

10/2

**WRITTEN EXAMINATION FOR THE SELECTION FOR THE POST  
RECEPTIONIST (EX-CADRE) IN SCALE Rs.4000-6000**

**TOTAL MARKS: 100**

**Duration: 3 hours**

**PART 'A'**

**I Expand the following abbreviations (Answer any TEN questions)  
(1x10=10marks)**

1. MRVC

2. ECR

3. JRCTC

4. RRT

5. RCT

6. DEMU

7. RDSO

8. RWF

9. RRB

10. EMU

11. HOER

12. CRIS

**II. Fill in the blanks :- (Answer any TEN questions)  
(2x10=20marks)**

1. \_\_\_\_\_ is the headquarters of South Western Railway.
2. Allahabad is the headquarters of \_\_\_\_\_ Railway.
3. Railway Staff College is situated at \_\_\_\_\_.
4. Electric Locomotives are manufactured at \_\_\_\_\_.
5. ICF has achieved a record production of \_\_\_\_\_ coaches for the year 2006-2007.
6. CENSURE is a \_\_\_\_\_ penalty under D&A Rules.
7. 55A and 58A are the pay units of \_\_\_\_\_ Office.
8. \_\_\_\_\_ is the occupier of the Shell Factory. (Answer by designation)

is the occupier of the Furnishing Factory. (Answer by designation)

10. The term QA in the designation CME/QA stands for \_\_\_\_\_.

11. Diesel Locomotives are manufactured at \_\_\_\_\_.

12. The penalty of \_\_\_\_\_ under D&A Rules will be a bar on future employment in the Government.

III. Match the following. (10x2=20marks)

- |                             |                                |
|-----------------------------|--------------------------------|
| 1. Suspension               | 1. Minor penalty               |
| 2. Removal from service     | 2. Occupier                    |
| 3. Factories Act            | 3. Subsistence allowance       |
| 4. Withholding of increment | 4. Major penalty               |
| 5. Shop 15                  | 5. Road Transport              |
| 6. Shop 25                  | 6. Spring shop                 |
| 7. Shop 48                  | 7. Paint Shop                  |
| 8. RWF                      | 8. Lucknow                     |
| 9. RDSO                     | 9. Varanasi                    |
| 10. DLW                     | 10. Allahabad <i>Yelahanka</i> |

### PART-B

I. Write short notes on any FIVE of the following:- (5x10=50marks)

1. Minor penalties under D&A Rules
2. Three major shops of Shell Division.
3. Organisation Chart of Mechanical Department
4. Organisation Chart of Accounts Department
5. Incentives for promoting Hindi
6. Statutory Canteens
7. HOER