

INTEGRAL COACH FACTORY, CHENNAI – 600 038.
Written Test for the post of Clerk-cum-Casher(Ex-Cadre)

Duration : THREE HOURS.

Max. Marks: 100

Date: 06.01.2016

Instructions to the candidates:

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 write anything other than answers 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. Marks allotted to questions are indicated against each.

Part – A

- I. Answer any ONE of the following: (1 x 10 = 10)
- (a) Write a letter from Chairman/Shell Workers Canteen to Executive Engineer (XEN) requesting to undertake rectification of roof leakage, floor damages etc. in the canteen on priority basis.
 - (b) List out any five duties of Clerk-cum-Cashier in the Canteens?
 - (c) List any five major penalties under D&AR.
- II. Write any TWO essays on the following: (2 x 10 = 20)
- (a) Any one freedom fighter of our country.
 - (b) An important tourist centre in India.
 - (c) Indian Railways.
 - (d) Pollution and Global Warming
 - (e) Advantages of computers in office working.
- III. Answer any FOUR of the following: (4 x 5 = 20)
- (a) List out any five types of leave eligible to Railway employees
 - (b) What are the cash awards payable to employees on passing Prabodh, Praveen and Pragma examinations?
 - (c) Indicate any five welfare amenities available in ICF
 - (d) List out any five settlement benefits eligible to a retiring employee.
 - (e) List out any five kinds of passes.
 - (f) Indicate amount, eligibility criteria and number of instalments of recovery for grant of computer advance.
 - (g) List out any five documents which should be issued bilingually under section 3(3) of the official language act.

Part - B

- IV. Fill in the Blanks: (10 x 1 = 10)
1. The President of India is Shri _____.
 2. Shri _____ is the Minister of Railways.
 3. The Grade Pay of Senior Clerk is Rs. _____.
 4. Elections to the Canteen Committee will be held once in ____ years.
 5. Number of non-statutory canteens in ICF is _____.
 6. Minimum ____ years of qualifying service are required for applying for Voluntary retirement.
 7. Railway employees are eligible for Dearness Allowance of ____% w.e.f. 01.07.2015.
 8. Employees refusing promotion will be debarred for a period of _____.
 9. _____ is the Head of Regional Rail Museum. (indicate Designation)
 10. _____ is the Head of Medical Department in ICF. (indicate Designation)
- V. Expand the following: (10 x 1 = 10)
- | | |
|---------|------------|
| 1. RDSO | 6. ECoR |
| 2. CLW | 7. RRB |
| 3. IREM | 8. LHAP |
| 4. APAR | 9. WCA |
| 5. SBF | 10. FA&CAO |
- VI. Match the following: (5 x 1 = 5)
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|--------------------------|-----------------|
| 1. South Central Railway | a. Big Temple |
| 2. RWF | b. Chittaranjan |
| 3. Vigilance department | c. Secunderabad |
| 4. CLW | e. Yelahanka |
| 5. Thanjavur | f. CVO |
- VII. Match the following: (5 x 1 = 5)
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|------------|----------------|
| 1. Shop-41 | a. Trimming |
| 2. Shop-16 | b. Paint |
| 3. Shop-54 | c. Tool room |
| 4. Shop-40 | e. Machine |
| 5. Shop-34 | f. Mill wright |
- VIII. Frame sentences of your own using any TEN of the following words: (10 x 2 = 20)
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| 01. Incentive | 09. Identify |
| 02. Excellent | 10. Confirmation |
| 03. Dangerous | 11. Feasible |
| 04. Tremendous | 12. Modern |
| 05. Largest | 13. Despatch |
| 06. Administrative | 14. Postpone |
| 07. Beneficial | 15. Serious |
| 08. Assessment | 16. Enthusiastic |