

**WRITTEN EXAMINATION FOR THE POST OF OFFICE
SUPERINTENDENT (LDCE) IN PAY BAND Rs.9300-34800+4200 GP**

Date : 25/05/2016

Time : Three Hours
Maximum Marks : 100

General Instructions:

1. The question paper consists of Part 'A' and Part 'B'. Part 'A' consists of objective type questions.
2. All objective type questions are compulsory.
3. Part 'B' contains descriptive type questions.
4. Employee's name should not be written anywhere in the answer book except in the fly-leaf.

Part 'A'

Marks :45 x 1 = 45

Each blank carries one mark

I. Fill in the blanks :

1. Amount of ex-gratia lumpsum compensation for death during working hours while performing duty is Rs. _____
2. Two main parts of file are _____ and _____
3. Dearness allowance admissible as on 01.01.2016 is _____ %
4. PAC items are purchased on _____ tender basis.
5. Quarters can be retained for _____ months on normal rent on transfer.
6. Special licence fee is _____ times the normal licence fees.
7. While writing D.O. letter to Officer who is senior in rank, the name is to be prefixed using _____
a) My dear (b) Dear (c) Dear Shri (d) No prefix required
8. If more than _____ women are employed in a factory, crèche is required to be provided.

4. Demand No. pertaining to "repairs and maintenance of carriage and wagon" is

- a) 4
- b) 5
- c) 6
- d) 7

5. Joining time admissible on transfer for distance between old and new Headquarters is more than 2000 Kms.

- a) 10 days
- b) 12 days
- c) 15 days
- d) None of these

6. The maximum number of times encashment of leave on average pay while in service permitted is

- a) 3
- b) 4
- c) 5
- d) 6

7. Payment of Wages Act applies to employees whose wages do not exceed _____ per month

- a) Rs.7500
- b) Rs.2500
- c) Rs.3000
- d) Rs.6500
- e) None of these

8. Number of elected Staff Council Members in ICF are _____

- a) 12
- b) 11
- c) 8
- d) 6

9. If the employee is on tour outside the Headquarters and if the absence from the Headquarters does not exceed 6 hours, what is the percentage of the Daily Allowance admissible?

- a) 50
- b) 30
- c) 70
- d) 100

10. _____ is the President of Staff Council.

- a) CME
- b) GM
- c) CWE/Shell
- d) CPO

11. During half-yearly credit, _____ number of days will be deducted from 15 days LAP for absence period of 30 days during the previous half year.

- a) 2.5
- b) 2
- c) 3
- d) 4
- e) None of these

12. Staff working against sensitive posts are required to be transferred after completion of _____ years

- a) 2
- b) 4
- c) 5
- d) 3

2. Public Image Categories

3. Child Care Leave

Distinguish between :

4. Limited Tender and open tender

5. Earnest Money Deposit and Security Deposit

6. Dearness Allowance and dearness relief

7. Mention any three interest free advances that can be availed by a Railway servant.

8. Mention any three Members (rank of Members) of Railway Board.

II. Answer any four (4) of the following :

Marks : 4 x 5 = 20

1. Discuss the eligibility criteria and procedure for out of turn allotment of quarters.

2. List the family members and dependants who are eligible to be included in privilege pass.

3. What are the canons of Financial Propriety?

4. Enumerate the salient features of MACP Scheme.

5. What are the settlement dues payable to employees on superannuation?

6. Discuss various types of audit objections.

III. Answer anytwo (2) of the following :

Marks : 2 x 10 = 20

1. List all minor and major penalties.

2. List the exemptions from disclosure of information under section 8 of RTI Act.

3. Discuss the provisions relating to safety contained in Factories Act, 1948.

4. Enumerate the various provisions contained in the Official Language (use for official purposes of the Union) Rules 1976.