

**Question Paper for selection to the post of Office Superintendent in level-6 of 7th PC Matrix (Pre-revised Pay Band Rs.9300-34800 +4200 GP) through LDCE.**

Date:06/09/2017

Duration: 3 hours

Max. Marks :100

**General Instructions:**

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.
5. Write the correct question numbers for your answers.

**PART - 'A'**

**I. FILL IN THE BLANKS:**

(30 X 1 = 30 marks)

1. The New Pension Scheme was introduced w.e.f. \_\_\_\_\_.
2. Ambulance should be provided in factories where more than \_\_\_\_\_ employees are working.
3. Apprentice Mechanics are eligible for leave on full stipend for a period not exceeding \_\_\_\_\_ days.
4. A railway employee removed from service can be paid compassionate allowance not exceeding \_\_\_\_\_ of pension.
5. Amount payable as compensation to the family of a railway employee fatally injured in a factory accident will be deposited with \_\_\_\_\_.
6. The medical category of Artizan staff in the Electrical department is \_\_\_\_\_.
7. When a penalty is imposed by WORKS MANAGER, the appellate authority is \_\_\_\_\_.
8. Suspension of a railway employee is ordered under rule \_\_\_\_\_ of the D&A rules.
9. Standard Form No. \_\_\_\_\_ is used for orders relating to appointment of Inquiry officer under D&A rules.
10. Where it is not possible to conduct enquiry, an employee can be removed from service under Rule-\_\_\_\_\_ without enquiry under D&A rules.
11. A Railway employee should inform the Administration if the value of purchase of shares by him exceeds Rs. \_\_\_\_\_ in a year.
12. Elections to the Staff council are held once in \_\_\_\_\_ years.
13. Rule-55 of RSPR deals with \_\_\_\_\_ pension.
14. A gazetted officer, while writing a D.O. letter to an officer senior in rank, the addressee's name should be prefixed using the word \_\_\_\_\_.
15. CMM can sign purchase order upto a value of Rs. \_\_\_\_\_.
16. For purchase of materials, a Tender Committee is generally constituted when the tender value is Rs. \_\_\_\_\_ or more.
17. Money value of surrendered posts are credited to ICF and Railway Board in the ratio of \_\_\_\_\_.
18. The competent authority to create a post for maintenance of new asset is \_\_\_\_\_.

19. Non-stock indents valued above Rs.10,000/- & below Rs.50,000/- requires the signature of \_\_\_\_\_ level officer.
20. M&P comes under the plan head \_\_\_\_\_.
21. The maximum number of persons including dependents should not exceed \_\_\_\_\_ in privilege pass.
22. For unauthorised absence of 20 days in a half year \_\_\_\_\_ days will be deducted from LAP credit.
23. Accounts vetting will not be required if the value of purchase of safety items does not exceed Rs.\_\_\_\_\_.
24. An employee transferred on inter railway transfer on his request to another railway can retain his quarters in the old station for a maximum period of \_\_\_\_\_.
25. An employee declared medically unfit in all classes will be placed in a \_\_\_\_\_ post.
26. A suo- moto revision to enhance the major penalty imposed on an employee should be done within a period of \_\_\_\_\_.
27. Under RELHS, retired employees are eligible for an amount of Rs. \_\_\_\_\_ /month as FMA.
28. In case of fatal accident inside the factory, the lumpsum due under Employees compensation Act-1923, is payable within a period of \_\_\_\_\_.
29. A break in service for a railway employee can be condoned by the \_\_\_\_\_.
30. A CA-III reference should be replied within a period of \_\_\_\_\_.

**II. WRITE YES OR NO:**

**(10 X 1 = 10 marks)**

1. An employee injured on duty while under the influence of alcohol, is not entitled for compensation under Employees compensation Act.
2. AMM can sign tenders worth Rs.2,00,000/-.
3. In case of transfer of a railway employee who has a major charge sheet pending against him, the proceedings under DAR will start de-novo in the new unit.
4. An employee after serving 5 years in the postal department has joined ICF through proper channel. Can we include these 5 years as qualifying service in Railways?
5. Saturday and Monday are unpaid holidays. We must debit 3 days LAP from the leave account of the artisan staff.
6. NFIR & AIRF are the recognised trade unions of ICF.
7. Can a male ICF employee avail Paternity leave for the second child?
8. In tenders involving foreign exchange, can we call for tender with the approval of General Manager?
9. The XEN is authorised to incur expenditure over and above the sanctioned estimate.
10. Reduction to a lower stage in the time scale for 3 months is a minor penalty.

**III. MATCH THE FOLLOWING:**

**(5 X 1 = 5 marks)**

Sl.No.	Conduct Rules	Sl.No.	Deals with
1.	Rule-3(1)(i)	a	Gifts
2.	Rule-3(A)	b	Taking part in politics and elections.
3.	Rule-5	c	Maintain absolute integrity
4.	Rule-13	d	Private trade or employment
5.	Rule-15	e	Promptness and courtesy

**PART - 'B'****IV. ANSWER ANY ONE(1) OF THE FOLLOWING: (1 X 5 = 5 MARKS)**

**(The candidates should not write their name/address/their designation or put their signature anywhere in the draft letter/note, etc.)**

1. Put up a draft letter from Dy.CMM to Dy.CE requesting him to complete re-roofing of the Shell depot damaged during the Vardha Cyclone as the delay is affecting work in the depot.
2. Mr.A, Employee number 123456, working as Technician Gr.3 in the Mechanical department as Carpenter had applied for Inter Railway Transfer (IRT) to Southern Railway. There is an excess over sanctions in the cadre and Mr.A is eligible as he has completed 5 years of service in ICF. Put up a note to CME for taking his approval on the request of Mr.A for IRT.

**PART - 'C'****V. ANSWER ANY 5 (FIVE) OF THE FOLLOWING:****(5 X 10 = 50 MARKS)**

- 1) Explain the procedure for imposing a major penalty.
- 2) Explain 'Canons of financial propriety'.
- 3) What are the documents coming under Section 3 (3) of OL Act which have to be issued in Hindi and English bilingual form? Explain proficiency in Hindi and working knowledge in Hindi.
- 4) Mr.A retired from service on 31/8/2017. The relevant details are as follows:
 

# Pay	:Rs.45,300/- (7 <sup>th</sup> PC level 6)
# Date of appointment	:03/08/1987
# EOL	:76 days
# Dies-Non	:41 days

Calculate the Qualifying service and Settlement benefits due to him on his retirement?

- 5) It is proposed to purchase a new welding machine costing about Rs. 5 crores. Explain the procedure for purchase of the machine?
- 6) It is proposed to build 2 blocks of Type-III quarters at a cost of about Rs.4 crores. Explain the various steps to be taken for building the quarters?
- 7) Write short notes on the following:
  - (i) Various types of tenders.
  - (ii) Audit Para.
- 8) Write short notes on the following:
  - i. Suspension
  - ii. Disposal of query under RTI