

INTEGRAL COACH FACTORY

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

Total marks: 150 Date of examination: 19.10.2014
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) There are Section-A and Section-B. Candidates may select **any six** questions in Section-A and **any one** question in Section-B. 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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Section-A

Question No.1

- (a) Under the Presidential order of 27th April 1960, in service training in Hindi is obligatory for all central government employees excepting a few categories. Explain the three courses prescribed under Hindi Teaching Scheme for training in Hindi as per the above order, highlighting the guidelines also indicated in the relevant memorandum of Government of India for the three courses prescribed.
(10)
- (b) Write five centralised training institutions under the Ministry of Railways for developing Group-A officers right from initial training.
(10)

Question No.2

Explain Rule 3(1), 3(2) and 3C of the Railway Services (Conduct) Rules, 1966, with Railway Ministry's decision on provision of Rule 3(2)(ii).
(20)

Question No.3

Explain Rule 14(i) and 14(ii) of Railway Servants (Discipline and Appeal) Rules, 1968, and procedure and circumstances for invocation of these provisions. **(20)**

Question No.4

Explain in detail the penalties prescribed in para 26, 27 and 28 of Chapter VI of the Industrial Disputes Act, 1947.

(20)

Question No.5

(a) Please indicate the purposes for which advance can be sanctioned as per provisions of Chapter 11 - para 1102 of Indian Railways Establishment Manual Vol-I, 2009 Edition. **(10)**

(b) Please explain the eligibility, quantum and recovery of advances on transfer of railway employees (i) request transfer (ii) administrative transfer and (iii) mutual transfer as per the Indian Railway Establishment Manual Vol-I. **(10)**

Question No.6

(a) Please write a detailed note about the procedure to fill up 70% vacancies of the post of Asst Personnel Officer; from the stage of assessment of vacancies to formation of panel, if the requirement is UR 5, SC 3 and ST 2. **(10)**

(b) For the above selection, who constitute the selection Board? Who approves the Panel? Who sets the question paper as per the provisions of the rules? Who evaluates the answer booklets and who conducts the viva voce, if prescribed in the rules. **(10)**

Question No.7

Please explain how the seniority is fixed as per the following paragraphs of IREM vol-I.

- (a) Para 302 – seniority in initial recruitment grade
- (b) Para 310 – seniority on mutual exchange transfer
- (c) Para 312 – transfer on request
- (d) Para 311 – transfer in the interest of administration
- (e) What is the impact of para 306 in fixation of seniority as also para 309 of IREM Vol-I

(20)

Question No.8

Explain paragraph 407 of Chapter IV – Section dealing with parliamentary financial control – appropriation accounts of Indian Railway Financial Code – vol-I. **(20)**

Question No.9

Please explain the role of the following committees as far as Ministry of Railways is concerned:

- (a) Public Accounts Committee **(10)**
- (b) Railway Convention Committee **(5)**
- (c) Parliamentary Standing Committee on Railways **(5)**

Question No.10

- (a) Differentiate between term 'vetting' and 'concurrence' as per Accounts Department practice. **(5)**
- (b) Under Demand 16, what are the plan heads which are relevant to Personnel Officers. **(5)**
- (c) How do you implement restructuring orders issued in November 2013 as APO incharge of a cadre. Write important points. **(10)**

Section-B

Question No.1

- (a) How reservation rules are ensured in Railways in Direct Recruitment of Group-C and promotions within the Group-C from one grade pay to another. Explain with examples. **(20)**
- (b) What are different types of Passes available to Railway employees including officers of all grades, while in service. **(10)**

Question No.2

- (a) Explain in detail leave encashment for a railway servant while in service as also at the time of superannuation/VR. **(15)**
- (b) What are the terminal benefits eligible to a Selection Grade officer superannuating after 35 years of regular service. **(15)**

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