

SOUTHERN RAILWAY

Question paper for selection to the post of Sr. Clerk in Pay Matrix Level 5 in HQPB unit held on 28.09.2018

Time: 3 hours

Total Marks 100

Instructions to the candidate:

1. Ensure the answer sheet is having 12 pages with the office seal and sign of the conducting officer on the right top corner on each paper.
2. Write all the answers only in answer sheets.
3. Answer any 10 questions out of the 11 and the marks for each of the question is given.
4. Use only blue or black pens and no other colours and write legibly to avoid losing any marks.
5. Don't attempt part (a) of one question and part (b) of another question and that leads to non-correction of the second part.
6. Don't overwrite or erase of any portion of your answer.
7. Don't write your name or any symbol in any part of the answer sheets (except the place provided in the fly leaf) which will make the candidature ineligible for the exam and the answer sheet will not be evaluated.
8. No calculators or any form of electronic gadgets are allowed during the examination time.

Q.No.1 Say True or false

(Marks – 10)

1. A Single file contains two parts, namely the correspondence portion on the left hand side and noting portion on the right hand side.
2. Group 'A' officers are recruited through Railway Board and are placed in various organised services of the Railways such as IRPS, IRTS, IRAS, IRSE, IRSME, IRSS, IRSSE, IRSEE, IRMS etc.
3. The maximum of CCL that can be availed by any women employee in their entire service is 5 years.
4. Railway Recruitment Board makes majority of the recruitment to Group 'C' in initial grades and against direct recruitment quota vacancies.
5. Reservation is followed for recruitment of SC, ST and OBC candidates against 15%, 7.5% and 27% vacancies
6. Candidates recruited by RRB are sent for medical examination before directing them for job or training.
7. PTO means- An authority issued in favour of a Railway servant to be exchanged for a passenger ticket on payment of $1/3^{10}$ of the actual fare
8. Female railway servants, with less than two surviving children, on adoption of a child, granted leave upto 180 days as Child Adoption Leave.
9. In terms of Rule 9 of Railway Services (Conduct) Rules, 1966, no railway servant shall speak or write either in his name or otherwise any matter that has the effect of criticising the Government and its policies, which is capable of embarrassing the relation between Central and State Government and foreign States
10. In terms of Rule 13 A of Railway Services (Conduct) Rules, 1966, Giving or taking or demanding dowry is not prohibited.

Q.No.II Expand the following:

(Marks – 10)

1. LDCE
2. MACP
3. LHAP
4. SBF
5. PFA
6. ICF
7. ADRM
8. CAT
9. PCMM
10. MAS

Q.No.III Fill up the blanks

(10 Marks)

1. As per the recommendations of Mandal Commission, _____ % of Direct Recruitment Quota vacancies in posts under the Government of India are reserved for other backward classes with effect from 8.9.1993.
2. _____ means- An authority issued in favour of a Railway servant to be exchanged for a passenger ticket on payment of 1/3rd of the actual fare.
3. Joining time of _____ days on account of transfer on administrative ground is admissible provided if change of residence is involved with reference to the distance between old and new station is more than 1000 kms.
4. You have been promoted to as Sr.Clerk w.e.f 05.10.2018. Your next annual increment will be sanctioned from _____.
5. Mr.X, Ch.OS is retiring on 31.12.2018 after putting of 28 years of service. He will be eligible for _____ sets of PRCP for the year 2019.
6. Mr. Babu working as OS has been issued with a SF 11 on 20.02.2018. He has to submit the explanation within _____ days or before _____ (date) to the DA.
7. _____ days of CL is allowed for a Junior Clerk in administrative office.
8. Panel for the post of OS selected through 20% LDCE is valid for _____ years.
9. Money value of the posts surrendered in HQrs is credited to _____.

Q.No.IV Choose the correct answer

(10 Marks)

1. A male railway servant is eligible for paternity leave for
(a) 5 days (b) 7 days (c) 15 days (d) 180 days
2. Single set of Privilege Pass is valid for
(a) 2 months (b) 3 months (c) 4 months (d) 5 months
3. Non Practicing Allowance is granted to
(a) Running Staff (b) Staff Nurse (c) Station Master (d) Doctors
4. AGM is eligible for
(a) Bronze pass (b) Gold pass (c) Silver Pass (d) Platinum Pass
5. Min. qualifying marks in the written test for SC/ST candidates in a safety category
(a) 60 % (b) 50 % (c) 35 % (d) 20%

6. All employees has to serve for a minimum of _____ months for confirmation to the post.
 (a) 12 (b) 48 (c) 36 (d) 24
7. Gratuity will be sanctioned only for the maxi. Of _____ years despite the employee serve for 40 years
 (a) 20 years (b) 40 years (c) 33 years (d) 10 years
8. Vacancy Bank is maintained in
 (a) Rly Board (b) Zonal Railways (c) Divisional level (d) In all the 3 places
9. Creation of additional posts required with matching surrender of
 (a) 1:1.25 basis (b) 1:1.5 basis (c) 1:2 basis (d) 1:1 basis
10. No. of LAP credited in advance on 1st of Jan and 1st of July every year
 (a) 30 days (b) 7 days (c) 15 days (d) 50 days

Q.No.V

Match the following

(Marks – 10)

Sl. No.	A	B
1	Central Railway.	Kapurthala
2	West Central Railway	Lucknow
3	South Eastern Railway	Alahabad
4	East Coast Railway	Kolkatta
5	RDSO	Yelahanka
6	South Western Railway	Mumbai
7	Rail Wheel Factory	Hajipur
8	Central organisation for Railway Electrification.	Bhubaneswar
9	Rail Coach Factory	Hubballi
10	East Central Railway	Jabalpur

Q.No.VI

Write an essay on any one of the following: -

(Marks:10)

- (a) Swatch Bharath – explain what is your contribution in our goal of clean Railways
 (b) Organic food is good and the future revolution against poisonous chemicals.
 (c) Planting of more trees by every one of us will yield more rain in future. Do you agree or disagree? Are we planning for the maintenance of water tables for the next generation?

Q.No.VII

Explain in brief on any 5 of the following:

(Marks 5 X 2 = 10)

1. CCL 2. LND 3. Card Pass
 4. Family Pension 5. ZRTI 6. PNM

Q.No.VIII

WRITE ANY ONE OF THE FOLLOWING LETTER

(10 Marks)

1. Write an application for allotment of Holiday Home at Kanniakumari for you r family stay from 6/6/2015 to 8/6/2015 to DPO/TVG.

(or)

2. Write a note to the Ch.OS in-charge of Stores in your department to supply the following materials. Paper – 500; Paker – 2; Stapler – 2; Stapler Pin – 2 pkts; and Wrapper – 50.

No.IX Write Short Notes on any two of the following :- (Marks 10)

1. Minor Penalties
2. Subsistence allowance
3. Holiday Camps

Q.No.X. Explain in detail in not more than 200 words on any of the 2 of the following: (Marks 2 X 5 = 10)

1. Major Penalties
2. Welfare Measures
3. CCL
4. Cheque Pass

Q.No.XI. Answer any two Questions on Official Language: (Marks 2 X 5 = 10)

1. What are the states coming under Region "C" as per the provisions made in the Official language Rules.
2. How many languages are enlisted in the VIII Schedule of Indian Constitution and name any five languages included in the VIII Schedule of the Constitution.
3. What are the Hindi Examination conducted by Department of Official Language, in Ministry of Home Affairs.