

Integral Coach Factory, Chennai – 38.

Suitability test for promotion as Sr. Clerk in pay band Rs. 5200 – 20200 +2800 Grade  
Pay in Personnel Department.

Total Marks – 100

Date of Exam- 19.07.2012

Time – 3 Hrs.

Part A

ANSWER ANY TWENTY:

20 X 2 = 40

1. The minimum educational qualification for appointment in Railways is Standard \_\_\_\_\_.
2. The Direct Recruitment Quota for Technician Gr.III is \_\_\_\_\_ %.
3. The grade pay for the post of Khalasi is Rs. \_\_\_\_\_.
4. The grade pay for the post of Jr. Engineer is Rs. \_\_\_\_\_.
5. Shop 34 is in \_\_\_\_\_ division.
6. \_\_\_\_\_ (Designation) is the occupier of the Shell Factory.
7. \_\_\_\_\_ (Designation) is the occupier of the Furnishing Factory.
8. The minimum service required for promotion to any post is \_\_\_\_\_ years.
9. The medical classification required for appointment as Technician Gr.III is \_\_\_\_\_.
10. Visually Handicapped candidates are eligible for reservation of \_\_\_\_\_ % under Direct recruitment quota.
11. \_\_\_\_\_ (Designation) is the competent authority to approve promotion on adhoc basis.
12. Employees refusing promotion will be debarred for a period of \_\_\_\_\_.
13. Intimation on purchase of vehicle should be sent to the administration within a period of \_\_\_\_\_ after purchase under the conduct rules.
14. The family of a deceased Railway servant can retain the quarters for a maximum period of \_\_\_\_\_.
15. A suspended employee is paid \_\_\_\_\_ allowance.
16. The New Pension Scheme was introduced w.e.f. \_\_\_\_\_.
17. The wage period for artisan staff is from \_\_\_\_\_ to \_\_\_\_\_.
18. The night shift in the factory ends at \_\_\_\_\_ hours.
19. The reservation for OBC candidates on recruitment is \_\_\_\_\_ %.
20. \_\_\_\_\_ (Designation) is the Secretary of the Staff Council.
21. Election to the Staff Council is held once in \_\_\_\_\_ years.
22. The Standard Form for issue of Major Charge Sheet is \_\_\_\_\_.
23. Final withdrawal from PF can be availed \_\_\_\_\_ times a year.
24. Withholding of increment for a period of 3 months with recurring effect is a \_\_\_\_\_ penalty.
25. \_\_\_\_\_ is the competent authority to approve issue of special passes.

**Part B**

**WRITE TRUE OR FALSE:**

**10X1=10**

1. Gratuity payable on superannuation is not taxable.
2. Employees declared unfit in all classes should be compulsorily retired from service immediately.
3. Suspension is not a punishment under D & A Rules.
4. Employees undergoing major penalty are eligible for promotion.
5. An employee promoted erroneously should not be reverted.
6. The post of JE is a non-selection post.
7. LHAP can be accumulated without any limit.
8. The Contract Labour Act is not applicable to ICF.
9. Unions are not recognized in ICF.
10. The maximum amount of gratuity payable on superannuation is Rs.15 lakhs.

**Part C**

**ANSWER ANY FIVE:**

**5 X 10 = 50**

1. What are the major penalties under the D & A Rules?
2. Write short notes on any one of the following -
  - i. Factories Act, 1948
  - ii. Workmen's Compensation Act, 1923
3. Mention any 5 of the many important roles of Personnel Branch.
4. What are the various settlement benefits the family of a deceased Railway employee is entitled to?
5. Mention any 5 important features of MACP.
6. What are the various steps taken for promotion of Hindi in ICF?
7. What are the various benefits available under SBF?
8. What are the main functions of Time Office?
9. What are the various medical facilities available to serving and retired employees of ICF?
10. Mention the various Welfare amenities available to the employees of ICF.