

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

Date: 05/07/2013

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 objectives type questions are compulsory
3. Part 'B' contains descriptive type of questions.
4. Employee's name should not be written anywhere in the Answer book except in fly-leaf.

**Marks**

**45 x 1 = 45**

**Part 'A'**

**I. Fill in the blanks**

1. Employees who are drawing pay Rs. \_\_\_\_\_ or more excluding grade pay are eligible for computer advance
2. Money value of surrendered posts are credited to ICF and Railway Board in the ratio of \_\_\_\_\_
3. Application for conversion of one kind of leave into another has to be submitted within \_\_\_\_\_ days of joining duty on expiry of relevant spell of leave availed by the Railway servant.
4. Maximum LAP that can be availed in one spell \_\_\_\_\_ days.
5. CVO of ICF is \_\_\_\_\_
6. Railway servant is eligible for a final withdrawal from PF limited to six months pay or \_\_\_\_\_% of the amount of his own contribution and interest in terms of Rule 925(5) RI
7. The holder of II class 'A' pass shall be entitled to travel in \_\_\_\_\_ class in train.
8. Minimum \_\_\_\_\_ years of qualifying service are required for applying voluntary retirement.
9. New name of Railway Staff College, Vadodara is \_\_\_\_\_.
10. IPR are required to be submitted by Supervisors in Pay Band Rs.9300-34800 with Grade Pay Rs. \_\_\_\_\_
11. Group 'C' Railway Servants shall make a report to the Government if the employee accepts gifts value exceeds Rs. \_\_\_\_\_ on ceremonial occasions.



15. Percentage of reservation provided for blind in direct recruitment is  
 A) 3      B) 5      C) 2      D) 1
16. Employees on retirement may be permitted to retain the quarters for a period of \_\_\_\_\_ months on payment of normal rent.  
 A) 2 months    B) 1 year    C) 6 months    D) 4 months
17. 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
18. Up to what value of purchase order need not be vetted by Accounts Department for safety item.  
 A) Rs.2 lakhs    B) Rs.4 lakhs    C) Rs.8 lakhs    D) Rs.10 lakhs    E) None of these
19. If the employee is on tour outside the Headquarters on duty, between 6-12 hours, what is the percentage of the Daily Allowance admissible ?  
 A) 50      B) 30      C) 70      D) 100
20. \_\_\_\_\_ will be the appointing authority when it is not possible to know from records the authority appointed the Railway Servant.  
 A) HOD      B) DRM      C) CWE      D) GM
21. \_\_\_\_\_ is the President of Staff Council.  
 A) CME      B) GM      C) CWE/Shell    D) CPO
22. Basic Pay means.  
 A) Pay in Pay Band    B) Pay in Pay Band + Grade Pay  
 C) Pay in Pay Band + Dearness Allowance    D) None of these.

### III True or False

- 1) Reimbursements of cost of school bags are allowed as per Children education allowance rules.
- 2) M&P items sanctioned by Railway Board can only be purchased by COFMOW.
- 3) Reservation is not provided for SC/ST employees in allotment of quarters.
- 4) Dependent Son over 21 years is eligible for free medical treatment in Railway Hospitals.

### IV Expand

- 1) DGS&D
- 2) FOB
- 3) IREPS
- 4) COFMOW
- 5) RITES
- 6) APAR
- 7) ERP
- 8) CRIS

**Part 'B'**

**I. Answer any five of the following**

**5 x 3 = 15**

Write short notes on

- 1) LAW
- 2) Zonal contract
- 3) Mention four types of mode of payment of application fee to be given under RTI
- 4) Differentiate between rate contract and running contract.
- 5) Differentiate between 'Earnest money deposit' and 'Security deposit'
- 6) Distinguish between withholding of increment with and without cumulative effect.
- 7) Distinguish between Special Pay and Personal Pay
- 8) PCO Allowance
- 9) Compassionate Allowance as per Pension Rules.
- 10) Daily Allowance
- 11) An indent for 5 SCs and 6 STs on Junior Clerk has been placed with RRB/MAS. Since the panel has not been supplied by RRB for more than two years, write a D.O letter from CPO/ICF to Chairman/RRB to expedite.

**II Answer any four of the following**

**4 x 5 = 20**

1. Discuss in detail the contents of "Dress Regulations 2004"
2. What do you mean by canons of financial propriety?
3. Stationery worth Rs. 1500/- are required to be procured for the office. Describe the procedure involved in procurement of the stationery and indicate category of SOP to be referred.
4. Write short notes on CCL
5. Discuss the various types of audit objections.
6. What are the various types of civil estimates? Describe any one of them in detail.
7. Calculate the money value required for offering as matching surrender to create one post of SSE.
8. Write short notes on Employees Compensation Act.
9. Mention various nomination forms to be filled by the employee while joining service.

**III Answer any two of the following:**

**2 x 10 = 20**

1. Enumerate the provisions pertaining to safety and health contained in Factories Act.
2. What is the per capita allocation under the head education and sports under SBF? (2 marks)  
What are the various measures taken relating to Education and health under SBF in ICF? (8 marks)
3. What is meant by notified office according to Official Language Rules?  
What are the documents enlisted in sec.3(3) of Official Language Act, 1963?
4. Describe the procedure for conducting inquiry under DAR.
5. Mention the various types of information exempted from disclosure under RTI Act.

\*\*\*\*\*