

INTEGRAL COACH FACTORY

Question Booklet for selection to the post of
Private Secretary Gr-I -- Group "B"

Total Marks: 150

Date of Exam: 13th May 2014

Duration of Exam: 3 hours

Instructions to Candidates

Please read and understand the instructions before writing:

- (a) No cell phone or electronic gadgets allowed in examination hall.
 - (b) Do not write your name or make any marks in the answer booklet disclosing your identity except in the prescribed part of the answer booklet. Violation of this instruction would result in summary cancellation of evaluation of the answer booklet.
 - (c) Marks for each question is indicated against the same.
 - (d) Answer to the questions to be written in the answer booklets supplied in the examination hall.
 - (e) There are 7 questions of which the candidates should answer **any five** of their choice. **There are sub-sections in the question and candidates are to write all the sections of questions they select to write.**
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Question No. 1

- (a) What records/files are maintained by Private Secretary Gr-I. Explain in brief the official support you may extend to the PHOD/HOD you are attached if promoted as PS-I in achieving targets of the organization. **(20)**
- (b) What are all the retirement benefits of an employee superannuating after 35 years of railway service. **(10)**

Question No.2

- (a) Explain various parts of a Group-C employee's APAR. What is the present system of communicating to the employee any adverse entry in the APAR. **(20)**
- (b) What are various methods by which an employee can redress his/her grievances relating to service matters in Railways. **(10)**

Question No.3

- (a) What are various Group-A organised services in Indian Railways. Write expansion of each service. Explain the method of recruitment. **(25)**
- (b) Explain TA and Conveyance Allowance very briefly. **(5)**

Question No.4

- (a) Explain briefly the steps to be taken as per Government of India instructions to implement official language in day to day working in Railway Organisation. **(15)**
- (b) What are the instructions to deal with an RTI application as per the provisions of the Act. Explain Appellate Authorities and time schedule and method of disposing appeals under RTI Act. **(15)**

Question No.5

- (a) Explain very briefly conduct rules prescribed by Government of India for Railway Servants. **(15)**
- (b) In Indian Railways, how the interest and constitutional guarantees of Schedules Castes and Scheduled Tribes are protected in matters of employment and also in service after appointment. **(15)**

Question No.6

- (a) Expand the following abbreviations of Government of India/Railway Organizations/undertakings: **(15)**
- i. BARC
 - ii. RWF
 - iii. NAIR
 - iv. RITES
 - v. IRCON
 - vi. CLRI
 - vii. BHEL
 - viii. IRFC
 - ix. IRCTC
 - x. RVNL
 - xi. DMW
 - xii. COFMOW
 - xiii. RLDA
 - xiv. BIS
 - xv. RDSO
- (b) What are the major penalties prescribed in Rule 6 of Railway Servants (Discipline & Appeal) Rules, 1968. **(10)**
- (c) Explain Subsistence Allowance. **(5)**

Question No.7

- (a) What are the instructions regarding promotion of Group-C and Group-D railway servants who are under suspension or against whom major penalty proceedings / prosecution has been initiated / proposed to be initiated. **(15)**
- (b) What is record retention schedule? What important information is available in service record of an employee? What is the action taken in case SR is lost? **(15)**