

-188/10

Written Examination for promotion as Senior Clerk in pay band ₹ 5200-20200 + ₹ 2800 GP in Stores Department.

Duration- 60 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 (even when asked to write draft letters etc.) except at the place especially 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 the respective question.

SECTION – A

I **Expand the following:**

(10 X 1 = 10)

- i) DBR
- ii) RITES
- iii) RDSO
- iv) DGS & D
- v) PM
- vi) VAT
- vii) LD
- viii) PPRC
- ix) AES
- x) DT

II **Fill in the blanks:**

(5 X 1 = 5)

- i) Electrode is being procured in _____ section.
- ii) PHOD of Stores department is _____.
- iii) At ICF, procurement is being done through _____.
- iv) Unit for KG is _____.
- v) Scrap items are handed over in _____ voucher.

III **Match the following:** (5 X 1 = 5)

- | | | | |
|------|----------|---|-------------------|
| i) | AMM | - | P-6 |
| ii) | RDSO | - | Vetting |
| iii) | Paint | - | 2 Lakh |
| iv) | RITES | - | Lucknow |
| v) | Accounts | - | Inspection Agency |

IV **Choose the correct Answer:** (5 X 1 = 5)

- i) Direct acceptance power of JAG level (2 lakh, 5 Lakh, 10 Lakh)
- ii) Free time allowed for removal of rejected materials is (7 days, 14 days, 21 days)
- iii) Finance vetting is necessary for P.O. value (ordinary) from (2 Lakh, 4 Lakh, 8 Lakh)
- iv) Free time allowed for scrap delivery (for value below 3 lakh) is up to (10 days, 25 days, 40 days)
- v) Steel Sheets & Plates are being procured in (P1 section, P2 section, P3 section)

SECTION - B

V **Attempt any Five of the following: (Answer should not exceed 60 words) (5 X 5 = 25)**

- i) Describe the major process involved in the issue of purchase order from the time of receipt of demand.
- ii) Due to urgency, the delivery of an item has to be advanced. Put up a note to the section in charge.
- iii) Put up a note for scrapping the rejected materials where the final reminder has already been issued.
- iv) What are the important data furnished in a receipt note?
- v) Write short description of any 10 items being procured at ICF .
- vi) Write briefly about the activities of Stores department at ICF.