

WRITTEN EXAMINATION FOR THE POST OF
CLERK-CUM-CASHIER (EX-CADRE) IN SCALE ₹.5200-20200 +1900 G.P.

Date: 11.04.2014

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.

I. Answer any five questions. Each question carries ten marks. (5 x 10 = 50)

1. Write a letter from the Chairman/Shell Workers Canteen to Dy.CE requesting for regular supply of water to the Canteen.
2. Put up a note from Secretary/Shell Workers Canteen to the Chairman for the purchase of Tea Cans for the Canteen.
3. List out the minor and major penalties under DAR.
4. What are the cash awards available for passing Prabodh, Praveen and Pragya Examinations?
5. What is a Profit and Loss statement? Why is it important?
6. What are the duties of Clerk-cum-Cashier in the Canteens?
7. Give any 5 advantages of making a payment by cheque when purchasing provisions for the canteen.

II. Fill in the blanks. (20 x 1 = 20)

1. _____ is the Chairman of the Shell Workers Canteen.(By name)
2. _____ is the Chairman of the Furnishing Workers Canteen. (By name)
3. Elections to the Canteen Committee will be held once in _____ years.
4. Number of non-statutory Canteens in ICF is _____.
5. Maximum leave permissible in an employee's service should not exceed _____ years.
6. Male employees are eligible for _____ days of Paternity leave.
7. 60% of 800 is _____.
8. The statutory canteens are created and maintained as per the _____ Act.
9. _____ is the President of India.
10. _____ is the Head of the Accounts department. (By designation)
11. _____ is the President of the Staff Council (By designation)

12. _____ is the Secretary of the Staff Council (By designation).
13. Shop-15 is in _____ Division.
14. Shop-32 is in _____ Division.
15. Railway employees can retire voluntarily from railway service on completion of _____ years of qualifying service.
16. The wage period of workshop staff closes on _____ of every month.
17. A deceased employee's family can retain quarters for a maximum period of _____ years.
18. Final withdrawal from PF can be availed _____ times in a year.
19. Withholding of increment for a period of one year without recurring effect is a _____ penalty.
20. On resignation, an employee is entitled to encash _____ % of their available LAP balance.

III. Expand the following. Answer any 10.

(10 x 1 = 10)

- | | | | | | |
|---------|--------|--------|----------|---------|------------|
| 1. MRVC | 2. CLW | 3. RRC | 4. RRB | 5. RWF | 6. RCF |
| 7. LND | 8. EOL | 9. WCA | 10. LHAP | 11. SBF | 12. FA&CAO |

IV. True or False

(10 x 1 = 10)

1. 22% of 5000 is 1200.
2. $\frac{1}{2}$ of 200 is 100.
3. The ratio of 100 and 200 is 1:3.
4. Secunderabad is the Head Quarters of South Central Railway.
5. The Headquarters of Northern Railway is in New Delhi.
6. The New Pension Scheme was introduced w.e.f. 01.01.2004.
7. The grade pay of Sr. Clerk is ₹.2000.
8. Dependent son over 21 years of age is eligible for free medical treatment in Railway Hospitals.
9. The minimum amount of pension is ₹.3500.
10. Tamil Nadu is classified under the C- Region in the Official Languages Act.

V. Match the following.

(5x1=5)

- | | |
|--------------------------|-----------------|
| 1. CLW | a. Yelahanka |
| 2. RCF | b. Chithranjan |
| 3. RWF | c. Lucknow |
| 4. RDSO | d. Secunderabad |
| 5. South Central Railway | e. Kapurthala |

VI. Match the following.

(5x1=5)

- | | |
|-------------|------------------|
| 6. Shop-15 | f. Assembly shop |
| 7. Shop-22 | g. Paint shop |
| 8. Shop-54 | h. Spring Shop |
| 9. Shop-80 | i. B-shop |
| 10. Shop-30 | j. Mill Wright |