

25/c

**Written examination for promotion as Senior Clerk in
Stores Department on 03.07.2013.**

Duration : 90 minutes

Total Marks-50

General instructions:

- a) The answers should be brief and to the point.
- b) The candidates should not write their names/addresses or put their signature anywhere in the answer booklet except the place provided for the same. They should not try to reveal their religious identity or caste etc. by writing anything or drawing symbols in the answer booklets.
- c) The candidates should correctly indicate the total no of pages written by them in the column provided on the top sheet of the answer booklet.
- d) Marks allotted to each question are indicated against each respective question.

SECTION-A

1) Expand the following:

(10 x 1 = 10)

- a) IDN
- b) RRB
- c) SAIL
- d) PAC
- e) PM
- f) VAT
- g) GD
- h) PPRC
- i) AES
- j) FT

2) Fill in the blanks:

(5 x 1 = 5)

- a) Steel is being procured in section.
- b) COS is head of department.
- c) Unit for litre is
- d) Returned stores are handed over through voucher.
- e) Local purchase can be done up to Rs.....

3) Match the following:

(5 x 1 = 5)

- | | |
|-------------|---------------------|
| a) SMM | P5 |
| b) SOP | Bills passing |
| c) Hardware | 5 lakh |
| d) IREPS | Delegation of power |
| e) Accounts | E-tender |

4) Choose the correct answer:

(5 x 1 = 5)

- a) Direct acceptance power of AMM is (2 lakh , 5lakh ,10 lakh)
- b) UI no has (12 digits, 14 digits, 8 digits)
- c) Finance vetting not necessary for P.O value (safety items) up to (2 lakh, 4 lakh, 8 lakh)
- d) LD can be levied up to a maximum of (10%, 5%, 2%)
- e) Shoes are being procured in (P5, P4, P1 section)

SECTION-B

5) Write any five (answer not more than 60 words): (5 x 5 = 25)

- a) Major checks to be made on receipt of Non stock indents.
- b) What is check digit? How it is arrived at?
- c) Differentiate between PL and LD.
- d) List any 10 major data provided in P.O .
- e) Short description of any 10 stock item of ICF .
- f) Write briefly about purchase activities through IREPS.
- g) Describe the process of vendor registration.
- h) Describe processes involved

from receipt of material up to issue of R-Note.

Or

from receipt of demand to issue of Purchase Order.