

INTEGRAL COACH FACTORY

Question Booklet for selection for the post of
Private Secretary Grade-I -- Group B

Total marks: 150 Date of examination: 11.03.2016
Duration of examination: 3 hours

Instructions to candidates

Please read and understand the instructions before starting to answer

- (a) No cell phone or electronics gadget is 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 are indicated against the same.
- (d) Answer to the questions to be written in the answer booklets supplied in the examination hall.
- (e) Candidates may select **any FIVE** questions. There are sub-sections in the questions and candidates are to write all the sections of the questions they select to write.
- (f) Please read the question paper carefully before starting answer and get any points clarified with the officer conducting the examination.

Question No.1

- (a) Write an official note seeking sanction for purchase of an additional personal computer with internet connection in the secretariat of which you are attached as Private Secretary to the PHOD of ICF. (15)
- (b) What are the major penalties prescribed in Railway Servants (Discipline & Appeal Rules) (15)

Question No.2

Please write short notes on

- a) Staff Benefit Fund (10)
- b) Staff Council (10)
- c) MACP Scheme for promotions (10)

Question No.3

Group A officers recruited either by UPSC or other modes of recruitment are trained in Centralised Training Institutes under the Ministry of Railways. List out nine of them, indicating the Discipline in which individual institutes give specialised training (30)

Question No.4

List out 10 entitlements of Railway employees appointed prior to 01.01.2004, superannuating honourably after 36 years of regular service. (30)

Question No.5

- a) Please explain in detail joining time for a Railway servant transferred from one railway to another railway (15)
- b) Explain in detail "Child Care Leave" (15)

Question No.6

(a) What provisions are made for the spread of Hindi as the official language of the Union.

or

Explain what is meant by "proficiency in Hindi", "Working knowledge of Hindi" and "Notified office under the Official Language Rules" (15)

b) Write 10 items prescribed in Rule 3 (i) of the Railway Services (Conduct) Rules 1966 for Railway servants to maintain at all times. (15)

Question No.7

- (a) What are the exemptions provided from disclosures of information in the Right to Information Act, 2005. (15)
- (b) What acts / behaviour is treated as Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013. (15)

Question No.8

Please write short notes of

- a) Statutory Canteens (10)
- b) Other than Statutory Canteens (10)
- c) Principles governing setting up of Canteens (10)