

21/c  
89/c

**QUESTION PAPER FOR SUITABILITY TEST FOR PROMOTION AS SENIOR CLERK  
IN PAY BAND RS.5200-20200 + 2800 GP – Stores Seniority unit.**

Duration time : 3 Hours

Total Marks : 100

**Instructions:**

- i) The answers should be brief and to the point.
- ii) The candidate should not write their addresses or put their signature anywhere in the answer sheet booklet (even when asked to write draft letters etc.) except at the place especially provided for the same. They should not write to reveal their religious identity or caste etc. by writing anything or drawing any symbols in the answer booklets.
- iii) The candidate should correctly indicate their total number of pages written by them in the column provided on the top sheet of answer booklets.
- iv) Marks allotted to each questions are indicated against the respective questions.
- v) No negative marking for wrong answers to the objective type questions
- vi) Cutting, over writing, erasing, scoring of a ticked answer in multiple choice and ticking another answer and modifying the answer in any way is not permitted.

**SECTION – A**

**I ABBREVIATIONS (answer any 10)**

( 10 x 1 = 10)

- 1) RDSO 2) DBR 3) RITES 4) RWF 5) IDN 6) DOI 7) DGS & D 8) SINT 9) MRVC 10) CLW 11) RR  
12) LWB 13) CRIS 14) FOR 15) SOP

**II MATCH THE FOLLOWING**

(10 X 1 = 10)

- |   |   |                                |
|---|---|--------------------------------|
| 1) Steel items are dealt in                       | - | Ward – 35                      |
| 2) Registration of vendors is done at             | - | Release of Foreign Exchange    |
| 3) Hardware items are dealt in                    | - | Surplus item                   |
| 4) Plywood, LP sheets etc. are stocked in         | - | P3 section                     |
| 5) Items not drawn/issued for more than 24 months | - | P5 section                     |
| 6) Daily Receipt of material is entered in        | - | IRS conditions of the contract |
| 7) Electrical items are stocked in                | - | Ward – 34                      |
| 8) Imported stores                                | - | Shell                          |
| 9) Penalty for delayed supplies                   | - | Railway Board                  |
| 10) Rolling stock program                         | - | Day Book of Receipt            |

**III FILL IN THE BLANKS (answer any 10)**

(10 X 1 = 10)

- 1) Manufacturing of coaches and spare parts is done at \_\_\_\_\_ and \_\_\_\_\_.
- 2) \_\_\_\_\_ is the amount taken from the tenderer to confirm the earnestness.
- 3) Recoupment is made on \_\_\_\_\_.
- 4) For \_\_\_\_\_ category of items, Accounts vetting is not required.
- 5) In \_\_\_\_\_ system the materials are reviewed one time in a year during contract period.
- 6) \_\_\_\_\_ stores are received from different consignees.
- 7) The charges levied for detention of any rolling stock after free time is called \_\_\_\_\_.
- 8) If rejection is not cleared within 21 days \_\_\_\_\_ will be levied.
- 9) \_\_\_\_\_ will be imposed for belated supplies.
- 10) Method of issues for shelf life item is \_\_\_\_\_.
- 11) Direct Acceptance level of Dy.CMM is \_\_\_\_\_.
- 12) Minimum time limit for opening OT is \_\_\_\_\_.

(10 X 1 = 10)

IV TRUE OR FALSE (answer any 10)

- 1) CMM heads the stores department (True/False)
- 2) SWR's headquarters is Hubli (True/False)
- 3) WR's headquarters is Mumbai (True/False)
- 4) Direct Acceptance Level of AMM is Rs.2 Lakhs (True/False)
- 5) P.O. is released in IREPS (True/False)
- 6) Receipt Note is issued in 6 copies (True/False)
- 7) Cash award is given for p . . . Probodh exam (True/False)
- 8) Issue Note is prepared in 5 copies (True/False)
- 9) CRB is the head of Railway Board (True/False)
- 10) Scrap is returned on S-1539 (True/False)
- 11) Receipt is taken in RR Register (True/False)
- 12) M&P items are procured in Furnishing (True/False)

V ANSWER THE FOLLOWING IN ONE WORD/PHRASE (any 10)

(10 X 1 = 10)

- 1) Who is incharge of Depot?
- 2) Expand DRM?
- 3) What is demand?
- 4) Under which demand Stores Budget is presented?
- 5) Expand UL and PL ?
- 6) What is the target of ICF for 2015-16?
- 7) Who is in charge of Furnishing production?
- 8) Who approves invitation of tenders above 15 Lakhs?
- 9) What is SLT?
- 10) What is obsolete item ?
- 11) Expand PR?
- 12) In which voucher consumable items are issued?

SECTION – B

ANSWER ANY 5 OF THE FOLLOWING QUESTIONS (ALL QUESTIONS CARRY EQUAL MARKS)

(5 x10 =50)

- i) What is the roll of receipt branch? Explain in detail.
- ii) Explain how Scrap is disposed off in ICF?
- iii) What are all the post contract correspondence? Discuss.
- iv) What are all the course of action from demand registration to release of PO?
- v) How vendor registration is done in ICF?
- vi) How M&P is procured in ICF?
- vii) Draw and discuss the stores organisation at Gazetted Level in ICF?
- viii) Which are the three regions as per the provisions in the Official Language Rules and What are the states under these regions?