

SUITABILITY TEST FOR THE POST OF SENIOR CLERK**IN PB-1 (Rs.5200-2000+GP Rs.2800) AGAINST 66 2/3rd % PROMOTION QUOTA IN PERSONNEL DEPARTMENT, MYSURU DIVISION.****DATE:23.01.2015****DURATION OF EXAM:3 HOURS****TOTAL MARKS:100 MARKS****INSTRUCTIONS TO THE CANDIDATES:-**

- 1.Paper contains 2 sections viz. section A and section B. Section A-objective type questions and Section B-descriptive type questions.
- 2.Do not write your name,designation,roll number or leave any identification mark on the answer sheet except on the flyleaf attached on the cover page.
- 3.Carrying and use of mobile phones,calculator or any electronic gadgets in examination hall is prohibited.
- 4.Answers should be brief to the point and should be neat and legible.
- 5.Unused answer sheet papers should be crossed/scored out.
- 6.In the answers to the multiple choice/objective type questions,corrections of any type; i.e.,cutting /erasing/overwriting/scoring of a ticked answer and ticking other answer/modifying answer in any way etc. are not permitted. In case any correction is made,that answer will not be evaluated and no marks would be given for that particular question.

SECTION- A**I . Expand the following abbreviations (any five) :****5x2=10 marks**

(i) NPS (ii) PBR (iii) SBF (iv) PNM (v) RELHS

(vi) IREM (vii) CRB (viii) PRIME (ix) IRPS (x) SWRWWO

Contd.....2

II . Match the following A with B :

5x1=5 marks

A	B
1) ICF	a) Bengaluru
2) CRIS	b) Secundrabad
3) RWF	c) Dharwad
4) IRISSET	d) Chennai
5) ZRTI	e) New Delhi

III . Fill in the blanks with correct answer (Any five)

5x2=10 marks

- 1.The Chairman for CSBF shall be _____.
- 2.Inquiry is must for imposing _____ penalty under D & A (Rules).
- 3.Pension can be committed by pensioner to the extent of _____ percentage of pension portion.
- 4.The minimum pension under VI CPC is Rs._____.
- 5.Under the Factories Act, provision of canteen is obligatory,if the workforce exceeds _____ number of workers.
- 6.The amount of maximum retirement gratuity/death gratuity to be paid is Rs._____.
- 7.Night duty allowance is paid for having performed the duties between _____ hours and _____ hours.
- 8.In respect of service matters the railway servants can file a case before the _____.
9. Intensive category employees are rostered upto _____ hours per week.
10. Running staff upto the age of 45 years has to undergo PME after every _____ years.

Contd.....3

IV . Say true or false (any five) :

5x2=10 marks

1. Employees covered under ECA will get compensation under Employees Compensation Act and also Ex-gratia Lumpsum Compensation.
2. An employee removed from service is eligible for pension.
3. The prescribed percentage for recruitment of PH Quota candidates is 3 % .
4. Disciplinary Authority himself/herself can be Inquiry Officer.
5. In Mysuru division there are four different wages periods are existing.
6. Dearness Allowance is not admissible while under suspension.
7. Committed leave can be sanctioned only on medical grounds.
8. CIRM is responsible for implementation of provisions of Factories Act in Workshops.

V . Find the odd man out :

5x1=5 marks

1. a) Payment of Wages Act b) Minimum Wages Act c) Delhi Police Act
d) Employees Compensation Act.
2. a) DAR Clearance b) Traffic Clearance c) SPE Clearance d) Vigilance Clearance.
3. a) Scooter Advance b) Funeral Advance c) Personal Computer Advance d) Festival Advance
4. a) General Manager b) Chief Personnel Officer c) Chief Operating Manager d) Chief Mechanical Engineer
5. a) ZRTI b) NAIR c) STC d) BTC

Contd.....4

VI. Answer the following with correct options given below : 10x1=10 marks

1. LAP credited to leave account of railway servant every year is _____ days.
a) 20 b) 30 c) 10 d) 15
2. The HRA paid to employees working in the area of 'Z' class city is _____% of their basic pay.
a) 10 b) 20 c) 5 d) 30
3. The dearness allowance paid with a effect from 1.7.2014 is _____%.
a) 100 b) 90 c) 110 d) 107
4. Currency of the panel of selection post is valid for _____ years.
a) 1 b) 2 c) 3 d) 4
5. The headquarters of South Central Railway is situated at _____.
a) Mumbai b) Hajipur c) Secundrabad d) Chennai
6. The maternity leave can be granted to female employees upto maximum _____ days.
a) 90 b) 120 c) 150 d) 180
7. Employees on transfer can retain railway quarters on normal rent for _____ months.
a) 2 b) 4 c) 6 d) 8
8. Qualifying service required to seek voluntary retirement shall be _____ years.
a) 10 b) 15 c) 20 d) 25
9. The probation period for an employee on initial appointment is _____ years.
a) 1 b) 2 c) 2.5 d) 3
10. The percentage of quota reserved for OBC candidates in direct recruitment is _____%.
a) 20 b) 25 c) 27 d) 30.

SECTION B

I. Write Short notes on any 6 of the following :

6x5=30 marks

- a) The provisions of Section 3(3) of the Official Language Act, 1963.
- b) Various incentives and awards given to railway employees for doing official work in Hindi.
- c) List out the minor penalties and major penalties under D & A Rules.
- d) PNM
- e) Child Care Leave
- f) Encashment of leave while the railway employee is in service.
- g) Superannuation Pension
- h) Payment of Wages Act
- i) Mention concessions available to SC/ST employees in departmental selections and promotions.
- j) Retirement benefits admissible to a railway employee who is on natural superannuation.
- k) Compassionate Ground Appointment.
- l) Differentiate between compulsory retirement and voluntary retirement.

II. Answer any two of the following:

2x10=20 marks

- a) Pass Rules-what are the kinds of passes and admissible to railway officers and employees.
- b) Write a list of accompaniments to the Salary Bills.
- c) Factories Act
- d) New Pension Scheme
- e) Selection procedure within Group C post.