

185/c

SUITABILITY WRITTEN TEST FOR THE POST OF SENIOR CLERK IN PAY BAND Rs.5200-20200+ 2800 GP.

Total Marks 100
Date of Exam : 04/12/2012.
Time : 3 Hrs.

Part A – Answer all questions . Each question carry 1 mark **50 marks**

Fill in the blanks

1. In Direct Recruitment, reservation to Physically handicapped employees is _____ % .
2. In Direct Recruitment, reservation for OBC categories is _____ % of posts.
3. The pay band and grade pay assigned to the post of Office Supdt as per VI Pay Commission Recommendation is _____ .
4. MACPS benefit for railway employees became effective from _____ .
5. Serving employees are entitled to encash their LAP upto a maximum of _____ days during the entire career.
6. The amount of Children Education Allowance that can be reimbursed under normal circumstances is Rs. _____ per month per child.
7. The leave granted to male railway servant with less than two surviving children during the confinement of his wife is called _____ .
8. The Maternity leave granted to female railway servants is _____ days maximum for a child.
9. Those employees who resign from railway service are entitled to leave encashment to the extent of _____ % of their available LAP balance.
10. Railway employees can retire voluntarily from railway service on completion of _____ years qualifying service.
11. As per Railway Services (Conduct) Rules, 1966, transactions in movable property should be intimated within _____ period from the date of transaction.
12. Transaction in movable property entered into by a railway servant should be reported to the Administration if its value exceeds _____ .
13. Rule 13 of Railway Services Conduct Rules, 1966 deals with _____ .
14. II A' privilege pass enables an employee to travel in _____ Class.
15. The current percentage of Dearness allowance payable for Railway employees is _____ %
16. Percentage of Office Supdt posts that is to be filled through LDCE selection is _____ %.
17. The bench mark required for promotion from Sr.Clerk to Office Supdt through promotion quota is _____ marks in last 3 years ACRs.
18. The bench mark required for promotion from Office Supdt to Chief Office Supdt through promotion quota is _____ marks in last 3 years ACRs.

19. In Non-Safety categories, if SC/ST candidates did not secure the qualifying marks in the written test for vacancies reserved for them, the SC/ST candidates who secure a minimum of _____ % marks can be considered for promotion on trial basis under 'Best Among Failed' Scheme.
20. If vacancies are reserved for SC/ST community in a selection, then conduct of _____ class is Mandatory before conduct of written test.
21. The penalty of Dismissal from service can be imposed only by the _____ authority.
22. DA with reference to Disciplinary and Appeal Rules is _____.
23. The Wards of railway employees who die while in service are entitled for _____ appointment.
24. The normal lower age limit for recruitment in railway service is _____ years.
25. Composite Transfer Grant admissible on retirement for shifting personal effects within the same station of less than 20 KMS is _____ of basic pay.

Part – B: Indicate whether the undermentioned statements are True or False.

26. Railway employees are eligible for encashment of LHAP at the time of their retirement if their LAP balance falls short of 300 days.
27. On one-way Inter-Railway transfer from one railway to another railway on own request, the employee is not entitled to any joining time.
28. Even for the staff who are in the lowest grade, Ex-India leave even if it is for a single day can be sanctioned only by Principal Head of the Department concerned.
29. The minimum amount of pension payable is Rs.3500.
30. New Pension Scheme is applicable to all employees who joined service on or after 01/04/2004.
31. Substitutes who have been engaged under GM's powers in ICF are granted temporary status on completion of 6 months continuous service.
32. Railway Staff College, Vadodara imparts training only to Railway Gazetted officers.
33. Recently, the minimum number of service required for applying one way Inter-Railway transfer from one railway to another is one year.
34. The normal tenure period of a Staff & Welfare Inspector is 3 years extendable by 2 more years on Administrative interest.
35. Specific Railway Board instructions are available for periodical transfer of staff holding sensitive posts.

Part c : Expand the following :

- | | |
|----------|----------|
| 36. MRVC | 37. RWF |
| 38. RDSO | 39. AWTI |
| 40. RRC | 41. ECRC |
| 42. EOL | 43. LND |
| 44. AIRF | 45. NFIR |

Cont.....

Part – D : Match the Following:

SN	Subject	Available in
46	Suspension	Pension Rules
47	Conduct Rules	IREM Vol.I
48	Gratuity	D&A Rules
49	Pay Fixation	IREC Vol.I
50	Change of Name	IREC Vol.II

Part E – Answer any 5 questions . Each question carry 10 marks 50 marks

1. Indicate the Minor Penalties and Major Penalties specified in Rule 6 of Railway Servants (Discipline and Appeal) Rules, 1968.
2. Write briefly about the various welfare amenities provided by ICF to its staff.
3. Write briefly about 'Children Education Allowance'.
4. Date of retirement : 31/12/2012.
Date of Birth : 25/12/1952
Date of appointment : 15/04/1979
Basic pay as on date of retirement : Rs.19000 + Rs.4600 GP = Rs.23600.
LAP/LHAP Balance : LAP - 302 days LHAP – 219 days.
Non Qualifying service : Nil
DA rate : 72 %
Age factor for commutation : 8.19 at 61 years of age.

Based on the above details calculate the following:

- a. Leave Encashment due to the employee as on the date of retirement.
 - b. Qualifying service
 - c. Normal pension due to the employee.
 - d. Gratuity.
 - e. Commutation.
5. Mr.T.Selvaraj is promoted from Junior Clerk in pay band Rs.5200-20200 + 1900 GP to Senior Clerk in pay band Rs.5200-20200 + 2800 GP on 12/04/2012. Fix his pay as Sr.Clerk as on the date of his promotion and from 01/07/2012 (Lower grade increment) assuming that he has exercised Option for refixation of pay from the date of lower grade increment. His pay as Junior Clerk is Rs.9750 + 1900 GP = Rs.11650.

Cont.....

6. Mrs. Shrimati has applied for Child Care Leave for a period of 30 days from 07/12/2012 to 05/01/2013. On verifying her service records it is seen that she had already availed 3 spell of CCL during the current year.
- i) In this connection draft a note to Dy.CPO duly indicating that Mrs.Shrimathi is not eligible for CCL duly giving reasons and relevant rules.
 - ii) Assuming your note has been agreed to by Dy.CPO, draft a reply letter to Mrs.Shrimathi regretting her request for grant of CCL duly indicating the reasons.
7. Write any two differences between
- i) ACP scheme and MACP scheme.
 - ii) Pay scale as per V pay Commission and Pay structure as per VI Pay Commission.
8. According to Official Language Rules, 1976 when does an employee deemed to be possessing
- (i) Proficiency in Hindi
 - (ii) Working knowledge of Hindi.
