

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: 2<sup>nd</sup> April 2014

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.
  - (d) Answer to the questions to be written in the answer booklets supplied in the examination hall.
  - (e) There are 8 questions of which the candidates should answer **any five** of their choice. There are sub-sections in the question and candidates are to write all the sections of questions they select to write.
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Question No. 1

- (a) Explain as to how Railway Administration engages Apprentices under Govt. of India instructions issued as per Apprentices Act? What are the significant aspects of the contract and what are the categories of Apprentices engaged? What is the present level of stipend payable to apprentices engaged as per Apprentices Act? **(15)**
- (b) What are the various incentives given to a regular Integral Coach Factory employee on passing Prabodh, Praveen and Pragya Hindi examination? **(15)**

Question No.2

- (a) Explain the difference between “Voted” and “Charged” expenditure. **(10)**
- (b) What are the various Parliamentary Committees that oversees the functioning of Railway Ministry? Briefly explain their roles. **(10)**
- (c) Explain various funds operated in Railway Account? How are they financed/funded. **(10)**

Question No.3

- (a) What are the powers of Inspectors under Section 9 of Factories Act? **(10)**
- (b) Explain the concept of MACP. What are the eligibility conditions and how a case of MACP has to be processed for approval? **(10)**
- (c) Explain in detail constitution of CSBF Committee and distribution of per capita under various Heads **(10)**

Question No.4

Explain the rules for assigning seniority for Group C staff as per chapter III of Indian Railway Establishment Manual Vol.I in following circumstances?

- (a) Initial Recruitment Grade **(05)**
- (b) On Mutual transfer **(05)**
- (c) When posted in alternative post in another cadre on medical decategorisation **(05)**
- (d) Seniority of redeployed surplus staff **(05)**
- (e) Inter railway one way request transfer **(05)**
- (f) Inter-departmental change of category in initial grade on request **(05)**

Question No. 5

- (a) Write in brief about Cadre Restructuring. How this has to be implemented? **(10)**
- (b) Write briefly about post retirement complimentary passes for superannuating railway employees. **(10)**
- (c) A new cadre consisting of 10 posts in grade pay Rs.4200 has been formed. As Personnel Officer, how will you ensure communal reservation of posts for this cadre as per extant government orders. Explain in detail the roster to be followed and replacements? **(10)**

Question No.6

- (a) Explain in detail the procedure for imposition of major penalty from the stage of issue of charge-sheet. Also explain the powers of Appellate and Reviewing authorities in brief. **(15)**
- (b) Explain various sections and parts in group 'C' APAR form duly explaining the responsibilities of reporting authority, reviewing authority and accepting authority. Also state how has the finalisation of APAR changed after the land mark judgment of Honourable Supreme Court in Dev Dutt V/s Union of India case? **(15)**

Question No.7

- (a) Please write in detail latest Board instructions about Group-C and erstwhile Group-D recruitment against sports quota. Explain from vacancy assessment to approval of the panel indicating Boards instructions about Committees for Talent Scouting and Open quota recruitment **(15)**
- (b) What are the terminal benefits of a railway servant joined railway services prior to 1.1.2004 on superannuation after 34 years of service? **(15)**

Question No.8

- (a) What is the difference between recognised Trade Unions/Federations and Staff Council? How does the Staff Council functions in ICF. **(15)**
- (b) Write a brief note about child care leave. **(05)**
- (c) Difference between term "Vetting" and "Concurrence" as per Accounts Department practice. **(05)**
- (d) In Man power Planning subject, differentiate between terms "Yardstick", "Indian Railway Average" and "Bench Mark". **(05)**

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