

WRITTEN EXAMINATION FOR THE POST OF SENIOR CLERK IN LEVEL 5 (PB I GP 2800) IN PERSONNEL DEPARTMENT

- Note: 1. **Solve any 5 out of question No. 1 to 7. Question No. 8 to 11 are compulsory**
2. Candidates should write their name, roll no. only on the fly leaf. Candidates should not write their names, initials. Designation, signature, address or any identification anywhere in the answer paper. Also they should not draw any symbol, sign or anything such as 'OM, HARI OM, SHRI GANESHAYA NAMAHA, SHRI SWAMI SAMARTH' etc. on the answer sheet, otherwise such act will disqualify them from the selection.
  3. Every new question should start from a fresh page & all the sub-parts of a question should be attempted together.
  4. Any type of correction in the answers of objective type of questions (i.e cutting, overwriting, erasing, modifying the answer in any way) is not allowed. Such answers will not be evaluated.
  5. Unused pages of answer sheet should be crossed.
  6. Mobiles, pagers, calculators etc. are not allowed in the examination hall, otherwise the candidate will be debarred from attempting the exam.

- Q. 1 Explain in detail the duties of a paysheet clerk and what precautions are expected from a paysheet clerk while preparation of paysheet and maintenance of service register & leave account. (10)
- Q. 2 Explain the procedure of imposition of Major Penalty charge Memorandum (10)
- Q.3 Explain in brief various types of leave granted to Rly. Employee. (10)
- Q.4 Explain in brief various types of passes issued to Rly Employee. (10)
- Q.5 As per Official language rules, India is divided into how many regions? Name the states included in these regions. (10)
- Q.6 Explain in detail, the Payment of Wages Act (10)
- Q.7 Write in brief about PNM & JCM. How does it function on different levels in Indian Railway? (10)
- Q.8 Write short notes on any four of the following (4 X 5 = 20)
1. Employees Compensation Act
  2. Payment of Gratuity / DCRG
  3. RTI Act
  4. New Pension Scheme
  5. MACPS
  6. Minor penalty



Q.9.

(A) Answer the following .

1. Under D & A Rules , what is the SF - 2 used for ? *Deemed suspension*
2. Under D & A Rules , what is the SF - 6 used for ? *Refusal of documents*
3. How many No. of Privilege passes are admissible in a year to a non-gazetted Railway employee ? *Less than 5 yrs service - 1 , and above - 3 set .*
4. For miscarriage including abortion, what period of miscarriage leave may be granted? *45 days*
5. To whom MACP is not applicable ? *Organised Gr 'A'*

(B) Fill in the blanks:

1. In cases where both husband and wife are Railway Servants, School passes s be allowed against the account of *Either of both.*
2. A Railway employee shall be granted APL for a continuous period not exceeding *Six months . 180 days.*
3. Railway Services Conduct Rule No. 21 is regarding *Two wives.*
4. The Level 7 is for GP 4600/- as per 7<sup>th</sup> CPC .
5. MACPS was implemented w.e.f. 1.9.2008

Q.10. Give full forms of the following

1. CIC *Chief Information Commissioner*
2. IPAS *Integral payroll and Accounting system.*
3. IRISSET *Indian Railway Institute of Signal Eng and Telecommunications .*
4. CONCOR *Container Corporation of India Ltd.*
5. RDSO *Research, Design and Standards Organisation .*
6. DOPT *Dept of Personnel and Training.*
7. AIRF *All India Railwaymen's Federation*
8. LARSGESS *Liberal Active retirement scheme for favoured employees of safety staff.*
9. LDCE *Limited dept Com. Examinations*
10. NFIR *National Federation of Indian Railwaymen.*

Q.11. State True or False

1. Minimum pay in the 7<sup>th</sup> CPC is Rs. 18000/- *T*
2. Maximum DCRG is Rs. 25 lakh *F*
3. PBR (Post Based Roster) is not applicable for cadre having a single post *T*
4. Rule - 9 of Railway servants (D&A) Rules , 1968 is about procedure of imposition of Minor Penalty *F*
5. GM is the head of Zonal Railway Vigilance Organization *F*
6. 3% of vacancies are reserved for OBC in promotion *F*
7. Suspension is a punishment under D & A Rules *F*
8. Minimum educational qualification for appointment in Railways as a peon is VIIIth pass. *F*
9. Minimum 2 years service in Gr. 'D' is essential for appearing selection of Jr. Clerk against 16 <sup>2</sup>/<sub>3</sub>% departmental quota . *T*
10. Post based roster is applicable when the sanctioned strength is 13. *F*

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