

Question paper for the post of Steno II in Level 4 (PB-I Rs. 2400 GP) of Pune Division
 पुणे मंडल में लेवल 4 (पीबी I 2400 ग्रेड पे) में आशुलिपिक - II के पद के लिये प्रश्नपत्रिका

Time : 3 Hrs

Date :

Marks : 100

- Note: 1. All questions are to be attempted
हर प्रश्न का उत्तर देना अनिवार्य है
2. Unused pages of answer sheet should be crossed.
उपयोग में न लाये गये कागजोंको X करे
3. Mobiles , pagers , calculators etc. are not allowed in the examination hall ,
otherwise the candidate will be debarred from attempting the exam.
मोबाईल , पेजर , कैल्क्युलेटर आदि का प्रयोग ना करे अन्यथा परिक्षार्थी को परिक्षाकेन्द्र से
बाहर निकाल दिया जायेगा
4. Do not write name designation or any kind of signs i.e Om , Sri Ganeeahay etc.
Except answers nothing should be written in the answer sheet.
उत्तरोंके अलावा उत्तर पत्रिका में कुछ भी ना लिखे.

Q.1	Write full form of the following / निम्नलिखित का पूर्ण रूप लिखें	15
1	APAR	
2	HOER	
3	DRUCE	
4	IEM	
5	SBF	
6	ZRTI	
7	SOPGEN	
8	FA&CAO	
9	CRB	
10	JCM	
11	RELHS	
12	HBA	
13	W.C.Act	
14	PTO	
15	IRCTC	

Q.2	Write opposite words of the following. अंग्रेजी में विलोम शब्द लिखें	5
1.	Legal	
2.	Multiply	
3.	Dark	
4.	Good	
5.	Ugly	

Q.3	Translate in English / अंग्रेजी में भाषांतर करें	5
1.	भ्रष्टाचार	
2.	वेतनवृद्धि	
3.	चयन	
4.	बेरोजगारी	
5.	संस्कृती	

Q.4	Match the following / निम्न लिखित की जोड़ी लगाएं	15
1	SF - 1	Manohar Parrikar
2	SF - 4	Arun Jaitley
3	ECR	Secunderabad
4	WCR	Suresh Prabhu
5	CR	Appointment of Enquiry officer
6	NWR	Order of Suspension
7	Stenographer	Is not a penalty
8	Vice President of India	Allahabad
9	SF - 7	Shorthand
10	SCR	Order of revocation
11	NCR	Mumbai
12	Suspension	Jabalpur
13	Finance Minister of India	Jaipur
14	Railway Minister of India	Hajipur
15	Defence Minister of India	Mohammad Hamid Ansari

Q.5	Fill in the blanks from the choices अंग्रेजी में योग्य शब्द का प्रयोग कर के वाक्य पूर्ण करें	5
1.	The water is _____ hot to drink a) too b) two c) to	
2.	The crime was _____ during the night a) done b) performed c) committed	
3.	I congratulate him _____ his success a) on b) at c) for	
4.	The _____ of local trains has increased a) fair b) fire c) fare	
5.	All the office staff _____ let in the office a) comb b) came c) come	

Q.6	Make sentence using the following words. निम्न अंग्रेजी शब्दोंका का प्रयोग करके वाक्य बनाएं	5
1.	Procedure	
2.	Division	
3.	Verification	
4.	Acceptance	
5.	Sanction	

Q.7	Define PNM , JCM and PREM . Explain in detail about its functioning पी.एन.एम , जे.सी.एम तथा पी.आर.इ.एम. के बारेमें विस्तृत जानकारी दें	15
Q.8	Explain the procedure followed for imposition of Major Penalty बडी शास्ती अधीरोपण (लागू करने) की पध्दती स्पष्ट करें	15
Q.9	Describe different kinds of leaves a Railway employee gets . Explain in brief . रेल कर्मचारीयों कों दी जानेवाली विभिन्न छुट्टीयों के बारे में विस्तृत जानकारी दें OR / अथवा राजभाषा अधिनियम के अंतर्गत क, ख, ग क्षेत्र में आनेवाले विभिन्न राज्यों का ब्योरा दें ।	10
Q.10	Explain in detail regarding different kinds of passes issued to Railway Employees . रेल कर्मचारीयों कों जारी किये जानेवाले विभिन्न प्रकार के पास के बारे में विस्तृत जानकारी दें	10

ANSWER KEY OF QUESTION PAPER FOR THE POST OF STENO II

Q.1	Write full form of the following :
1.	APAR - Annual Performance Appraisal Report
2.	HOER - Hours of Employment Regulation
3.	DRUCC - Divisional Railway Users Consultative Committee
4.	IREM - Indian Railways Establishment Manual
5.	SBF - Staff Benefit Fund
6.	ZRTI - Zonal Railway Training Institute
7.	SOPGEN - Schedule of Powers in General Matters
8.	FA & CAO - Finance ^{Financial} Adviser & Chief Accounts Officer
9.	CRB - Chairman of Railway Board
10.	JCM - Joint Consultative Machinery
11.	RELHS - Railway Employees Liberalized Health Scheme
12.	HBA - House Building Advance
13.	W.C. Act - Works Men ^{Men's} Compensation Act
14.	PTO - Privilege Ticket Order/Please Turn Over
15.	IRCTC - Indian Railway Catering and Tourism Corporation Ltd.

Q.2	Write opposite words of the following :
1.	Illegal
2.	Divide
3.	Bright
4.	Bad
5.	Beautiful

Q.3	Translate in English
1.	Corruption
2.	Increment
3.	Selection
4.	Unemployment
5.	Culture

Q.4	Match the following
1.	SF- 1 : Order of suspension
2.	SF - 4 : Order of revocation
3.	ECR : Hajipur
4.	WCR : Jabalpur
5.	CR : Mumbai
6.	NWR : Jaipur
7.	Stenographer : Shorthand
8.	Vice President of India : Mohammad Hamid Ansari
9.	SF - 7 : Appointment of Enquiry Officer
10.	SCR : Secunderabad
11.	NCR : Allahabad
12.	Suspension : Is not a penalty
13.	Finance Minister of India : Arun Jaitely
14.	Railway Minister of India : Suresh Prabhu
15.	Defence Minister of India : Manohar Parrikar

Q.5	Fill in the blanks from the choices
1.	too
2.	committed
3.	for
4.	Fare
5.	come