisions of Section 3(3) of the Official Language Act, 1963.
- h) Various incentives and awards given to railway employees for doing official work in Hindi.
- i) What are the conditions to be fulfilled for the grant of HRA to a Railway employee?

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: 6 :

j) Mention concessions available to SC/ST employees in departmental selections and promotions.

II) Answer any ONE of the following:

1x10=10 marks

- a) Describe each of the allowances admissible to Loco Running Staff.
- b) Pass Rules. What are the kinds of passes admissible to railway officers and employees?
- c) Selection Procedure within Group C post.
- d) How do you deal with an employee who has been declared medically unfit for all categories?

III) Answer any TWO of the following:

2 x 5 = 10 marks

- a) Differentiate between Casual Labour and Substitute.
- b) Differentiate between Leave not due and Leave without pay.
- c) Differentiate between LAP and LHAP.
- d) Differentiate between Compulsory Retirement and Voluntary Retirement.

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