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INTEGRAL COACH FACTORY

Question Booklet for selection to the post of Assistant
Personnel Officer -- Group "B" against 70% quota

Total Marks: 150

Date of Exam: 28th March 2015

Duration of Exam: 3 hours

Instructions to Candidates

Please read and understand the instructions before writing:

- (a) No cell phone or electronic gadgets allowed in examination hall.
 - (b) Do not write your name or make any marks in the answer booklet disclosing your identity except in the prescribed part of the answer booklet. Violation of this instruction would result in summary cancellation of evaluation of the answer booklet.
 - (c) Marks for each question is indicated against the same, except objective type questions.
 - (d) Answer to the questions to be written in the answer booklets supplied in the examination hall only.
 - (e) There are 7 questions in Section A of which the candidates should answer **any four** of their choice. There are sub-sections in the question and candidates are to write all the sections of questions they select to write.
 - (f) Section B of the Question Booklet (objective type) is compulsory and each question carries 1 mark each.
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Section - A

Q.1 In a vigilance investigation, an SAG officer was found guilty of gross violation of rules in awarding tender to one of his near relatives causing huge financial loss to the Railway administration. Disciplinary Authority has decided to take up the officer for major penalty. Explain step by step from the stage of receipt of Vigilance report to imposition of one of the last three major penalties, prescribed in Railway Servants (Disciplinary & Appeal) Rules, 1968. Who is the Disciplinary Authority in this case and also the appeal provisions to be specifically stated.

Marks 25

Q.2. Write notes on

- a) Depreciation Reserve Fund
- b) Revenue Reserve Fund
- c) Development Fund
- d) Pension Fund
- e) Plan Heads

Marks 25

Q.3

- i)
 - a) Name different levels of official language implementation committee meetings in Railways. Marks 15
- or
- b) Write the States and Union Territories under "A" region Marks 15
- ii) Instructions stated in Rule 3 (1) of Railway Servants (Conduct) Rules, 6 conducts which Railway servant is to follow mandatorily may be written. Marks 10

Q.4 What do you understand about

- a) Public Accounts Committee
- b) Estimates Committee
- c) Parliamentary Financial Control
- d) Summary of Revenue Receipts and Expenditure

Marks 25

Q.5 The following abbreviations are Organizations connected with Railways. Give expansion

- | | | | |
|-----------|-----------|------------|-------------|
| i) DCW | ii) IRCON | iii) RCIL | iv) IRISSET |
| v) C-TARA | vi) CLW | vii) IRIEE | viii) KRCL |
| ix) IRITM | x) IRIMEE | | |

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Q. 6 Explain the procedure for filling up 25% qualified serving employees quota for skilled artizans; from stage of assessment of vacancy to the posting of selected candidates. Answer should also cover the reservation rules and concessions available to SC/ST/OBC, etc.

Marks 25

Q.7

a) What is MACP Scheme introduced by the Government of India for Railway servants? If you are APO of a cadre, what action you take and points you examine for extending this benefit?

Marks 15

b) What are the procedures and eligibility for a married daughter of a Senior Section Engineer with 25 years of service, medically unfit in all classes, opted to retire though left with a few year service. The married daughter has two children, a boy and a girl and also one brother and one sister studying in School and College respectively. Only points to be brought out.

Marks 10

Ⓐ for compassionate Ground appointment.

Section - B

Q.No.1 Which one of the following is a penalty prescribed in Railway Servants (Discipline & Appeal) Rules.

- a) Administrative Counselling
- b) Recorded warning
- c) Confidential displeasure note
- d) Censure

Q.No.2 Which of the following statement is absolutely correct regarding imposition of the penalty of Dismissal from service for a JA Grade officer involved in misappropriation of Government funds?

- a) General Manager
- b) Union Public Service Commission
- c) Appointing Authority
- d) Central Vigilance Commission

Q.No.3 In a vigilance investigation culminating issue of major penalty to Gr. A, B & C officials, which one of the following statement is most appropriate.

- a) All of them should be suspended
- b) Proceedings should be initiated as per Rule 11 of the D&A Rules
- c) Common Proceedings to be resorted to as per Rule 13 of D&A rules.
- d) Enquiry can be dispensed with as more than one person is involved.

Q.No.4 As provided in Railway Servants Hours of Employment Regulation Rules "full night" means

- a) 6 p.m. to 6 a.m.
- b) 10 p.m. to 6 a.m.
- c) 8 p.m. to 8 a.m.
- d) Whole night

Q.No.5 Which one of the following is not an organized Gr. A service explained in Section A, Para 101 of the Indian Railway Establishment Manual Vol. I,

- a) Indian Railway Personnel Service
- b) Indian Railway Medical Service
- c) Railway Board Secretariat Service
- d) Indian Railway Service of Engineers

Q.No.6 Para 228 of Indian Railway Establishment Manual deals with

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- a) Promotion from Gr. D to Gr. C
- b) Promotion from Gr. C to Gr. B
- c) Erroneous promotions
- d) Seniority promotions

Q.No.7 What is non-fortuitous service as per Para 320 of the Indian Railway Establishment Manual Vol. I.

- a) Total length of service both regular and ad-hoc
- b) Total length of service in different grades
- c) The service rendered after the date of regular promotion after due process
- d) None of the above.

Q.No.8 Last restructuring orders for non-gazetted staff of Integral Coach Factory was implemented w.e.f.

- a) 10.11.2013
- b) 01.01.2013
- c) 20.11.2013
- d) 01.11.2013

Q.No.9 Which one of the following statement is correct.

- a) A tenure post means a permanent post which an individual railway servant may not hold for more than a limited period
- b) A tenure post means a post carrying a definite rate of pay sanctioned for a limited period
- c) Post created against sanctioned estimates to maintain new assets
- d) None of the above.

Q.No.10 Which one of the following is incorrect

- a) Sanctioning authority can refuse to sanction LAP to a railway servant in the exigencies of official work.
- b) Leave can be claimed as a matter of right without sanction
- c) Conversion of one kind of leave into another following the stipulation in rule 505 is permissible
- d) Casual Leave cannot be clubbed with LAP

Q.No.11 For the treatment in Railway Hospital, family members of the railway servants means

- a) Wife and children
- b) Wife, Children and widowed sister
- c) All such persons as are eligible for pass under the pass rules
- d) Only railway employees and wife.

Q.No.12 A Gold Pass holder

- a) Are entitled for only one 1AC berth in Rajdhani while travelling on duty
- b) Are entitled for one 1 AC berth even when not travelling on duty.
- c) Entitled for 1 AC coupe accommodation while travelling with family even when not travelling on duty.
- d) Entitled for 1 AC coupe accommodation while travelling on duty even when they travel alone.

Q.No.13 A Gr. C artisan joining service in March 2015 is eligible for the year 2015.

- a) One set of 2nd class privilege pass
- b) Not eligible for any privilege pass in 2015
- c) 3 sets of privilege passes in 2nd class
- d) 1 set of privilege pass for travelling in 3rd AC

Q.No.14 A First Class 'A' privilege pass holder can travel in

- a) 1st AC
- b) Travel in any class other than 1st AC
- c) Only in 1st Class or 2nd AC
- d) None of the above

Q.No.15 A Gr. B officer of the Railway with total 30 years service and 5 years Gr. 'B' service would be entitled for _____ post retirement complimentary pass / passes

- a) 2 sets
- b) 1 set
- c) 3 sets
- d) 4 sets

Q.No.16 Section 9(2) of the Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act 2013, discuss about complaint on behalf of the aggrieved women. Please indicate who among the following can make a complaint on behalf of such women when she is unable to make a complaint on account of mental incapacity.

- a) A qualified psychiatrist or psychologist
- b) A special educator
- c) Her near relatives and close friends
- d) All the above stated in a, b & c

Q.No. 17 What is the penalty prescribed for contravention of Section 16 of the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013, subject to the provisions of Rule 17 of the said Act.

- a) The employer shall recover a sum of Rs. 5,000/- as penalty from such persons
- b) The employer shall forthwith suspend such persons from service and issue warning letter
- c) The employer shall recover a sum of Rs. 1,000/- as penalty
- d) The employer shall recover a sum of Rs. 25,000/- as penalty.

Q.No.18 The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 got the assent of Hon'ble President of India on

- a) 22nd April 2013
- b) 20th April 2013
- c) 25th April 2013
- d) 23rd April 2013

Q.No.19 Which one of the following is **not** covered under Section 19 of the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013.

- a) Provide safe working environment at the work place which shall include safety for the persons coming into contact at the work place
- b) Provide safe transport facilities for women employees to reach work place without any difficulty ensuring safety as per provision of the Act
- c) Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct
- d) Assist in securing the attendance of respondent and witness before the Internal Committee or Local Committee as the case may be

Q.No.20 Which one of the following statement is absolutely correct as per Section 3 (1) of the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act, 2013.

- a) Every employer at a work place shall by an order in writing constitute a committee to be known as the Internal Compliance Committee
- b) Local Compliance Committee would be entitled to look into the grievance of the aggrieved women.
- c) No women shall be subjected to sexual harassment at work place.
- d) None of the above.

⊗ 3(A)

Q.No.21 Which of the following refers to Rule 3 (a) Railway Services (Conduct) Rules, 1966

- a) Observance of Government policies
- b) Prohibition of Sexual Harassment
- c) Taking part in politics and elections
- d) Promptness and courtesy

Q.No.22 As per the Railway Servants (Conduct) Rules, 1966, which one of the following statement is correct, if an application for casual leave is presented by a railway servant specifically for the purpose of participating in a demonstration.

- a) It is open to the competent authority to refuse casual leave for this purpose.
- b) Sanctioning of CL for such purpose when sought in advance is automatic
- c) Casual Leave is the right of the employee to be taken for any purpose
- d) None of the above.

Q.No.23 Which one of the statement is correct as per Railway Service (Conduct) Rules, 1966.

- a) Accepting gift of any amount from father need not be intimated to the Department
- b) Acceptance of gift beyond the prescribed limit, even from the father requires the approval of the competent authority.
- c) Gift amount from near relatives irrespective of the amount do not come under the purview of conduct rules.
- d) None of the above

Q.No.24 As per rule 14 of the Railway Service (Conduct) Rules, 1966, officers in Gr. 'A' service upto the JA Grade level should furnish promptly particulars of all invitations received by them from foreign missions in India and accept them only after obtaining the necessary clearance from

- a) General Manager of the concerned Railway
- b) Principal Head of the Department concerned
- c) Railway Board
- d) Director General of Police of the concerned State

Q.No.25 As per rule 17 (2) (iii) ^{Railway Services Conduct Rules 1966} which one of the following statement is true

- a) A railway servant who seeks assistance of the insolvency court without the previous permission of the competent authority shall render himself liable to be removed from service
- b) A railway servant shall report to the Government when a portion of his salary is constantly attached for a period exceeding two years
- c) Steps would be taken by the Head of an office to ascertain from pay sheet whether any railway servant under him are in habitual state of indebtedness
- d) A railway servant who is arrested for debt is liable for dismissal.

Q.No.26 Section 2 (h) of the Right to Information Act, 2005 explains about

- a) "Public Authority"
- b) "Record"
- c) "Information"
- d) "Competent Authority"

Q.No.27 Which one of the following statement is correct when referring to Section 6 (2) of the Right to Information Act, 2005.

- a) Applicant has to indicate the reason for seeking information under this Act
- b) An applicant seeking information shall not be required to give reasons for the same or any personal details except those that may be necessary for contacting him
- c) An applicant seeking information under this Act has to justify the necessity of the information sought for
- d) The applicant has to give an undertaking that the information so received would not be used against any other person

Q.No.28 Chief Information Commissioner can hold office for 5 years from the date he enters upon his office or till he attains the age of _____

- a) 60 years
- b) 62 years
- c) 65 years
- d) As long as the Government of India is pleased without any age limit.

Q.No.29 Which one of the following statement is correct with regard to Section 20 of the Right to Information Act, 2005.

- a) Central Information Commission has no power for to impose any penalty on Central Public Information Officer whatever may be the manner in which the RTI application is dealt with
- b) CIC has immense power without any restriction provided in the Act to impose any penalty on the CPIO if the information is not provided in specified time
- c) When the applicant demands for compensation of delay, the CIC can order to compensate the claim of the applicant without any limit
- d) CPIO or SPIO has not furnished the information within the time prescribed in sub section 1 of Section 7 of the Act, a penalty upto a maximum of Rs. 25,000/- can be imposed by CIC

Q.No.30 Section 31 of the Right to Information Act, 2005 has repealed which of the following

- a) The Freedom of Information Act, 2002 (5 of 2003)
- b) The official secrets act, 1923
- c) The Information Technology Act, 2000
- d) The Delhi Right to Information Act, 2001.

Q.No.31 As per the Tamil Nadu Payment of Wages Rules, 1937 "the Act" means

- a) The provisions of various acts covered in the Tamil Nadu Payment of Wages Rules, 1937
- b) The Payment of Wages Act, 1936
- c) Act of Parliament passed in 1930 for ensuring minimum wages
- d) None of the above.

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Q.No.32 For the purpose of the Payment of Wages Act, 1936, Section 14 "an inspector" means

- a) Welfare Inspector in-charge of ensuring payment of wages within the wage period
- b) Inspectors entrusted with powers under the Workmens' Compensation Act
- c) An inspector of Factories appointed under the sub section 1 of Section 8 of the Factories Act, 1948
- d) None of the above.

Q.No.33 As per Section 2 (c) of the Factories Act, 1948 "Child" means

- a) A person who has not completed his 15th year of age
- b) A person who has not completed his 18th year of age
- c) A person who has not completed his 21st year of age
- d) A person who has completed his 15th year of age, but has not completed his 18th year

Q.No.34 As per section 7 of the Factories Act, 1948, how many days in advance the occupier should send written notice to the Chief Inspector of Factories to occupy or use any premises as a Factory.

- a) 30 days
- b) 15 days
- c) 2 weeks
- d) 3 months

Q.No.35 As per section 8 (4) of the Factories Act, 1948 _____ shall be an inspector for his District.

- a) Superintendent of Police
- b) District Magistrate
- c) Divisional Commissioner
- d) Divisional Medical Officer

Q.No.36 Section 27 of the Factories Act, 1948 refers to

- a) Hoists and Lifts
- b) Casing of new machinery
- c) Prohibition of employment of women and children near Cotton Openers
- d) Self-Acting machines

Q.No.37 As per rule 46 of the Factories Act, 1948, a canteen or canteens shall be provided and maintained by the Occupier for the use of workers where _____ workers are ordinarily employed.

- a) 100 or more
- b) 150 or more
- c) 50 or more
- d) 250 workers

Q.No.38 Section 93 of the Factories Act, 1948, _____ shall be responsible for the maintenance of common facilities, where in any premises separate buildings are leased to different occupiers.

- a) Owner of the premises
- b) Occupier who run the factory
- c) Chief Factory Inspector
- d) General Manager of the Factory

Q.No.39 What is the penalty for obstructing Inspector as per Section 95 of the Factories Act, 1948

- a) A fine of Rs. 25,000/-
- b) Imprisonment for a term which may extend to 6 months or with a fine which may extend to Rs. 1,000/- or with both
- c) Imprisonment for a term which may extend to one year
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Q.No.40 Section 116 of the Factories Act, 1948 mandates that

- a) This act is not applicable to factories under the Government of India
- b) This act is not applicable to factories under the State Governments
- c) Unless otherwise provided, this act shall apply to factories belonging to the central or any state governments
- d) This act is primarily applicable to private sector factories only.

Q.No.41 Who is the present Chairman of the Railway Board

- a) Shri Arunendra Kumar
- b) Shri P.C. Ghajbaye
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Q.No.42 Integral Coach Factory is now celebrating

- a) Diamond Jubilee Year
- b) Golden Jubilee year
- c) Silver Jubilee year
- d) Platinum Jubilee year

Q.No.43 Head Quarters of East Coast Railway is situated in

- a) Bilaspur
- b) Bhubaneswar
- c) Allahabad
- d) Jaipur

Q.No.44 Pre-promotional training for SC/ST employees in selection from Gr. C' to Gr. 'B' for APO is mandatory

- a) In all selections
- b) Whenever SC/ST candidates are participating in selections
- c) When posts reserved for SC/ST is to be filled up and such candidates are participating in the selection
- d) When all the posts are for UR, but SC/ST candidates are also participating in the selection

Q.No.45 The tenure of Staff council in Production Unit normally is

- a) one year
- b) two years
- c) five years
- d) three years

Q.No.46 As per provisions of the Industrial Dispute Act, 1947, "Trade Union" means

- a) A trade union registered under the Trade Union Act, 1926
- b) Association of more than 100 persons recognized as a union by management
- c) Unions recognized by the Central Government
- d) Unions recognized by the State Governments

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Q.No.47 Section 25-G of the Industrial Dispute Act, 1947 deals with

- a) Re-employment of retrenched workmen
- b) Procedure for retrenchment
- c) Compensation to Workmen in case of transfer of undertakings
- d) Compensation to Workmen in case of closing down of undertaking

Q.No. 48 Study leave shall count as service for

- a) Promotion
- b) Pension
- c) Seniority
- d) All the three a, b & c

Q.No.49 Chairman of the Staff Benefit Committee in ICF is ^{ⓧ Fund.}

- a) General Manager
- b) Chief Mechanical Engineer
- c) Chief Personnel Officer
- d) Financial Advisor & Chief Accounts Officer

Q.No.50 As per paragraph 515 of Indian Railway Establishment Code Vol. I

- a) Leave shall not be granted to a railway servant whom a competent authority has decided to dismiss, remove or compulsorily retire from Railway services
- b) Only 50% of the leave at credit to be sanctioned while undergoing major penalties
- c) Study leave should not be sanctioned to employees who are not likely to return after the leave
- d) LAP & LHAP can be sanctioned even for dismissed and removed employees.