

AT/C

**SUITABILITY TEST FOR THE POST OF SENIOR CLERK IN PAY BAND 5200 - 20200 +2800(GP)**

DATE: 11/06/2015

TOTAL MARKS :100

TIME-3 HRS

**INSTRUCTIONS TO CANDIDATES**

1. Candidates will not be permitted to use Electronic Devices such as Calculators, Cell Phone, etc in the Examination Hall
2. Candidates should not Write their Name/Address or put their Signature anywhere in the Answer Booklet
3. Marks Allotted to the Questions are Indicated against the Respective Questions.
4. No Correction is permitted in the Objective Type Questions.
5. Question no 4 of Part-B should be answered in the answer book itself.
6. Question no <sup>5</sup>/<sub>2</sub> of Part – B should be attended practically by using a Computer and take a Print out and use the same with the answer book.

**PART-A**

1. Expand the following (10 x 1 = 10 Marks)

(a) LHB (b) ERP (c) OHSAS (d) IMS (e) FA&CAO (f) RTI (g) UPSC (h) DAR  
(i) WHO (j) MUTP

2. Match the following (5 x 1 = 5 Marks)

1	SWR Head Quarters	A	Students of Railway Employees
2	Occupier of Furnishing Division	B	Minor penalty
3	School Pass	C	Jaipur
4	Censure	D	CWE/F
5	Pink City	E	Hubli

3. Choose the correct answer (5 x 1 = 5 Marks)

- a) Unmarried daughter of any age, earning or not is \_\_\_\_\_ (eligible / not eligible) to be included In Pass rules
- b) Vigilance Department is headed by \_\_\_\_\_ (CME, CEE, CVO, CE)
- c) One Litre Water Weighs \_\_\_\_\_ (1kg, 2kg, 3kg)
- d) At Present Validity of Privilege Pass is \_\_\_\_\_ (3months, 4months, 5months)
- e) 40% of 20 is \_\_\_\_\_ (8, 10, 12)

- 4) Fill in the blanks (10 x 1 = 10 Marks)

- a) ICF produced \_\_\_\_\_ coaches for the year 2014-2015.
- b) Employees in GP of Rs2800 is eligible to draw Transportation Allowance of Rs \_\_\_\_\_
- c) Expansion of GA card is \_\_\_\_\_ card.
- d) Reduction to a Lower Stage in the time scale of pay for a period not exceeding THREE years WITHOUT cumulative effect and not adversely affecting his pension is \_\_\_\_\_ Penalty.
- e) In Production Document, P9 Card is called \_\_\_\_\_ Card.

- f) A Permanent Employee is eligible for Leave of \_\_\_\_ days of LAP and \_\_\_\_ days of LHAP per year.
  - g) Employees who are not covered by WCA are eligible for \_\_\_\_\_ Leave.
  - h) The Head of the Mechanical Department is \_\_\_\_\_
  - i) In MS Word any alteration in a saved Letter can be viewed in a different colour by enabling \_\_\_\_\_ changes in the Menu.
  - j) In Computers Applications the expansion of OS is \_\_\_\_\_, \_\_\_\_\_
- 5) Make sentences of your own using the following words (5 x 1 = 5 Marks)
- a) Progress
  - b) Procedure
  - c) Schedule
  - d) Discipline
  - e) Planning
- 6) Give the Antonyms (5 x 1 = 5 Marks)
- a) Artificial
  - b) Conceal
  - c) Despair
  - d) Knowledge
  - e) Deep
- 7) State True or False (5 x 1 = 5 Marks)
- a) The current DA is 112%
  - b) Railway Budget is presented by Finance Minister
  - c) Employees appointed after 01-01-2004 are covered under New pension scheme
  - d) The Maximum LAP that can be encashed during Superannuation is 300 Days.
  - e) Madurai is the Head quarters of Southern Railway
- 8) Give Correct Spelling for the following wrongly spelt words (5 x 1 = 5 Marks)
- a) Recive
  - b) Exhibition
  - c) Conveance
  - d) Commitee
  - e) Attendance

**PART-B**

**ANSWER ALL QUESTIONS**

- 1) Write Short notes on any two of the following (5 x 2 = 10 Marks)
- a) Railway Budget
  - b) Types of Tenders
  - c) Discipline and Appeal Rules
- 2) Write in detail about any one of the following (10 x 1 = 10 Marks)
- a) Workman Compensation Act  
or
  - b) Important Achievements and Awards of ICF in the past 5 years Till March 2015
- 3) Write any one of the following (10 x 1 = 10 Marks)
- a) Procedure of **Imposing a Major Penalty?**  
or
  - b) Explain about **Right to Information Act**

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4)

a) Describe in detail about the Official Language Policy & Rules being followed at ICF  
(10 x 1 = 10 marks)

OR

b) Your Office Needs a RO Plant with all Accessories . In Order to Procure the item , Prepare a Proposal / Note for administrative approval and Finance Concurrence.

(10 x 1 = 10 Marks)

5) Prepare the Following Letter using MS word. The tabulation should be in the ascending order of employee number and also write the procedure you have adopted. (10 x 1 = 10 Marks)

INTEGRAL COACH FACTORY, CHENNAI – 600 038.

No. XXX / PF / 3 C

Office of the SHOP-XX

Date: dd/mm/yyyy

CBS / ICF

Sub: Submission of PF Applications

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The following PF Applications of Employees are sent herewith to your office for further action.

Sl. No.	Shri. / Name	Emp. NO.	Designation	PF Amount(Rs)
1	AAA	5000	SSE	155000
2	BBB	6525	Ch.OS	100000
3	CCC	4598	JE	75000
4	DDD	3256	Sr.CLERK	68000
5	EEE	7458	Helper	55000
Total amount Applied				453000

AWM / SHOP-XX

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