

It is clarified that the set of model questions are only for the guidance and help to the examiners and candidates and it is not necessary that actual questions must be set out of them. The actual questions to be set are entirely at the discretion of the examiners keeping in view of the prescribed syllabi.

EAST COAST RAILWAY
QUESTION PAPER FOR THE WRITTEN EXAMINATION FOR SELECTION TO THE POST OF
APO/AWO (GROUP-B) AGAINST 30% (LDCE) QUOTA

PAPER-I

Date 25th September, 2010

Time allowed : 03 hours

(Read the instructions before writing anything)

Instructions :

- 1) Do not write your name or any other identification mark anywhere in the answer book
- 2) Answer TEN questions, FIVE from Part-a and FIVE from Part-B
- 3) Do not answer more than the required number of questions.
- 4) Answer to all questions should be written in the answer sheet only.
- 5) Sub-questions in Q.No.1 4(d), 5 & 14(e) should be answered at one place. Write the answer only and do not reproduce these questions. No correction in form of Cutting, Overwriting, Erasing or Modifying of the answer in any way is permitted in respect of these questions. Such an answer will be taken as invalid and no marks will be awarded.
- 6) Answers to the narrative type questions should be to the points required and should not unnecessarily be long.
- 7) Some questions contain choice within. Answers such questions only to the required number after carefully reading the instructions given.

PART-A

Q.1 Fill in the blanks with suitable work(s) and/or figure(s) : Answer any FIVE only.

- i) Indian Standard Time is _____ hours ahead of GMT.
- ii) Saina Nehwal plays _____ (name of sports)
- iii) Full version of the National Anthem is played in _____ (indicate time)
- iv) India wins freedom was written by _____
- v) Capital of the Union Territory of Lakshadweep is _____
- vi) Kathakali is a dance form of _____ (name of State)
- vii) The second appear under the RTI lies with _____
- viii) www stands for _____ (2x5)

Q2 Answer the following questions in brief and to the point Answer any FIVE only

- i) Name four tributaries of river Ganges.
- ii) Where is the HQR of SERCR LOCATED? Name the Divisions in the jurisdiction of SERCR.
- iii) What is meant by 'Blog'?
- iv) Define "nanotechnology" ?
- v) What is Rain Water Harvesting ?
- vi) Name any four Non-Conventional Energy sources.
- vii) What is 'Dedicated Freight Corridor' ?
- viii) Core Banking. (2x5)

Q3.

- a) (i) Name the Railway Sections/Sites of Indian Railways declared as World Heritage Site by UNSESCO. (4)
 - (ii) Name the production units of IR with their locations. (5)
- OR

- b) Write Short Notes on :
- | | | |
|------|--------------------------|-----|
| i) | Sanskrit Express | (4) |
| ii) | Commonwealth Games -2010 | (5) |
| iii) | Duronto Trains | (2) |
- Q.4a) What are the proposals in the Railway Budget 2010-11 on 'Staff Welfare' ? (4)
- (b) Name the runners –up in the Men's Doubles in the US Open-2010. To which country/countries do they belong to? (4)
- c) What is the State Emblem of government of India. (2)
- OR
- c) What do the following abbreviations stand for ?
- | | | |
|----------|----------|-----------|
| (i) ZRTI | ii) PRAN | iii) TPWS |
| (iv) ACD | (v) IRWO | (2x5) |
- Q.5 Write 'TRUE' or 'FALSE'
- i) Advance for purchase of table fan is admissible to Group 'D' staff.
- ii) Amounts due on court attachment can be recovered from subsistence allowance.
- iii) Railway employee who donates blood to a railway hospital on a working day may be granted special Casual Leave, for that day.
- iv) Candidates selected through RRB for a Group-C post and declared unfit for that post can be provided alternative appointment.
- v) A vacant post is needed to confirm an employee.
- vi) A female Railway servant may be granted Child Care Leave even in the case she has Leave on Half Average Pay at her credit.
- vii) At present, the rate of Family Planning Allowance payable depends on the basic pay of the employee at the time of its sanction.
- viii) Not stepping up of pay in the Pay Bank/Grade Pay is admissible with regard to junior getting more pay than the senior on account of pay fixation under MACPS.
- ix) Accounts concurrence is not necessary for sanction of Hospital Leave beyond 120 days.
- x) Mr 'A' took voluntary retirement from service w.e.f. 1st July, 2010 after rendering 25 years of qualifying service. Additional qualifying service is not admissible for gratuity in his case. (1x10)

PART-B

ANSWER ANY FIVE QUESTIONS FROM THIS PART (out of Q6 to Q14)

- Q. 6 a) What are the changes made in regard to absorption of medically decategorised employees after the 'Persons with Disabilities Act' came in force? Whether any consequent change has been made in regard to appointment on compassionate grounds to the wife/ward of decategorised employees?
- b) Name five Group-A services for which the recruitment is made through UPSC. Indicate the name of the Training Institute nominated to co-ordinate the training of the Probationers recruited to those services.
- Q.7 Answers to the following questions should be in brief and to the point:
- a) What is the 'Joining Time' admissible to Mr. Anand, Commercial Clerk transferred on administrative grounds from Kendrapara Road to Kapilas Road Jn? (distance between the stations is 11 KM). (2)
- b) Mr. Raju, Technician Gr.III (date of entry 12/03/1999) was declared surplus on 05/10/2003 and redeployed as Jr.Clerk on 22/06/2005. From what date will he be assigned as Jr.Clerk and why? (2)
- c) What is the annual quota for recruitment against Scouts & Guides in East Coast Railway HQR and Divisions ? (2)
- d) What is the age prescribed for engagement as Act Apprentices under the Apprentices Act, 1961? (2)
- e) What is the eligibility criteria prescribed for sanction of motor car advance? (2)
- f) How many days closed holidays per year the staff working in MCS workshop are entitled to? (2)

- g) Describe the procedure adopted for placing the Group-D employees for placement in PB-1 (Rs.5200-20200/-) with GP Rs.1800/- (4)
- h) Indicate the posts for which the 'professional ability' for selection is adjudged by holding viva-voce also. What are the posts for which the 'professional ability' for selection is adjudged by holding viva-voce only? (5)

Q.8 Shri Mishra was working as Technician Gr.II in scale Rs.4000-100-6000/- with basic pay Rs.5000/- w.e.f. 1st Nov, 2005. He exercised option to get his pay in VI PC revised pay structure fixed w.e.f 1st Jan, 2006.

FIXATION TABLE

Pre-revised Scale: Rs.4000-100-6000/- Revised Pay Bank: Rs.5200-20200 and GP Rs.2400/-

Pre-revised Basic Pay (Rs)	Revised Pay in the Pay Bank (Rs)
4000	7440
4100	7630
4200	7820
4300	8000
4400	8190
4500	8370
4600	8560
4700	8750
4800	8930
4900	9120
5000	9300
5100	9490
5200	9680
5300	9860
5400	10050
5500	10230
5600	10420
5700	10610
5800	10790
5900	10980
6000	11160

He got his promotion as Technician Gr.I on 10th June, 2009 in PB-1 (Rs.5200-20200) with GP Rs.2800/-. He exercised option to get his pay fixed on promotion from the date of his next increment.

What will be his 'Basic-Pay' as on 1st Jan, 2006, 10th June, 2009 and on date? Explain the rules you have followed in fixing the pay.

Q.9 a) A selection was held to form a panel of four candidates (two UR, one SC and one ST) within Gr.C for a cadre post. Twelve employees within the field of eligibility were alerted to appear for the selection. Eight employees appeared in the written and all qualified. The aggregate marks obtained by them in the selection is as under:

Name (in the order of seniority)	Aggregate Marks obtained (Max 100 marks)
A (UR)	73.2
B (UR)	Unwilling
C (SC)	68.1
D(UR)	75.8
E(UR)	60.6
F(UR)	Unwilling
G(SC)	Unwilling
H(UR)	83.7
I (SC)	62.4
J(ST)	66.5

K (ST)
L (ST)

Unwilling
79.3

Who are the four employees to be placed in the panel and why? What will be order of their seniority in the promoted grade? (10)

b) What was the need for introduction of post based roster? How is it different from the earlier vacancy based roster? Explain 'L' shaped roster. (10)

Q.10 Mr Sinha, Ch.OS was having LAP-203 days and LHAP -184 days as on 1st February, 2004. He had availed the following leave since then till date:

LAP	
10/04/2004 to 10/06/2004,	11/08/2004 to 16/11/2004
10/03/2005 to 22/03/2005,	07/04/2006 to 15/04/2006,
02/06/2007 to 10/07/2007	22/11/2008 to 29/11/2008 and
18/10/2009 to 24/10/2009	

Commutated Leave from 02/02/2008 to 01/03/2008 & 21/05/2009 to 14/06/2009

He was unauthorisedly absent from 06/01/2006 to 31/03/2006 & 18/06/2009 to 25/09/2009

What is the LAP and LHAP at his credit as on 1st Jan & 1st July of 2006, 2008 and 2010 and on date? If he is due for retirement on 30/09/2010 how many days leave he can encash?

(20)

Q.11 Mr Singh, Technician Gr.II (Date of Birth 19/02/1950) retired on superannuation. As on 1st January, 2009 he was getting pay Rs.18760 in Pay Bank-1 (Rs.5200-20200) and GP Rs.2400. In 2009, he got his next increment on the normal due date. He was initially engaged as CL in open line from 10/01/1993 and was regularized as Khalashi in Mechanical Department on 22/04/1979. He was unauthorisedly absent from 03/05/1982 to 10/11/1982 and again from 13/06/1985 to 25/02/1986.

Calculate his qualifying service for Pension. Also, calculate his Average Emoluments, Pension, DCRG, Commutation and Family Pension. (Relevant commutation factor is 8.287)

(20)

Q.12 a) Mr 'A' working as Head Clerk, personnel Department was trapped by a Vigilance team on 22/05/2010, in the presence of his colleagues Mr 'B', while he was accepting Rs.1000/- from a widow (wife of Mr. 'X', ex.Trackman who died while in service on 06/04/2008) for arranging the settlement benefits due to her. It was decided to issue a charge sheet against Mr. A for imposition of Major penalty.

Use the 'Hint' provided above to make out the article of charge(s) along with the required annexure(s), if any.

(b) Explain the provisions available in the Railway Services (Conduct) Rules, 1966, regarding 'prohibition of Sexual Harassment of Working Women', taking part in politics and elections' and 'Dowry'.

Q.13 Explain what is meant by 'Proficiency in Hindi', 'Working Knowledge of Hindi' and Notified Office under the Official Language Rules. What provisions have been made for the spread of Hindi as Official language of the Union? Discuss the role played by East Coast Railway in recent years in the spread of Rajbhasha among its employees.

Q.14 Write short notes on

- a) Manpower planning (5)
- b) House Building Advance (5)
- c) Allowance in lieu of Kilometerage to running staff (5)

OR

e) Fill in the blanks with suitable word(s) and/or figure(s):

i) Currency of Group-D recruitment panel shall be for a period of _____ from the date of publication.

ii) Safaiwalas and Store Khalasis may be transferred to Workshops against _____ % quota with 50% seniority.

(iii) The minimum educational qualification for the post of Ticket Collector (PB-1) with GP Rs.1900) to be possessed by a candidate for appointment against Compassionate Ground is _____.

(iv) Outstation detention allowance to running staff is admissible when staff are detailed at outstation for more than _____ from the time they sign off duty.

v) Workshop staff maybe allowed to take leave with pay, if due, or without pay, for periods not less than half a day. This concession however, is restricted to _____ in a year.

vi) The amount of natural calamity advance shall not exceed _____.

vii) A railway servant died while in service on 01/12/2009. The widow will get enhanced family pension for a period of _____.

viii) Bicycle advance may be granted to a Railway servant whose grade pay does not exceed _____.

ix) Temporary Railway servant with one year continuous service may be granted extraordinary leave up to _____ without a medical certificate.

x) The training period in respect of Degree holders appointed as Skilled Artisans in their relevant field is _____.

EAST COAST RAILWAY
QUESTION PAPER FOR THE WRITTEN EXAMINATION FOR SELECTION TO THE POST OF
APO/AWO (GROUP-B) AGAINST 30% (LDCE) QUOTA

PAPER-II

Date 25th September, 2010

Time allowed : 03 hours

(Read the instructions before writing anything)

Instructions :

1. Do not write your name or any other identification mark anywhere in the answer book
2. Answer SIX questions, FOUR from Part-a and TWO from Part-B
- 3) Do not answer more than the required number of questions.
- 4) Answer to all questions should be written in the answer sheet only.
- 5) Sub-questions in Q.No.1 should be answered at one place. Write the answer only and do not reproduce these questions. No correction in form of Cutting, Overwriting, Erasing or Modifying of the answer in any way is permitted in respect of these questions. Such an answer will be taken as invalid and no marks will be awarded.

PART-A

Answer any FOUR questions (out of Q.1 to Q.7)

Q.1

- a) Fill in the blanks with suitable work(s)/figure(s).
- i) The Payment of Wages Act applies to persons whose wages do not exceed _____.
 - ii) Factory means any premises whereon ____ or more workers are working, or were working on any day of the preceding ____ months, where the manufacturing process is being carried on without the aid of power.
 - iii) LEO stands for _____.
 - iv) Per capita contribution to the SBF for the year 2010-11 is _____.
 - v) Where the employment of a person is terminated by the Railways, the wages entered shall be paid before the expiry of _____ working day(s) from the day on which his employment is terminated.
 - vi) Appeal against the orders of the Commissioner against an award under the Workmen's Compensation, Act shall lie to the _____.
 - vii) In a factory, where more than _____ workers are ordinarily employed, provision shall be made for cooling drinking water during hot weather.
 - viii) In case of arrear claims which are more than _____ old and where the amount exceeds _____, the case should be referred to Board for sanction.
 - ix) Mr 'A' retired in Group-C after putting in 22 years of service. He is entitled for _____ set(s) of complimentary pass per year.
 - x) In every factory where more than _____ women workers are ordinarily employed there shall be provided a Crèche for the use of children under the age of _____ of such women. (2x10)
- b) Write 'True' or False
- i) Change of classification under HOER in respect of Gateman working in Engineering gate can be approved by PCE.
 - ii) Railways is declared as Public Utility Service under the Industrial Disputes Act.
 - iii) CPO is competent to condone issue of pass by a longer route.
 - iv) Finance concurrence is not required for reconstruction of Service Register with available records.
 - v) If both husband and wife are employed in the Railways, passes may be granted to both of them on each other's account.

Q.2 An unrecognized Trade Union has served a strike notice demanding wage increase. What action will you take, as an APO, on such a strike notice? Whether the strike can be termed 'Legal'? Quote the relevant Provision/Act. How will you handle a sudden tool/pen-down strike? What are the consequences of participation in an illegal strike? (25)

- Q.3 a) What are the 'General duties of the Occupier' under the Factories Act? Explain the provision available in the Factories Act for the 'Safety' and 'Health' of the workmen. (12)
b) What is the mode of registration of Trade Union? Under what circumstances the registration may be cancelled? What are the "Returns" to be submitted by the registered Trade Union? (8)
c) The RTI has increased the workload of the Personnel Department – Discuss critically. (5)
- Q.4 a) Assume that the Deepawali is falling on 28th October, 2010. The Unions have requested for arranging the salary payment to the employees before the festival. How to process this request.? (6)
b) What are the deductions authorized under the Payment of Wages Act? (6)
c) What is the difference between Casual Labour and Substitutes? What are the entitlements and privileges admissible to substitutes? (13)

Q5. What is the objective of setting up of PNM and JCM? What is their composition? How do they function and at what level? How far they have achieved their objectives? (25)

- Q6. a) Mr. Ganesh is working as a Gateman in EI roster, 72 hours per week in Engineering Gate at km 679/19-21. He has represented that the Gateman working in Gate at km 714/3-5, who is also working on EI roster, is working only for 60 hours per week. How will you decide his representation? (5)
b) Explain as to how the 'Over time Allowance' to a Section Controller who is rostered to work in Intensive roster is calculated. (5)
c) The workman employed in MCS have demanded to change the working days from six days to five days without reducing the total working hours per week. Can this be agreed to? Explain the rules. (5)
d) Differentiate between 'Lay-Off' and 'Retrenchment'. What are the conditions precedent to retrenchment of workmen? (6)
e) Who are governed by the Minimum Wages Act in the Railways? (4)
- Q.7 a) Explain the functioning of Grievances Handling Machinery. Give suggestions for improving the existing system. (10)
b) Explain the Incentive Bonus Scheme. (5)
c) Explain the procedure adopted for according recognition of the trade union. (5)
d) Mr Kesavan, Trackman/SBP was run over and died while on patrolling duty. In the postmortem it was found that he was under the influence of alcohol. The widow has claimed compensation under the Workmen's Compensation Act. What action will you take?

PART-B

Q.No.8 and Q.No.9 are compulsory

- Q.8 a) What are the functions performed by a Personnel Officer to achieve the 'Corporate Objective'? What are the constraints faced by the Personnel Officer? What are your suggestions to improve the working of Personnel Department? (25)

OR

- b) What are the changes made in regard to 'Annual Confidential Report'? Why? (5)
c) What is the procedure for filing Review petition and where can it be filed? What is SLP and where it is filed? What is the action to be taken on the dismissal of SLP filed by the Railways? (10)
d) Explain the entitlement and circumstances for issue of 'School Passes' (5)

e) Write short notes on 'Canteens' (5)

- Q.5
- a) What is 'Starred' and 'Unstarred' questions? (4)
 - b) Under what circumstances 'provisional payment' is made? (3)
 - c) What is the purpose of 'Internal Check'? (4)
 - d) Explain the procedure for witnessing payment. What are the checks to be carried out on paid vouchers. (6)
 - e) Describe the working of Public Accounts Committee and Estimate Committee. (8)

OR

- a) Write short notes on
 - i) Canons of Financial Propriety
 - ii) Zero based budgeting
 - iii) Role and functions of Cash and Pay organization (5x3)
- b) What is the purpose for maintaining the service Register and Personal File? What are the entries/documents available in these records? (10)

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