

WRITTEN EXAMINATION FOR THE POST OF OFFICE SUPERINTENDENT (LDCE) IN

PAY BAND Rs. 9300-34800 + 4200 GP

Date: 20/12/2014

Time: Three hours  
Maximum marks: 100

General Instructions:

1. The question paper consists of Part 'A' and Part 'B'. Part 'A' consists of objective type questions.
2. All objectives type questions are compulsory
3. Part 'B' contains descriptive type of questions.
4. Employee's name should not be written anywhere in the Answer book except in fly-leaf.

**Marks**

**Part 'A'**

**45 x 1 = 45**

**I. Fill in the blanks**

1. Dependent relative shall be considered eligible for entitlement of passes if his/her income does not exceed minimum pension/family pension i.e Rs. \_\_\_\_\_ and Dearness relief thereon, or \_\_\_\_\_% of the basic pay of the Railway servant whichever is more. (2 marks)
2. No adult worker shall be required to work in a factory for more than \_\_\_\_\_ hours in a week.
3. Railway servant may be permitted to take leave preparatory to retirement to the extent of leave on average pay due not exceeding \_\_\_\_\_ days together with half pay leave.
4. Staff drawing grade pay \_\_\_\_\_ and above are eligible for allotment of type IV quarters.
5. \_\_\_\_\_ Form is used for placing Railway servant under suspension.
6. Amount of fee to be enclosed along with RTI application is Rs. \_\_\_\_\_.
7. Amount of festival advance payable as on date is Rs. \_\_\_\_\_.
8. Amount of washing allowance payable to erstwhile group D categories as on date is Rs. \_\_\_\_\_.
9. Amount of fixed medical allowance payable as on date is Rs. \_\_\_\_\_.
10. \_\_\_\_\_ Months notice is required to be given for voluntary retirement.
11. \_\_\_\_\_ % HRA is payable for employees working in Chennai.
12. Medical classification required for the post of Technician III (Welder) is \_\_\_\_\_.
13. Railway Servants who have completed \_\_\_\_\_ Years of service are eligible for final withdrawal from Provident Fund.
14. Accounts vetting of purchase order is required for a value of purchase order more than \_\_\_\_\_ Lakhs.
15. Tender committee is formed if the value of tender exceeds \_\_\_\_\_ Lakhs.

16. Under Factories Act, canteen should be provided if the number of workmen is more than \_\_\_\_\_.
17. \_\_\_\_\_ is competent to make appointments to posts with Grade Pay Rs.4600/- against compassionate grounds.
18. For a substitute, annual increment will be allowed after completion of one year from the date of \_\_\_\_\_.
19. Rate of Interest payable for Motor Cycle Advance is \_\_\_\_\_.
20. The power of JAG Officer to call for limited tender for works from approved list of Contractions is upto Rs. \_\_\_\_\_.

## II. Choose the correct answer

1. Maximum number of persons that can be included in the privilege pass when dependant is included  
A) 5                      B) 6                      C) 4                      D) No limit
2. Scholar Pass is limited to \_\_\_\_\_ sets in an academic year per child  
A) 3                      B) 6                      C) 4                      D) 1
3. M & P comes under plan head  
A) 41                      B) 43                      C) 44                      D) 42                      E) None of these.
4. During half-yearly credit \_\_\_\_\_ number of days will be deducted from 15 days LAP for absence of 30 days during the previous half-year.  
A) 2.5                      B) 2                      C) 3                      D) 4
5. If the employee is on tour outside the Headquarters on duty, between 6-12 hours, what is the percentage of the Daily Allowance admissible?  
A) 50                      B) 30                      C) 70                      D) 100
6. Basic Pay means.  
A) Pay in Pay Band B) Pay in Pay Band +Grade Pay  
C) Pay in Pay Band +Dearness Allowances D) None of these.
7. CVO of ICF is  
A) CDE/Mech                      B) CME                      C) CPM                      D) CME/QA
8. Staff working against sensitive posts are required to be transferred after completion of \_\_\_\_\_ years.  
A) 2                      B) 4                      C) 5                      D) 3
9. Quarters can be retained for a period of \_\_\_\_\_ days on normal rent while on leave.  
A) 120                      B) 150                      C) 180                      D) 240
10. Amount of PF withdrawl for marriage expenses is limited (in normal cases ) to \_\_\_\_\_ months pay or amount available in his account whichever is less.  
A) 3 months                      B) 6 months                      C) 10 months                      D) 12 months

11. Occupier of Shell factory is \_\_\_\_\_ .  
A) CME B) CPM C) CME/QA D) CWE/Shell

12. Limited tenders are called from contractors in \_\_\_\_\_  
A) Open list B) RDSO list C) Approved list D) Unapproved list

### III. True or False

1. Casual leave can be combined with leave on Average pay.
2. Ministerial staff can write notings using green ink.
3. There is no trade union recognized by ICF functioning as on date.
4. Bringing Political influence to obtain transfer is not violation of Railway Services Conduct Rules 1966.
5. Salary of GM is booked to Demand No.3
6. Staff falling under "excluded" category under HOER are eligible for night duty allowance.

### IV. Expand

1. PREM
2. RDSO
3. CAG
4. SBF
5. NAIR
6. ERP

### Part 'B'

#### I. Answer any five of the following

5 x 3 = 15

1. What are the constituents of a file?
2. What are the various means by which urgent letters can be sent to Railway Board?
3. Write the formula for calculating money value for a post.
4. Distinguish between stock and non- stock indent.
5. Distinguish between internal and external audit.

#### Write short notes on

6. Primary units of Expenditure
7. EIW
8. Leave Encashment while in service.

#### II. Answer any four of the following

4 x 5 = 20

1. List all minor penalties
2. What are canons of Financial Propriety?
3. Make a draft D.O. letter from Shri K. Rajandran, CPO to Shri Pankaj Kumar, CME requesting to expedite finalization APARs of employees of Mechanical department for the year 2013-2014.

4. Mention any three demand numbers with name of demand and classification.
5. Indicate the shops, offices and units covered under HOER in ICF. Mention three categories covered under HOER in ICF?
6. Differentiate between 'Earnest money deposit' and Security deposit'

**III. Answer any two of the following**

**2 x 10 = 20**

1. Discuss the provisions relating to Welfare contained in Factories Act, 1948.
2. Mention the various types of informations exempted from disclosure under RTI Act.
3. Discuss the various types of audit objections.
4. Enumerate the various provisions contained in the Official Language (use for official purposes of the union) rules 1976.
5. What are the various types of passes (excluding duty pass) provided to Railway servant and dependants? Indicate the entitlement of number of sets.

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