

DEPARTMENTAL SELECTION TO THE POST OF CATERING SUPERVISOR GR .III IN PAY
BAND Rs 5200-20200 WITH GRADE PAY Rs 1900

ANSWER KEY

THE ANSWERS ARE IN BOLD AND MARKED WITH A TICK

Duration – 2 hrs

Part A

TOTAL 50 Marks

I Objective type

1 x 25 = 25

1) The catering policy 2010 came into effect from

- a) June 2010 **b) July 2010** c) Oct 2010 d) March 2011

2) Which of the following registers will be maintained by the Store clerk/Supervisor

- a) DTL b) MOB **c) DBR** d) P & L

3) What is the expansion of DTL

- a) Daily ticket register b) Daily transaction log c) Detailed Transaction ledger
d) Daily transaction ledger

4) Who will sign in the MOB

- a) Manager/Inspector & Cook** b) Stores clerk & cook c) Manager & Asst Cook d) Store clerk

5) Which of the following expansion of KOT is correct

- a) Kitchen order ticket **b) Kitchen order token** c) Kitchen order taken d) Kitchen order transaction

6) Which of the following is not permitted to be deducted from the sales amount in Departmental Catering units

- a) Cost of Vegetables b) Coolie charges c) Fuel **d) Electricity Charges**

7) Who is responsible for remittance of the Daily sales amount in a departmental Catering unit

- a) CIR **b) In-charge of the Catering unit** c) Inspector/Supervisor manning the Cash counter
d) Station Manager /Master

8) When should the sales amount be remitted

- a) Same day **b) Next day** c) at 00.00 hrs d) Before 08.00 hrs of the next day

9) Where should the daily cash sales of a Departmental Catering unit be remitted

- a) Booking Office** b) Cashier c) bank d) Cash Office

10) Which of the following register pertain to the total sales of the Departmental catering unit

a) Noting Book 2) Cash-bill book **c) DTL** d) Cash remittance book

11) Which of the following is correct

a) Issuing of receipt and collecting the cash

b) Collecting the cash and issue of receipt

12 Which of the following is not prepared monthly a Departmental unit

a) ME DTL **b) Stock sheet** c) P&L Statement d) Commodity /Wastage statement

13 When is the " F" schedule prepared

a) Beginning of the month b) End of the month c) Fortnightly d) Quarterly

14) What is the weight of Potato Masala in Masala Dosai

a) 100 gms **b) 80 gms** c) 60 gms d) 120 gms

15) What is the quantity of Mustard to be issued for Rava Uppuma

a) 30 gms b) 40 gms c) 20 gms d) 35 gms

16) What is quantity of sambar in one standard vegetarian meal

b) 175 gms **b) 150 gms** c) 200 gms d) 100 gms

17) In what type of service will a Cheffing dish be used

a) Self- service counter b) Table service **c) Buffet lunch/dinner** d) Pantry car

18) In table service the fork should be placed on which side of the plate

a) Left side of the plate b) Right side of the plate c) on the plate d) above the plate

19) Which of the following equipments is a must in Pantry car

a) Refrigerator **b) Gas –stove** c) fire-extinguisher d) Water-drum

20) What should be used while serving soup in Table service

a) Soup ladle b) Cup & saucer **c) Soup bowl** d) Disposable cup

21) What type of system for cleaning utensil is a must in a Catering unit

b) 2 -sink system b) Washing machine **c) 3-sink system** d) wearing of gloves

22) Where should a garbage bin be placed in a dining-hall

a) Center b) entrance c) near wash basin **d) not in the dining hall**

23) When should cleaning of the catering unit be done

- b) Morning b) evening c) weekly **d) frequently**

24) Who will check the quality of the provisions/raw material

- a) Catering Inspector** b) Health& Food Inspector c) Commercial Inspector d) Platform Inspector

25) While performing duty which of the following is not permitted

- a) Chewing pan** b) washing hands c) wearing gloves d) wearing head gear

Part-A

II - Descriptive

Answer any one of the following in 25 sentences

25x 1 = 25

The following points are to be reflected in the answer

- 1) Describe the different type of Catering services in the Railways
 - a) The different type of catering services in Railways are namely two types Static & Mobile .
 - b) The services offered in Static units are Refreshment rooms, Catering stalls, fruit & fruit juice stalls, milk stalls, trolleys, sweet stalls, automatic vending machine, food plazas , fastfood units and cell kitchens.
 - c) The services offered in Mobile units are Pantry cars in Mail/Express services.
 - d) Other than the above catering services of Rajdhani/Shatabdi & Duronto Express are provided.
 - e) Train side vending services are provided in Mail /Exp trains without pantry car services.
 - f) Spl catering services are also provided for VIPs and High Officials.
 - g) Catering services are also provided at accident spots and during bandhs.

- 2) How will you maintain cleanliness and hygiene in a Catering unit
 - a) Staff should be in neat and clean uniform.
 - b) Staff should be neatly groomed.
 - c) Staff should undergo periodical medical examination.
 - d) The catering unit should be frequently cleaned.
 - e) Collection and disposable of garbage should be as per norms.
 - f) Washing of utensils should be done be using 3-sink system.
 - g) Standard detergents and modern equipment should be used for cleaning.
 - h) Containers for storage of material should be of food grade.
 - i) Storage facilities should be as airy and dust free environment and be pest free.

I Objective type**1 x 25 = 25**

1) Catering department is classified as

a) Essential b) Intermittent **c) Continuous** d) Non-continuous

2) Which of the following expansion of HOER is correct

a) Hours of essential rules b) Hours of employee rules **c) Hours of employment regulation** d) None of the these

3) What is maximum hours in a day an employee can be rostered if classified as continuous

a) **10 hours** b) 12 hours c) 8 hours d) 6 hours

4) What is the maximum working hours in a fortnight in continues roster

a) 108 hrs **b) 104 hours** c) 96 hours d) 120 hours

5) What is the period of night duty hours

a) 22.00 hrs to 06.00 hrs b) 20.00 hrs to 04.00 hrs c) 21.00 hrs to 06.00 hrs
d) 00.00 hrs to 06.00 hrs

6) What is expansion OT

a) On time b) out of turn **c) over time** d) other time

7) What is the colour of IInd Class privilege pass

a) Red b) Rose **c) Pink** d) white

8) When will LAP be credited to an employees LAP account

a) Yearly 2) Quarterly **3) Half yearly** 4) Monthly

9) What is the expansion of WCA

a) Workman Compensation Act b) Worksman complete Act

c) Working compensation Association d) Working Compensation Act

- 10) How many days Casual Leave is an employee working in open line eligible for
a) **10 days** b) 11 days c) 15 days d) 8 days
- 11) How many days Leave on Average pay can the Catering Inspector- in- charge sanction
a) 3 days **b) 5 days** c) 10 days d) 15 days
- 12) Which of the following is the correct expansion of LND
b) Leave never due b) Leave number of days **c) Leave not due** d) Leave no due
- 13) An employee in grade pay of Rs 1800/- is eligible for
a) 1st Class Pass b) II nd class Pass c) 3A pass d) **travel in 3A while on duty**
- 14) How may members of the family persons including the employee can be included in a Privilege pass
a) 6 members b) 5 members c) As per declaration d) 8 members
- 15) On what occasions can Casual Leave be availed
b) Emergency **b)Any time** c) Medical reasons d) None of these
- 16) Which of the following is the correct expansion of SCL
a) Super Casual leave **b)Special Casual Leave** c) Surprise Casual Leave d) Surplus Casual Leave
- 17) Which of the following is the correct expansion of PNM
a) Permanent Negotiating Meeting b) Periodical Negotiating Meeting
c) Permanent negotiating members d) **None of the these**
- 18) Paternity leave can be availed for how many children
a)3 children **b) less than 2 surviving children** c) any number of children d) any number of times
- 19) Which is the official language of Railways
a) Hindi b) Tamil c) English d) Hindi & English
- 20) Who is the Staff Officer for Catering Department
a) CCM **b) CCM/Catg & PS** c) CPO d) DRM

*21) What is the incentive given for availing small family norms

- 1) Personal Pay equivalent to one increment is granted for 12 months
- 2) Personal Pay equivalent of one increment is granted for 24 months

*22) What is the incentive given for passing Prabodh Examination

- a) Personal Pay equivalent to one increment is granted for 12 months
- b) Rs 100/- as cash award
- c) Promotion to the next grade
- d) Rs 500/- as cash award

22 Which of the following expansion is the correct expansion of TOLIC

- a) Town Official Language implementation Committee
- b) Tamilnadu Town Official Language implementation Committee
- c) Telugu Official Language implementation Committee
- d) Town Officer Language implementation Committee

24) Who is the General Manager of Southern Railway

- a) Shri Deepak Kishan
- b) Shri A.K.Mittal
- c) Shri Rakesh Tandon
- D) Shri Rakesh Chopra

25 Which of the following expansion of IRCTC is correct

- a) Indian Railway Catering & Ticketing Corporation
- b) Indian Railway Catering & Tourism Corporation
- c) Indian Railway Catering & Ticketing Committee
- d) Indian Railway Catering & Traffic Corporation

*-Full mark for any option

Answer Key

Part-B II - Descriptive

Answer any one of the following in 25 sentences

25x 1 = 25

1) What are the duties of a Catering Inspector/Supervisor in Departmental Catering unit

- a) Ensure preparation and maintenance of daily records.
- b) Ensure preparation and maintenance of monthly statements.
- c) Ensure remittance of the earnings on time.
- d) Preparation of duty roster for staff as per HOER.
- e) Frequently inspect the catering unit to ensure its cleanliness.
- f) Ensure that the quality and quantity of edibles are maintained.
- g) Ensure that replies to accounts/audit statements are submitted in time.
- h) Ensure that replies to complaints are submitted in time.
- i) Ensure that the provisions/ raw materials are of standard quality
- j) Ensure that the indents for provisions/ raw materials/ books and forms are placed as per requirements
- k) Ensure that all the equipments are functioning properly
- l) Ensure that staff are always in clean and neat uniform and behave politely with passengers.

2) What are the incentives given for staff who wish to learn Hindi

- a) For appearing the Examinations, employees are granted Special Casual Leave and are eligible for TA, as per extant orders.
- b) To encourage the Hindi training, the employees are granted Cash Awards and incentives as under.

c) Cash Award

Examination	70% and above Marks	Marks between 60% and 69%	Marks between 55% to 59%
Prabodh	Rs. 400	Rs.200	Rs.100
Praveen	Rs.600	Rs.400	Rs.200
Pragya	Rs.600	Rs.400	Rs.200

d) Lumpsum Award (For Private candidates only) -

Employees, who write the examinations through their own efforts and those appearing the examinations through Correspondence Course will be treated as private candidates and they are eligible for Lumpsum Cash Award, as under.

Examination	Amount
Prabodh	Rs.500
Praveen	Rs.500
Pragya	Rs.600

e) Personal Pay

On passing Pragya Examination, Personal Pay equivalent to one increment is granted for 12 months. The awards granted on passing Hindi Examinations are exempted from Income Tax.