

INTEGRAL COACH FACTORY : CHENNAI : 38

Selection to the post of Receptionist (Ex- cadre) in scale Rs. 5200-20200 + 2400 GP

Max Marks : 100

Time : 3 Hours

I. Expand the following abbreviations ( Answer any 10 questions) (10 x 1=10)

- 1) MEMU
- 2) MRVC
- 3) DMRC
- 4) DETC
- 5) LHB
- 6) RITES
- 7) VCPF
- 8) ISRO
- 9) CEGE
- 10) RDSO
- 11) IRWO
- 12) EDPM

II. Fill in the blanks . ( Answer any ten questions.) (10 x 1 = 10)

- 1) \_\_\_\_\_ is the chief justice of India.
- 2) Railway staff college is at \_\_\_\_\_.
- 3) \_\_\_\_\_ is the chairman of the Railway Board.
- 4) \_\_\_\_\_ is the train run between Chennai and Ahmedabad.
- 5) \_\_\_\_\_ is the Occupier of Furnishing factory.(By Designation)
- 6) Jaipur is the Head quarters of \_\_\_\_\_ Railway.
- 7) \_\_\_\_\_ is the Head quarters of North Eastern Railway.
- 8) Rail wheel factory is situated at \_\_\_\_\_.
- 9) \_\_\_\_\_ is a Railway production unit in Punjab.
- 10) \_\_\_\_\_ is the president of USA.
- 11) The first superfast Rajdhani Express was run by \_\_\_\_\_ Railway.
- 12) Pearl City Express runs between \_\_\_\_\_ and \_\_\_\_\_.

- III. Match the following. (10 x 1 = 10)
- |                          |                       |
|--------------------------|-----------------------|
| 1) South Central Railway | - Hajipur             |
| 2) CLW                   | - Mumbai CST          |
| 3) Western Railway       | - Bhubaneshwar        |
| 4) East Central Railway  | - Calcutta            |
| 5) DCW                   | - Varanasi            |
| 6) East Coast Railway    | - Secunderabad        |
| 7) DLW                   | - Guwahati            |
| 8) Central Railway       | - Church Gate, Mumbai |
| 9) NEF Railway           | - Vijayawada          |
| 10) Pinakini Express     | - Patiala             |

- IV. Write short notes on any four of the following. (4 x 5 = 20)
- 1) Stores department of ICF
  - 2) Minor Penalty under Discipline and Appeal Rules.
  - 3) Kinds of passes for Railway employees.
  - 4) Personnel Branch of ICF.
  - 5) HOER.
  - 6) Factories Act.

- V. Answer any five questions. (5 x 10 = 50)
- 1) Explain the role of ICF in Indian Railways.
  - 2) What are the various incentives for promoting Hindi.
  - 3) What are the important production Shops at Shell and Furnishing factories of ICF.
  - 4) What are the documents coming under official language act which are to be issued in Hindi - English bilingual form.
  - 5) What are the various welfare activities undertaken at ICF for the benefit of employees.
  - 6) Explain the salient features of any five types of coaches produced in ICF.
  - 7) Brief the work of Receptionist in ICF.

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