

SOUTHERN RAILWAY

Time: 3 Hours
Max Marks – 100
Date: 27.03.2014

Selection for the post of Chief Staff & Welfare Inspector in Pay Band Rs.9300-34800 with Grade Pay Rs.4600/- against 20% LDCE Quota.

General Instructions:

- 1) The question paper consist of two sections namely Part-A and Part-B.
- 2) Answer all questions in Part-A and five questions in Part-B
- 3) Each question in Part-A carry one mark and in Part-B – ten marks.
- 4) Maximum time allowed is three hours.
- 5) Answer should be written only in Answer Booklet.
- 6) Use of Calculators, Cell Phones and other Electronic items are prohibited.

PART – A

Answer all questions

Each question carry 1 mark

a) Fill in the blanks:

(20 × 1 = 20)

- 1) A file should have a title consisting of _____ and _____
- 2) The Medical classification of a Loco Inspector is _____
- 3) Appeal against Medical Examination can be made by the new recruits within a period of _____ and an employee within _____

- 4) After the implementations of the provisions of _____ Act, all the medically unfit/de-categorized employees should be absorbed only in equivalent grades.
- 5) The limited Currency Register is maintained by the Personnel Officer to keep the accounts of _____
- 6) A widow can retain the Railway Quarters up to _____ on normal rent and for _____ at double the rent.
- 7) The settlement pass is valid for _____ months.
- 8) The quantum of DCRG payable for a widow of a Railway Servant who had rendered 6 Years of service is _____ months.
- 9) For Officers, the Leave Account is maintained by _____
- 10) PNM is conducted in Workshops once in _____
- 11) Any representation against fixation of seniority should be made within _____ from the date of publication of Seniority List.
- 12) The % of re-imbusement available for the RELHS beneficiaries is _____
- 13) As per Factories Act, a child means a person less than _____ years of age.
- 14) The ceiling of wages of workmen for the purpose of WCA is Rs. _____
- 15) Schedule III of WCA deals with _____
- 16) An agreement reached in the negotiation between parties while the dispute is pending in anyone of the compulsory adjudicatory authorities is called _____
- 17) The best wage is _____

18) Hindi day is celebrated on _____

19) The Hindi Language is in _____ Script.

20) The classification of Zone if the minimum temperature during the coldest month is $> 16.7^{\circ}\text{C}$ is _____

b) Say True or False:

(20 x 1 = 20)

- 1) Hours of employment includes recognized intervals.
- 2) HOER is not applicable to Workshop Staff.
- 3) An employee cannot be medically de-categorized on the basis of his diabetic condition.
- 4) A Jr. Clerk is eligible for Auto fare for journeys on tour.
- 5) Widows are not eligible for Fixed Medical Allowance.
- 6) A widow mother-in-law can be included in the Pass A/c of a female Railway employee who was appointed on Compassionate Grounds even if her father is alive.
- 7) Officers availing a short period of leave at the out station (on duty) can use their Metal Passes for their return journey.
- 8) In emergencies PTOs can be cancelled and credited in to the employee's Pass Account.
- 9) In a Transfer Pass, father and mother can be included.
- 10) A serving employee can join the RELHS after his retirement.
- 11) After the death of a widow, Family Pension is paid to the sons first even if they are younger to daughters.
- 12) Study Leave is permissible for both Gazetted and Non-Gazetted Staff.

- 13) The period of Study Leave will not earn any leave.
- 14) In all the cases of Administrative Transfer of Office Bearers of Recognized Trade Unions, notice is compulsory.
- 15) Under WCA the claimant is liable to prove that the injury was caused by an accident arising out and in the course of employment.
- 16) A single employee's dispute taken by a Union representative with a common interest is not an Industrial Dispute.
- 17) A lockout declared consequent of an illegal strike is a legal lock out.
- 18) Settlement award means the orders of Labour Court/Industrial Tribunal.
- 19) The minimum wages are fixed by the State Government.
- 20) The order of Languages used in the Name/Notice Boards:-
- i) Regional Language
 - ii) English
 - iii) Hindi

c) Expand the following

(10 x 1 = 10)

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|--------------|------------|
| (1) CO7 | (6) PFRDA |
| (2) CIRM | (7) TOLIC |
| (3) LARSGESS | (8) PREM |
| (4) HPCA | (9) PRIME |
| (5) NDCPS | (10) AFRES |

PART – B**Answer any 5 questions****Each question carry 10 marks**

1. Write down the Principles involved in writing an Ideal "NOTE"? **(10)**

2. According to Right to Information Act:
 - a) What is the Right to information? **(2)**
 - b) What are the obligations on the part of Public Authorities? **(4)**
 - c) How the request for information is processed and disposed? **(4)**

3.
 - a) What is collective bargaining? **(4)**
 - b) Write down the Principles involved in the collective bargaining? **(4)**
 - c) What are the various types of collective bargaining? **(2)**

4.
 - a) What are the documents coming under Section 3(3) of the Official Languages Act – 1963. **(4)**
 - b) In terms of Official Language Rules, who are all the employees who can be classified as **(6)**
 - i. "having proficiency in Hindi"
 - ii. "deemed to have acquired working knowledge of Hindi"

5.
 - a) What is meant by Manpower Planning? **(4)**
 - b) What are the objectives and benefits of Manpower Planning? **(6)**

6. a.c) What are the circumstances under which the wards of Railway employees can be appointed on Compassionate Grounds? **(4)**
- b) Briefly mention the rules and procedures involved in appointing a candidate on Compassionate Grounds? **(6)**
7. Define the following (**each sub-division carries 2 marks**) :-
- a) Substantive Pay
 - b) Presumptive Pay
 - c) Personal Pay
 - d) Cadre
 - e) Lien.
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