

MADURAI DIVISION

SELECTION FOR THE POST OF OFFICE CLERK IN PAY BAND Rs.5200 – 20200 WITH GRADE PAY Rs.1900/- AGAINST 33 1/3% PROMOTIONAL QUOTA

DATE: 09.02.2013

TOTAL: 100 MARKS

TIMES: 3 Hrs.

- a) Candidates will not be permitted to use electronic gadgets such as calculators, cellphones, etc. in the examination hall.
- b) The candidates should not write their name / address or put their signature anywhere in the answer booklet (even where asked to write, draft letter/note, etc.) except at the place especially provided for the same. They should not try to reveal their religions, castes, etc by writing anything or drawing any symbols in the answer booklets. Any attempt made in this respect by the candidates will lead to disqualification.
- c) The candidates should correctly indicate the total number of pages written by them in the column provided on the top sheet of the answer booklet.
- d) Marks allotted to questions are indicated against the respective questions.
- e) The candidates who opt for HINDI can answer PART-B in HINDI and PART-A compulsorily in English only. Clarifications, if any, may be sought from ENGLISH version.

PART – A

I. Write an essay on any ONE of the following.

(1x15=15)

- a. About Indian railways with specific highlights on Southern Railway.
- b. Any one of our National leader.
- c. Republic Day and Independence Day.

II. Write a letter to your supervisor requesting for five days LAP for attending some function at your native place.

(1x15=15)

(or)

Write a letter to the Sr.DPO requesting allotment of railway quarters on special grounds

III. Answer the following

1. Pick out correct spelt word from the following.

(2x1=2)

- A. (a) CALANDAR (b) CALENDER (c) CALANDER (d) CALENDAR
- B. (a) SUITABLE (b) SUOTABLE (c) SUIOTABLE (d) SUTABLE

2. Write the opposites for the following.

(3x1=3)

- a) Shortest
- b) Small
- c) Best

IV. Use the following word and make sentences of your own. (5x1=5)

- a) Assurance
- b) Honest
- c) Truth
- d) Dispute
- e) Satisfy

V. Expand the following

(10x1=10)

- (a) ICF
- (b) IRCTC
- (c) PTO
- (d) CPO
- (e) BSNL
- (d) COM
- (e) SWR
- (f) CMPE (DSL)
- (g) FA&CAO

PART – B

VI. Answer any five from the following

(5x2=10)

- (a) $300 + 4001 + 50002 + 600003 =$
- (b) One paper weight cost Rs.60/-. How much will it cost for 08 pieces?
- (c) An employee availed a loan for Rs.180000/- on interest at the rate of 15.5%. What is interest to be paid by him annually?
- (d) The next three numbers in the series.

3, 6, 12, 24, ____, ____, ____

- (e) $\frac{35.2 \times 17.7}{12} =$

- (f) What is the average of 10, 12, 16, 18

VII. Match the following.**(5x1=5)**

- | | |
|--------------------------|--------------|
| (A) Salary | (1) 15 days |
| (B) Paternity leave | (2) CVO |
| (C) Vigilance Department | (3) PAN Card |
| (D) Conduct Rules | (4) Hubli |
| (E) SWR | (5) DAR |

VIII. Write short notes (any three)**(3x5=15)**

- (1) Recruitment of Manpower in Railways.
- (2) Provident Fund recovery and withdrawal
- (3) New Pension scheme
- (4) MACP scheme
- (5) Salary and allowances
- (6) Official language.

IX. Answer in one word.**(10x1=10)**

- (a) What is the name of our present DRM?
- (b) No. of privilege passes eligible for an employee with four years of service?
- (c) When is Hindi day celebrated?
- (d) Total number of zones in Indian Railways.
- (e) What is the official language of India?
- (f) As per official language policy, in which region Tamil Nadu is situated?
- (g) IT stands for what?
- (h) Who is the head of S&T department in the division?
- (i) Who is the present Railway Minister?
- (j) What is the order of languages used in the Name / Notice Board?

X. Choose the right answer.**(10x1=10)**

1. Who is the Estate officer in the Division?

- (a) Sr.DEN/Coord. (b) ADEN (c) Sr.DPO (d) ADRM

2. Validity of Single journey pass?

- (a) 4 months (b) 2 months (c) 5 months (d) 3 months

3. How many days CL is permissible for openline staff.

- (a) 8 days (b) 12 days (c) 10 days (d) 15 days

4. Education assistance is permissible upto

- (a) 10th STD (b) 12th STD (c) Degree (d) Post Graduate

5. Integral coach factory is situated at

- (a) Chennai (b) Mumbai (c) Kolkatta (d) Delhi

6. Who is the present GM of Southern Railway

- (a) Sri.Thomas Varghese (b) Rakesh Chopra (c) Rakesh Mishra (d) None.

7. Official language Act was passed on

- (a) 10.05.1960 (b) 10.05.1963 (c) 01.05.1963 (d) 01.05.1960

8. LAP / LHAP will be credited in your account on every _____

- (a) 1st of January and 1st of July (b) 1st of March and 1st of September (c) 1st of January (d) 1st of April

9. Book of Sanction should be prepared and published as on

- (a) 1st January every year (b) 1st April every year (c) 31st March every year (d) 31st of January every year

10. Leave can be encashed for

- (a) Five times in service (b) 2 times in service (c) Every year (d) 3 times in service
