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**Question paper for selection to the post of Head Canteen Manager (ex-cadre)  
in Pay Band Rs.9300-34800 with Grade Pay Rs. 4200.**

**Date: 05.07.2016**

**Time: 3 hours**

**Total Marks:100**

1. Candidates will not be permitted to use electronic gadgets such as calculators, cell phone, etc in the examination hall.
2. The candidates should not write their name / address or put their signature anywhere in the answer booklet (even where asked to write, draft letter/note, etc.) except at the place especially provided for the same. They should not try to reveal their religion, caste, etc. by writing anything or drawing any symbols in the answer booklets. Any attempt made in this respect by the candidates will lead to disqualification.
3. The candidates should correctly indicate the total number of pages written by them in the column provided on the top sheet of the answer booklet.

**PART-A**

**I. Fill in the Blanks:**

**30 x 1 = 30**

1. The rules for running a canteen in a factory are covered under Rule\_\_\_\_\_ to Rule\_\_\_\_\_ of the Tamilnadu Factory Rules-1950.
2. Section \_\_\_\_\_ of the Factories Act cover the running of Canteens in a factory.
3. Chairman of Statutory Canteens are nominated by \_\_\_\_\_.
4. The cost of meals in the Statutory Canteens is Rs.\_\_\_\_\_.
5. The price of Coffee in the Statutory Canteen is Rs.\_\_\_\_\_.
6. A Railway Doctor will retire from Railway service on completion of \_\_\_\_\_ years of age.
7. Leave not due will be debited against \_\_\_\_\_ leave he is likely to earn subsequently.

8. Rules regarding Prohibition of Sexual Harassment of Working Women are covered under Rule-\_\_\_\_\_ of the Conduct Rules.
9. Rules regarding acceptance of Gifts are covered under Rule-\_\_\_\_\_ of the Conduct Rules.
10. Promotion to a non-selection post will be based on \_\_\_\_\_.
11. Statutory Canteens are run and maintained as per provisions of the \_\_\_\_\_ Act.
12. In case of death in the course of duty, compassionate appointment to the eligible member of the family should be given within a period of \_\_\_\_\_.
13. The medical classification of Cook working in Canteen is \_\_\_\_\_.
14. Vendors working in Canteen should be subject to periodical medical examination once in \_\_\_\_\_.
15. The newly recruited employees will be on probation for a period of \_\_\_\_\_.
16. A Railway employee will have to serve a minimum period of \_\_\_\_\_ years before seeking Inter-Railway transfer.
17. An employee promoted as Technician Gr.III under QSE quota will have to undergo training for \_\_\_\_\_ months before absorption.
18. A Railway servant will be suspended if he is detained in custody for a period exceeding \_\_\_\_\_ hours.
19. Withholding of increment for a period of one year with cumulative effect is a \_\_\_\_\_ penalty.
20. The commuted portion of Pension will be restored after a period of \_\_\_\_\_ years.
21. The office canteens open for service every day at \_\_\_\_\_ hrs.
22. The number of elected representatives for the Shell Workers Canteen is \_\_\_\_\_.
23. A male railway servant is eligible for grant of Paternity leave for a maximum period of \_\_\_\_\_ days.
24. Statutory Canteens are to be provided in Workshops where more than \_\_\_\_\_ employees are employed.

25. Suitable Lunch rooms should be provided in factories where more than \_\_\_\_\_ workers are employed.
26. An employee transferred out of ICF can retain quarters for a maximum period of \_\_\_\_\_ months.
27. House Building Advance and Interest will be deducted in not more than \_\_\_\_\_ instalments.
28. Directly recruited SSEs will have to undergo training for a maximum period of \_\_\_\_\_ before absorption.
29. The competent authority to approve appointment to a Group-D post under compassionate Appointment quota is \_\_\_\_\_.
30. If the cost of producing meals for 200 employees is Rs.500/- and the total sales are Rs.400, the net loss for the canteen is \_\_\_\_\_%.

**II. Choose the correct answer:**

**10 x 1 = 10**

1. The cost of mini meals in the office canteen is Rs. \_\_\_\_\_.  
(a) Rs.12 (b) Rs.14 (c) Rs.16 (d) None of the above.
2. In a selection post, the seniority of candidates promoted on the same date will be determined by  
(a) Date of birth (b) Panel Position  
(c) Seniority in the lower post (d) Performance in the written exam
3. Rule-8 of the Conduct Rules deals with  
(a) Connection with Press or other media (b) Immovable property  
(c) Promptness and Courtesy (d) Restriction regarding marriage.
4. In Book Keeping, receipt of cash is treated as \_\_\_\_\_.  
(a) credit (b) debit (c) Payment (d) Asset
5. Purchase of Provisions for the Canteen is treated as \_\_\_\_\_ expenditure.  
(a) Revenue (b) Capital (c) Imprest (d) Miscellaneous

6. Cash receivables is treated as \_\_\_\_\_ in the Balance Sheet.  
 (a) Liability (b) Asset (c) Receipt (d) Payment
7. The names of the nominated members of the Canteen Committee are approved by \_\_\_\_\_.  
 (a) GM (b) CPO (c) CME (d) Chairman
8. The maximum prescribed age limit for ITI passed candidates for engagement of Act Apprentice is \_\_\_\_\_.  
 (a) 18 years (b) 20 years (c) 21 years (d) 24 years
9. The competent authority to sanction final withdrawal from Provident Fund for employees in GP Rs.4200/- is  
 (a) CME (b) CPO (c) SPO (d) APO
10. The Occupier of the Shell Factory is \_\_\_\_\_.  
 (a) CWE/S (b) CWE/F (c) CME (d) CPM

**III. True or False:**

**10 x 1 = 10**

1. The DAR rules will not apply to RPF.
2. Withholding of promotion for 5 years is a major penalty.
3. The cost of LPG purchased for the Statutory Canteens is subsidized.
4. For increasing the cost of food items in the statutory canteens, the approval of Inspector of Factories is required.
5. The non-statutory canteens are run by an elected Committee.
6. The elections to the Canteen Committees are held once in 3 years.
7. Loans taken from Government can be recovered from Subsistence Allowance.
8. Depreciation will be shown in the credit side of the Balance Sheet.
9. Provisions for the Canteens are purchased by the Stores Department.
10. Every year grants to the Canteen are provided by SBF.

**PART-B****IV. Answer any five:****5 x 10 = 50**

1. Explain any 5 steps you will take to control the cost of producing food items in the Canteen without compromising quality.
2. Give any 5 methods you will follow to bring further transparency in the working of Canteen.
3. Explain 5 areas where you will introduce technology for better productivity in the Canteens.
4. What are the various examinations in Hindi? How will you encourage use of Hindi in Canteens?
5. Write short notes on any **two** of the following:
  - (i) Canteen Committees
  - (ii) **Five** differences between Statutory and non-Statutory Canteens.
  - (iii) RELHS
6. Explain 5 steps you will take to improve the satisfaction levels of the employees taking meals in the Canteen.
7. What is the procedure for imposing a major penalty?

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