

**SUITABILITY TEST FOR PROMOTION AS SENIOR CLERK IN LEVEL-5 OF 7<sup>TH</sup> PC**  
**(IN PRE-REVISED PAY BAND Rs.5200-20200 WITH GP Rs.2800 of VI PC) -**  
**IN PERSONNEL DEPARTMENT SENIORITY UNIT**

**Date: 26.10.2017**

**Time: 3 Hrs**  
**Max Marks 100**

**Instructions to the candidates:**

1. Read the Instructions before answering.
2. This Question Paper consists of Part-A & Part-B of which Part-B is of Descriptive Type.
3. Candidates will not be permitted to use electronic Gadgets such as Calculator, Cell phone etc in the examination hall.
4. The candidates should not write their name/address or put their signature anywhere in the answer booklets. Any attempt made in this respect by the candidates will lead to disqualification.
5. The candidates should correctly indicate the total number of pages written by them in the column provided on the top sheet of the answer booklet.
6. Marks allotted to questions are indicated against each.

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**PART A**

**Answer any 40 questions.** Each question carries 1 mark.

[40 x 1 mark = 40 marks]

1. What is the maximum amount of Gratuity Payable?
2. Nomination of a Safety officer is as per which Act?
3. Where are the provisions laid down governing Leave Rules for Railway employees, also mention the Chapter Number?
4. Where are the rules available related to Study Leave?
5. Where can we find the Rly Services Conduct Rules?
6. Where are the provisions relating to Pension & Settlement benefits?
7. To what extent LHAP can be accumulated?
8. If an employee is having 3 days lap and 300 days of LHAP, then on retirement how will his leave encashment be settled?
9. Compensation is paid to an employee for 'Loss of Earning Capacity', falls under which Statutes?
10. What is the amount of Children Education Allowance payable prior to 1.1.2017?
11. In which Rule the word Substantive Pay defined?
12. For an employee governed under New Pension System, what is the percentage of Employer's Contribution?
13. What is Rule number 13 & 13A under Rly Services Conduct Rules 1966?
14. What is the Rule number for instructions relating to Prohibition of sexual harassment of working women in the Rly Services Conduct Rules 1966?
15. What is the currency of a Panel after 'Due process' in a Departmental selection?
16. What is the punishment for not accepting Promotion after due process?

17. What is the amount to be paid for seeking information under RTI Act?
18. Who becomes eligible for I Class Pass when travelling 'ON DUTY'?
19. After putting in how many number of years will a Rly servant become eligible for Voluntary retirement?
20. What is the Recently changed full Name of the Institutes of ICF?
21. In the recently held ICF Institute Elections, to which Institute did ICF Administration introduce Electronic Voting? (Give the full name)
22. What is the minimum no of days one should apply for CCL?
23. What is the (i) number of days and (ii) within which period an employee can avail PL?
24. Can CCL be added to CL?
25. Exemptions under RTI act falls under which section of the RTI Act?
26. Definition for 'Information' under RTI Act falls under which section of the RTI Act?
27. What is the section number or Rule number for exemption relating to personal information under RTI Act?
28. Under Seniority Rules, what is the Rule Number for 'Inter-se seniority'?
29. Does (SBF) Staff Benefit Fund measures fall under Statutory Welfare Measures or Non-statutory Welfare Measures?
30. What is the provision under Rule 310 of IREM?
31. The Term "Principal Employer" fall under which act ?
32. How many "Principal employers" are there in ICF ?
33. How many "Occupiers" are there in ICF?
34. The Licence for our ICF Factory is issued by whom  
(a) Railway Board (b) Commissioner for WCA (c) Director of Industrial Safety & Health (d) Revenue Inspector
35. What is the time limit for appointment for cases falling under Priority 1 for (CGA) Compassionate ground Appointments?
36. What is LEC under ECA or earlier known as WCA?
37. What is ComPTran in service matters?
38. What is ARPAN in service matters?
39. Which is the First day of the Week under Factories Act?
40. What is the maximum number of Elected Representatives under Factories Act & Rules for the Statutory Canteens?
41. What is the Minimum number of Elected Representatives under Factories Act & Rules for the Statutory Canteens?
42. For how many times in a year does ICF renew its Factory License for the Shell & Furnishing Factories in the past years (prior to 2016) ?
43. What is the number of Paid Holidays the workers in ICF Factory are entitled to?
44. Who is the Appellate authority in Personnel Branch under RTI act?
45. Who is nominated officer who acts as PIO of Personnel Branch under RTI Act?

**EXPAND THE FOLLOWING:**

**Answer any 10 questions.** Each question carries one mark (10 x1 = 10 marks)

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|---------|---------|---------|-----------|---------|
| a) DACP | b) CORE | c) PCEE | d) PFA    | e) RRC  |
| f) RRT  | g) EOL  | h) CCL  | i) IRSME  | j) LDCE |
| k) GDCE | l) PCPO | m) PCDO | n) IRIMEE | o) CRIS |

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**PART B**

**Answer any Five questions.** Each question carries 10 marks (5 x10 =50 marks)

1. Explain Statutory & Non Statutory Welfare Measures under each heading in ICF?
2. List out Minor Penalties under DAR
3. What are the incentives available under Official Languages Act?
4. What are the tangible changes we see in the environment of ICF?
5. Explain Rule 302 under Seniority Rules?
6. Write 5 relaxations under Reservation Rules for SC/ST employees?
7. Write the distribution of amount under various Heads of expenditure permissible under Staff Benefit Fund?
8. When the Service Register of an employee is lost/misplaced, list out the steps to be undertaken as Cadre Section Staff ?

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