

Southern Railway

Time 3 hours

Date of exam: 03.11.2012 Max. marks 100

**Selection for the post of Office Superintendent in Pay Band Rs.
9300-34800 GP Rs. 4200 against 20% LDCE quota.**

The question paper consists of two parts. Part - 1 is objective and part - 2 is descriptive.

The objective type questions are to be answered in the OMR sheets provided. Each answer is to be rounded in the OMR sheet using blue or black ball point pen.

There are 8 boxes available for writing your roll number. However the roll numbers allotted are only 3 numbers. Hence the roll no may be written in the box provided as under:

"00000748"

Please do not write your name or designation in the OMR sheet. Writing of your name or designation or making any symbols in the OMR sheet may lead to your disqualification and your answers will not be evaluated.

Separate answer book will be provided for writing the answers for descriptive questions.

Please write your name, designation, office etc only in the fly leaf available in the answer paper. Please do not write your name or make any symbols anywhere in the answer book. This may lead to your disqualification.

The question paper contains 7 pages.

PART 1

Objective Type Questions: Answer only 50 questions in the OMR sheet provided. Each question carries 1(one)mark.

1. Commissioner of Railway Safety is from -----Ministry.
1. Textile 2. Railways 3. Civil Aviation 4. Home
2. Of the total vacancies notified for direct recruitment -----% of vacancies are reserved for handicapped persons.
1. 3 2. 5 3. 1 4. 4
3. Service records of gazetted officers are maintained by
1. Accounts Dept 2. Personnel Dept 3. Railway Board. 4. Concerned Dept.
4. Rs. ----- is the charge allowance for adhoc JAG officers.
1. Rs. 1500 2. Rs.1800 3.Rs.1000 4. Rs.2000
5. To avail cash in lieu of LAP upto 10 days along with privilege pass -----days of LAP is required to be availed.
1. 10 days 2.2 days 3.5 days 4. 1 day.
6. Study leave is sanctioned upto -----months at a time.
1. 12 months 2.24 months 3.36 months 3. 6 months.
7. SF 3 is used for
1. Suspension 2. Appt of inquiry Officer 3.Major penalty 4.None of these.
8. Scholar pass is limited to ----- sets in a academic year.
1. 3 2. 6 3.4 4. 1
9. Under RTI first appeal is to disposed off with in -----days.
1. 80 2. 90 3.120 4. 30
10. The time limit for disposal of 2nd appeal by CIC is.
1. 120 days 2.90 days 3.45 days 4. No time limit.

11. Maximum child care leave that can be granted is
1. 360 days 2. 720 days 3. 600 days 4. 180 days.
12. The medical classification of trackman is
1. B1 2. A3 3. B2 4. C1
13. The medical classification of Gatekeeper is
1. B2 2. A3 3. A1 4. B1.
14. Maximum DCRG at the time of superannuation is
1. 3.5 laks 2. 5 laks 3. 7.5 laks 4. 10 laks
15. The existing percentage of commutation is
1. 33.3% 2. 35% 3. 60% 4. 40%
16. How many Hindicourses are prescribed for the Railway employees?
1. 3 2. 5 3. 2 4. 1
17. Rate contract is normally fixed by
1. RDSO 2. COS 3. Rly.Board 4. DGS&D
18. The Chairman of headquarters PNM is
1. GM 2. AGM 3. CRB 4. CPO
19. The payment of wages act 1936 was amended in
1. 1956. 2. 1965. 3. 1957 4. 1963
20. D&A Rules 1968 came into effect from
1. 1.10.68 2. 1.1.68 3. 1.4.68 4. 1.7.68
21. Rule ----- lists out the punishments under DAR.
1. 6 2. 7 3. 4 4. 10
22. Suspension of an employee should be reviewed before expiry of -----days
1. 20 days 2. 90 days 3. 60 days 4. 120 days

23. Conduct Rule -----deals with acquiring of immovable properties
1. 18 2. 12 3.16 4. 13
24. Conduct Rule-----deals with connection with press or radio
1 8(2) 2.7 3.4 4. 3(1)
25. The head of zonal Railway vigilance organisation is
1. SDGM 2. CPO 3.AGM 4. GM
26. Substitutes are engaged with the personal approval of
1. GM 2. CRB 3.AGM 4. CPO
27. For payment of HRA cities are classified as:
1. A,B,C,D 2. A1, A, B1,C 3. A,B,C 4. X,Y,Z
28. -----% of money value is credited to the vacancy bank of workshop for the posts surrendered.
1. 50% 2, 25% 3. 75% 4. 0%
29. -----% of sanctioned strength are to be surrendered every year under MPP
1. 1% 2. 1.5% 3. 3% 4. 2%
30. Posts in safety categories can be created on -----basis
1. 1:1 2.1:1.5 3. 1:2 4. 1: 0.5
31. Standard hours of duty for "continuous" classification is
1. 48 hours 2.60 hours 3.54 hours 4. 42 hours
32. The justification for the post of PWI is examined on the basis of:
1. I.T. KM 2. N.T.KM 3.E.T.KM 4. G.T. KM
33. Exempted information is listed in Rule-----of RTI Act:
1. Sec 8(1) 2.Sec 11 3. Sec 13 4. Sec 6
34. Appropriation Accounts statements are prepared for presentation to:
1. CAG 2. Public Accounts Committee 3.Ministry of Finance 4.Rly. Board

35. Funds for two successive years are asked through Budgetary Review namely:
1. August Review
 2. Final Review
 3. Revised Estimate & Budget Estimate
 4. Final Modification.
36. -----% of vacancies are reserved for OBC in promotion:
1. 3%
 2. 6%
 3. 7.5%
 4. 0%
37. Track renewals comes under plan head-----
1. 31
 2. 16
 3. 14
 4. 19
38. DAR Rule----- deals with right to submit petitions to President:
1. 31
 2. 25
 3. 24
 4. 28
39. The operating ratio of S.Rly for the year 2011-12 was:
1. 120.29%
 2. ~~120%~~ ^{122.55%}
 3. 130%
 4. 98%
40. M&P comes under plan head:
1. 41
 2. 43
 3. 44
 4. 42
41. The total route Kms in S.Rly is:
1. 4994 kms
 2. 4230 kms
 3. 4400 kms
 4. 6800 kms.
42. The panel for promotion from Group 'C' to Group 'B' will be approved by:
1. GM
 2. AGM
 3. CPO
 4. MS
43. PL no. is a kind of :
1. Fully Significant Code
 2. Semi Significant Code
 3. Non-significant code
 4. None of the above.
44. PO no. consists of digits :
1. 8
 2. 12
 3. 14
 4. 10
45. Track fittings are purchased by:
1. Stores Dept
 2. Engg Dept
 3. Mech. Dept
 4. Traffic Dept.

46. Rule -----of IREC Voll deals with alteration of recorded date of birth:
1. 225 2. 226 3.237 4. 240
47. Member staff is eligible for -----sets of privilege pass in a year:
1. 6 sets 2. 8 sets 3. 10 sets 4. 12 sets.
48. GM is entitled for -----metal pass:
1. Gold 2. Silver 3. Platinum 4. Bronze
49. The recovery period for scooter advance is :
1. 150 months 2.180 months 3.100 months 4. 90 months
50. NPA is granted to :
1. Doctors 2. Running Staff. 3. Civil Engineers 4. Artizans

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PART -B

Descriptive type questions

Total Marks 50.

Answer only 10 questions in the answer paper provided. All questions carry equal marks. Please do not write your name, designation, etc., anywhere in the answer book except in the fly leaf provided. Any deviation will lead to disqualification and your answer paper will not be evaluated.

1. What do you mean by "referencing" and "cross referencing" which terms are used in maintaining a correspondence file?
2. What procedure are to be followed in ordering the transfer of an office bearer of a recognized trade union?
3. Describe the procedure for tender opening.
4. Describe in brief "Earnest money deposit" and "Security deposit". Why is it required & when is it required.
5. What are the permissible deductions from the salary bill? What are the accompaniments of a salary bill of non-gazetted staff?
6. Write a draft D.O letter to Chairman, RRB from CPO requesting for filling up of the direct recruitment quota vacancies for which indents were placed in Jan.2012.
7. List out the documents to be issued bi-lingually under Section 3(3) of the Official Languages Act 1963.
8. What are the cases where Regional Language, Hindi and English are to be used?
9. What are interest bearing advances? Explain the maximum amount admissible and recovery of any four such advances.

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10. Please indicate the formulae for calculation of the following:
 1. Average emoluments'
 2. Pension
 3. DCRG
 4. Cash equivalent of leave salary.
- 11.. Briefly explain the various allowances for Running Staff.
- 12..Write short notes on:
 1. Payment of wages Act.
 2. Workmen's Compensation Act.
 3. The incentives scheme on Railway workshop.
 4. Job-analysis.
13. List out any five exempted information under Section 8(1) of RTI Act 2005.
- 14.. Write short notes on:
 1. Schedule of powers.
 2. Prime and AFRES.
 3. Vacany Bank.
 4. LARSGESS
15. Under what circumstances Special Passes are issued.
16. State the special privileges granted to SC/ST employees in Railways.
17. Write short notes on:
 1. Rules for retention of quarters. 2. Leave not due.
18. Explain the difference in the following:
 1. Hospital leave & paternity leave 2. Excluded Category & Continuous.

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