

INTEGRAL COACH FACTORY

Question Booklet for selection for the post of
Private Secretary Grade-I -- Group B

Total marks: 150 Date of examination: 26.10.2014
Duration of examination: 3 hours

Instructions to candidates

Please read and understand the instructions before starting to answer

- (a) No cell phone or electronics gadget is 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 are indicated against the same.
 - (d) Answer to the questions to be written in the answer booklets supplied in the examination hall.
 - (e) Candidates may select **any six** questions. There are sub-sections in the questions and candidates are to write all the sections of the questions they select to write.
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Question No.1

- (a) List the documents coming under Section 3(3) of Official Languages Act. **(09)**
- (b) What is the amount of award for passing Prabodh, Praveen and Pragma Examination. **(06)**
- (c) As a PS Gr-I to PHOD, list out important responsibilities in brief to ensure better secretarial support to the PHOD, to whom attached for progress of the organization. **(10)**

Question No.2

What are the major and minor penalties prescribed in Railway Servants (Discipline and Appeal) Rules, 1968. **(25)**

Question No.3

Explain various parts of Group-C, Group-B and Group-A officials' APAR (Annual Performance Appraisal Report). **(25)**

Question No.4

Write short notes on

- (a) Child Care Leave (5)
- (b) Subsistence Allowance (5)
- (c) Holiday Homes (5)
- (d) LAP and LHAP (5)
- (e) Children Education Allowance (5)

Question No.5

- (a) What are various Group-A organized services in Indian Railways – write full expansion. (20)
- (b) Write any five Production Units under the Ministry of Railways (5)

Question No.6

- (a) What are various methods by which an employee can redress his/her grievances in Railways in service matters? (10)
- (b) Write note on Post based Roster (15)

Question No.7

Write short notes about the following:

- (a) School Pass (5)
- (b) Post Retirement Complementary Pass (5)
- (c) Privilege Pass (5)
- (d) Different types of Duty Passes (5)
- (e) DCRG (5)

Question No.8

Please write the Headquarters and States situated of the following Railways: (25)

- (a) North Eastern Railway
- (b) South Eastern Railway
- (c) North east Frontier Railway
- (d) South Western Railway
- (e) North Central Railway
- (f) East Coast Railway
- (g) South East Central Railway
- (h) East Central Railway
- (i) First Metro Railway system in India
- (j) West Central Railway

Question No.9

Please write short notes on the following:

- (a) Recruitment by RRC
- (b) Recruitment by RRB
- (c) Recruitment from Cultural Quota
- (d) Recruitment from Compassionate Grounds
- (e) Recruitment from Scouts & Guides Quota

(25)

Question No.10

Write in brief the advantages to citizens of India by implementation of Right to Information Act, 2005.

(25)

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