

b2/c

**Question paper for selection to the post of Head Canteen Manager (ex-cadre)  
In Level-6 of 7th PC (in Pay Band Rs.9300-34800 with Grade Pay Rs. 4200)**

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Date: 21.11.2016

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.
4. In answers to the objective type questions, no corrections of any type like cutting, over writing, erasing etc., is permitted. In case, any correction is made, that answer shall not be evaluated at all.

**PART-A**

**I. Fill in the Blanks:**

**20x 1 = 20**

1. The medical classification for ministerial staff is \_\_\_\_\_.
2. Rail Wheel Factory is situated in the city of \_\_\_\_\_.
3. Minimum educational qualification for appointment in Railways is \_\_\_\_\_ standard.
4. Probation period of all Direct Recruitment Posts is \_\_\_\_\_ years.
5. The Headquarters for Central Railway is at \_\_\_\_\_.
6. The upper age limit for ST candidates for appointment in Indian Railways is \_\_\_\_\_.
7. The statutory canteens have to function as per the \_\_\_\_\_ Act.
8. The cost of Medu Vada in the statutory Canteens is \_\_\_\_\_.
9. SF-11 is charge sheet for \_\_\_\_\_ penalty.
10. An employee removed from service can retain the quarters for a maximum period of \_\_\_\_\_.
11. Shop-26 is in \_\_\_\_\_ Division.
12. Rule-\_\_\_\_\_ of the conduct rules deals with Sexual Harassment in workplace.
13. Under the 7th Pay Commission, employees are entitled for an annual increment of \_\_\_\_\_%.
14. The fixed Medical Allowance for Railway Pensioner is Rs.\_\_\_\_\_.

15. In the 6th Pay Commission, the Chief Staff and Welfare Inspectors are placed in the grade pay of Rs.\_\_\_\_\_.
16. The medical classification for artisan staff of Electrical department is \_\_\_\_\_.
17. The minor penalties are covered under rule \_\_\_\_\_ of the D&A rules.
18. The number of non-statutory canteens in ICF is \_\_\_\_\_.
19. Under SBF, an amount of Rs.\_\_\_\_\_ per capita is sanctioned for distribution.
20. Purchase of immovable property should be intimated to the administration under Rule-\_\_\_\_\_ of the conduct rules.

**II. Match the following**

**5 x 1 = 5**

- |    |        |   |               |
|----|--------|---|---------------|
| 1. | Dal    | - | Junk          |
| 2. | Rice   | - | Protein       |
| 3. | Pizza  | - | Fat           |
| 4. | Milk   | - | Carbohydrates |
| 5. | Butter | - | Calcium       |

**III. Answer in Yes or No:**

**15 x 1 = 15**

1. Chairman is the Head of the Canteen Committee.
2. Elections for Canteen Committee are held once in three years.
3. Railway employee has to serve a minimum period of five years before seeking Inter Railway transfer.
4. Withholding of increment for a period of one year with recurring effect is a minor penalty.
5. The administrative office canteen at Shell is a statutory canteen.
6. In 2016, Railway Board have issued orders for restructuring the cadre of Supervisory staff.
7. A Railway Doctor will superannuate from service on attaining the age of 60 years.
8. CME is the occupier of the Shell Factory.
9. The lunch break for the office staff working in the administrative building at Shell Division is one hour.
10. Leave salary paid on superannuation includes Basic pay, DA and HRA.
11. Under the Factories Act, Statutory canteens should be established in Factories, where more than 300 employees are ordinarily working.
12. Under the Factories Act, first aid boxes should be provided at the rate of 1 for every 150 workers.

13. Subsistence allowance can be increased by a maximum of 50% by the competent authority after 3 months from the date of suspension.
14. A medically decategorised employee will be placed on supernumerary post before an alternative appointment is found for him.
15. The price of coffee in the statutory canteens is Rs.5/-.

**IV. Expand the following**

**10 x 1 = 10**

- |        |         |         |             |          |
|--------|---------|---------|-------------|----------|
| 1. LND | 2. PLB  | 3. LPG  | 4. FA & CAO | 5. RCF   |
| 6. SBF | 7. RDSO | 8. NAIR | 9. RWO      | 10. GDCE |

**PART-B**

**V. Answer any five:**

**5 x 10 = 50**

1. Explain any five steps you will take to encourage the use of Hindi in the Canteens.
2. Explain any five important points in the Factories Act regarding establishment and running of Canteens in a Factory.
3. Write short notes on any two of the following:
  - i. Balance sheet
  - ii. Profit and Loss account
  - iii. Auditing
4. Write any five differences between statutory and non-statutory canteens.
5. Indicate any five advantages of making payment to the suppliers through cheque or other electronic modes.
6. Explain the steps you will take to improve the cleanliness in the canteens.
7. Explain the duties and responsibilities of the Canteen Manager.

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