

I. Office Procedure:

(A) Objective:

1. The receipt of dak, except _____, will be acknowledged by the recipient signing his name in full and in ink with date and designation. (ordinary postal dak)
2. _____ dak will be separated from other dak and dealt with first. (urgent)
3. All covers except those addressed to officers by name or those bearing security grading will be opened by the Central Registry. (say **true** or false)
4. All opened dak, will be date stamped except the covers of unopened classified dak. (say true or **false**)
5. All dak receipts submitted to officers will move in pads conspicuously labeled as _____. (Dak Pad).
6. The dealing hand will check the enclosures of the dak receipts and if any is found missing, initiate action to _____. (obtain/return it. choose correct answer)
7. The two main parts of a file are _____ and _____ (notes and correspondence)
8. Every page in each part of the file should be consecutively numbered in separate series. (say **true** or false)
9. The notes or correspondence portion of the file is said to have been become bulky, if it exceeds _____ folios. (300)
10. In the notings, the verbatim reproduction of the extracts from the paper under consideration should not be attempted. (say **true** or false)
11. Extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note, rather than producing the relevant provisions. (say **true** or false)
12. The apparent errors or mis-statements in a note can be pointed out in courteous and temperate language free from personal remarks. (say **true** or false)
13. The dealing hand will append his full signature with date on the _____ his note. (left below).
14. An Officer will append his full signature on _____ side of the note with name, designation and date. (right hand)
15. Pasting over a note or a portion of it is not desirable. (say **true** or false)
16. File system is an arrangement of papers by _____. (subjects)
17. Before opening a new file, the dealing hand will ascertain the _____ to which the paper under consideration relates. (standard head)
18. As far as possible, there should be a separate file for each _____. (distinct aspect of the subject).
19. The movement of files shall be entered in the _____ register. (file movement)
20. No current files will be issued to other sections except against _____. (written requisition).
21. Under classification of records class 'A' means _____ (keep and microfilm)
22. The record classified as Class 'A' does not qualify for permanent preservation for administrative purposes. (say true or **false**)
23. The Class B record means _____. (keep but do not microfilm)
24. The class C record means _____ (keep for specified period only)
25. Ephemeral files are destroyed as soon as they are _____ old. (one year)

II. Award of works in Works Programme:

Objective:

1. In case of open tenders, the minimum period required from date of publication to the date of opening the tender shall be _____. (21 Days)
2. Copies of tender notices may be displayed in the offices of field executives, HOD's offices for a period of not less than_. (21 days) Works for which budget grant was not provided in the sanctioned budget are called_. (OOT)
3. _____ is the nodal officer for preparation of Works Programme and sending it to Railway Board. (PCE)
4. Earnest Money to be deposited along with tenders for works above Rs. 50 lakhs is Rs. _____. (2% up to 1 crore and 0.5% on balance contract value)
5. Limited tenders are called through _____. (contractors from approved list)
6. _____ is an example for piece work contract. (zonal works)
7. Deposit work means _____. (Works of other Government Department done by Railways)
8. Urgency certificate is necessary in the case of _____. (repairs to damages to line caused by floods)
9. What are the powers of JAG in calling open tenders? (Full Powers)
10. The powers of JAG officers in accepting open tenders is upto _____. (upto 2 crore)
11. Revenue/Bankers solvency certificate is not required while calling tenders above 10 lakhs upto one crore. (say **true** or false)
12. Limited tenders in the range of more than 10 lakhs upto 25 lakhs can be invited with the approval of the authority of the rank of _____. (DRM)
31. Organisations for each identified category of works. (say **true** or false)
32. The accepting authority for enlistment in the approved list of Class A contractors in Open Line is _____. (PHOD)
33. Works having no budget grant and not appearing in pink book/Green Book/LSWP is called _____. (Out of turn works)
34. List of works pertaining to MP and Rolling Stock are included under plan head _____. (Other Specified works)

III. A profit center is the office responsible for both _____. (Costs and Revenue) Procedure for Stores Procurement.

Objective:

1. Procurement of safety items are done through suppliers approved by _____ (RDSO)
2. Stock verification for T&P items is done once in two years. (say true or **false**)
3. PAC items are purchased on _____ tender basis. (single)
4. In a rate contract, not only rate but also quantity of item is fixed.(say true or **false**)
5. Sales Tax/VAT is applicable on packing charges. (say **true** or false)
6. All payments towards security deposit should be in favour of _____ only. (Chief Cashier)
7. In running contracts, quantity is fixed but rate is not fixed. (Say true or **false**)
8. Full form of PAC is _____. (Propriety Articles Certificate)

9. The authority to finalise Rate Contract/Running Contract is____. (Railway Board)
10. DGS&D stands for_____.
11. PO stands for_____.
12. CST stands for_____.
13. MODVAT stands for_____.

IV. Railway Organisational Structure.

Objective:

1. There are_____centralized training institutions on Indian Railways (five)
2. Railway Staff College is situated at_____. (Vadodara)
3. Indian Railways Institute of Civil Engineering is situated at_____. (Pune)
4. Indian Railways Institute of Signal Engineering & Telecommunications is situated at_____. (Secunderabad)
5. Indian Railways Institute of Mechanical & Electrical Engineering is situated at_____. (Jamalpur)
6. Indian Railways Institute of Electrical Engineering is situated at_____. (Nasik)
7. Indian Railways Institute of Mechanical & Electrical Engineering also provides Apprenticeship training to the_____Apprentices. (Special Class Railway)
8. RITES has been set up as a Limited Company registered under Companies Act. (say **true** or false)
9. RITES renders consultation and management services. (say **true** or false)
10. RITES renders consultation services both abroad and in India only in respect of Railways. (say true or **false**)
11. RITES renders consultation/management services in respect of Roads, Ports and Harbours also. (say **true** or false)
12. The headquarters of RRT is at_____. (Chennai)

V. Railway Housing (Railway Quarters allotment) Policy.

Objective:

1. Staff in pay range of_____are eligible for allotment of type IV quarters.
2. Quarter can be retained for a period of_____on normal rent during leave. (four)
3. Railway quarters can be retained for a period of_____on normal rent during sick leave. (indefinite period)
4. Railway quarters can be retained for a period _____ on normal rent during suspension. (without any time limit)

5. Railway quarters can be retained for a period of _____ on normal rent on resignation/removal/dismissal from service. (one month)
6. Quarter can be retained for _____ on normal rent in the event of death. (24 months)
7. Quarter can be retained for a period of _____ on normal rent on retirement. (four)
8. In no case retention of accommodation should exceed _____ from the date of retirement or date of school season which ever is earlier. (08 months) Railway quarters can be retained during entire period of leave ex India provided that it is certified that he would be _____. (reposted to his original place on expiry of his leave)
9. Quarter can be retained for on normal rent on transfer. (two months)
10. Retention of Railway quarters in case of death is permissible for _____ months.
11. Special license fee is _____ times the normal license fees.
12. The staff rendered surplus and posted to another station are permissible
13. When a Railway servant is transferred from one station to another, retention of quarters is permissible on account of sickness of his/her widowed mother. (say true or false).
14. The occupier of Railway accommodation is charged rent either at the rate of of his pay or the assessed rent whichever is less. (10%)
15. Water charges recoverable from a Group C employee for Type IV quarter is Rs. _____ p.m.
16. Water charges recoverable from a Group C employee for Type III quarter is Rs. _____ p.m.
17. Water charges recoverable from a Group C employee for Type II quarter is Rs. _____ p.m.
18. The staff/officers who refused to accept accommodation offered to him on the new zone are eligible for retention of quarters at the old station. (say true or **false**)
19. Retention of Railway accommodation on medical grounds beyond the permissible period as a special case requires the approval of _____.
20. Railway employees rendered surplus and posted to new stations necessitating change of residence may be permitted to retain Railway accommodation at the previous place of posting for a period of _____.

VI. Uniform Policy:

Objective:

1. Railway employees in other than public image categories should be given cloth instead of stitched uniform. (say true or **false**)
2. When saloon attendants are required to move out on line with saloon, _____ period of their traveling will be treated as duty. (whole)
3. In case of non-running staff, efforts should be made to provide at least one break in continuous night duty in _____ days in addition to weekly rest. (10)

VII. Railway Servants (Discipline & Appeal) Rules, 1968

Objective:

1. The Railway servants (Discipline & Appeal) Rules came into force on _____.
2. _____ form is used for placing a Railway employee under suspension.
3. Suspension is a penalty under D&A Rules, 1968. (say true or false)

4. _____ form is used for revocation of suspension.
5. _____ form is used for imposition of minor penalty.
6. _____ form is used for imposition of major penalty.
7. _____ form is used for nomination of Inquiry Officer.
8. _____ form is used to appoint a presenting officer.
9. Subsistence allowance is equal to leave salary, which the employee would have drawn had he been on _____.
10. In case the suspension period is prolonged beyond three months for reasons not attributable to the employee, the subsistence allowance may be increased by an amount not exceeding _____% _____.
11. In case the suspension period is prolonged beyond three months for reasons attributable to the employee, the subsistence allowance may be decreased by an amount not exceeding _____% _____.
12. A retired Railway servant can act as a defense helper (say true or false)
13. Retired Railway servants cannot act as defense helper in more than _____ cases at a time.
14. The defense helper should be from the same Railway as that of the delinquent employee. (say true or false)
15. An official of a recognized trade union may assist in more than three pending disciplinary cases. (say true or false)
16. Termination of an employee on reduction of establishment is a penalty under D&A Rules, 1968. (say true or false) Withholding of increments for failure to pass any departmental examination is not a penalty under D& A Rules, 1968. (say true or false).
17. Reversion of a Railway servant officiating in higher service on the ground that he is considered to be unsuitable for such higher grade is a penalty under D&A Rules, 1968. (say true or false)
18. No appeal lies against any order of an _____ nature or of the nature of _____ of the final disposal of a disciplinary proceedings.
19. Appeal lies against the order of suspension. (say true or false)
20. Any order interlocutory in nature passed by the inquiry can be appealed against. (say true or false)
21. While disposing of an appeal, the appellate authority can order re-appointment of the delinquent employee. (say true or false).
22. No appeal shall be entertained unless preferred within _____ days.
23. The period of 45 days for preferring an appeal is reckoned from _____. (the date on which a copy of the order appealed against is delivered to the appellant)
24. The appeal against an order of the disciplinary authority can be preferred by the appellant in his own name. (say true or false)
25. The appeal shall be preferred to any higher authority than the disciplinary authority. (say true or false)
26. The appeal shall not contain any _____.
27. No order imposing/enhancing a penalty shall be made by any revising authority unless the Railway Servant concerned has been given _____ against the penalty proposed.
28. No proceeding for revision shall be commenced until after the expiry of the period of limitation for _____.
29. No proceeding for revision shall be commenced until after _____ of the appeal preferred.
30. Rule 25.A of the RS(D&A) Rules deal with _____.
31. Every order or notice under RS (D&A) Rules, 1968 shall be served in person on

- the Railway servant concerned or communicated to him by_____.
32. An authority not lower than_____shall impose the penalties of dismissal/Removal/Compulsory retirement.
33. While putting up the case to revision authority, the authority competent thereto can suggest the specific penalty to be imposed. (say true or false)
34. If DRM functions as Disciplinary/Appellate authority,_____shall be the appellate/revision authority.
35. The disciplinary proceedings should be closed immediately on the death of the charged employee. (say true or false).
36. _____inquiry is ordered, if necessary, to find out prima facie whether there is any case under DAR.
37. Disciplinary Authority decides to conduct inquiry either by_____or by _____or by_____.
38. _____authority fixes the date for inquiry and advises the charged employee.
39. The inquiring authority may refuse the request of the delinquent employee for documents, if they are _____to the case.
40. The inquiring authority may refuse the request of the delinquent employee for documents, if they would be against_____or_____.
41. The inquiring authority, where it is not itself the _____, shall forward to the disciplinary authority the records of inquiry.
42. Charges framed against a delinquent employee should not be _____. They should be_____and definite to convey exact nature of the alleged misconduct.
43. The disciplinary authority cannot impose major penalty without conducting enquiry proceedings subject to the exceptions given under Rule_____of the RS(D&A) Rules, 1968.
44. If no presenting officer is appointed,_____ authority will perform the functions of the presenting officer in an inquiry.
45. A railway servant on leave preparatory to retirement cannot be nominated as a defence counsel. (say true or false).
46. The trade union official nominated as defence counsel should be a member of the recognized trade union for at least_____(period) at the time of nomination.
47. If no presenting officer is nominated, _____ will commence the proceedings by reading out the articles of charge.

48. If no presenting officer is nominated, _____ will examine and re-examine the prosecution witnesses.
49. What is the time limit for submission of written statement of defence by the delinquent railway servant?
50. If the documents cited in the charge sheet are not enclosed to it at the time of serving the same, it shall lead to procedural lapse. (say true or false).
51. What is the time limit allowed for the delinquent employee for completion of inspection of the documents?
52. Show cause notice is necessary before imposing minor penalty after dropping the major penalty proceedings. (say true or false)
53. Recognised trade union official can assist a gazetted railway servant to present his case before the inquiring authority. (say true or false).
54. The trade union official who assists the delinquent employee in an inquiry should take nominal fees only. (say true or false)
55. A legal practitioner can act as a defence assistant. (say true or false)
56. If _____ authority is a legal practitioner, the defence assistant can also be a legal practitioner.
57. The ten days time allowed for submission of the written statement may be extended by the _____ authority, if he satisfies that there is enough justification to do so.
58. In case the alleged charge is assault, _____ filed in the police station can be one of the relevant documents to be attached to the charge sheet.
59. In case the alleged charge is unauthorized absence, _____ can be one of the listed documents.
60. If the charge is unauthorized absence, _____ can be one of the witnesses.
61. A railway servant under suspension can be granted leave. (say true or false)
62. A railway servant under suspension can be given _____ sets of privilege passes in a calendar year at the discretion of the authority not lower than DRM.
63. A railway servant under suspension can be given one set of privilege pass in a calendar year at the discretion of the authority not lower than _____.
64. In case of removal/dismissal, the cost of privilege passes given to a railway servant under suspension should be recovered. (say true or false)
65. Employees under suspension may be given not more than _____ sets of PTOs per year at the discretion of _____.
66. The discretion to issue PTOs to employees under suspension may also be exercised by _____.
67. PF amount can be recovered from Subsistence allowance. (say true or false)
68. Amount due to court attachment cannot be recovered for subsistence allowance. (say true or false).
69. Appeal shall be entertained unless preferred within _____ days.
70. Rule No. _____ of RS (D&A) Rules, 1968 deals with communication of orders to Railway servants.
71. Schedule III of RS (D&A) Rules, 1968 deals with _____.
72. Special provisions to Group C and D are contained in Rule _____ of RS(D&A) Rules, 1968.
73. The authority competent to reduce or increase the subsistence allowance after a period of three months of suspension is _____.
74. After a period of three months of suspension, the subsistence allowance may be increased or reduced by _____.
75. Railway Servants (D&A) Rules, 1968 apply to casual labour. (say true or false)
76. Inquiry is not required to be held in case of DAR proceedings for minor penalty.

- (say true or false)
77. The disciplinary authority can never act as an inquiry officer. (say true or false)
 78. A typical charge sheet for major penalty necessarily contains _____ annexures.
 79. A trade union official can act as _____ in a DAR Case.
 80. Trade Union member can act as Defence counsel in a DAR case against Gazetted Officers. (say true or false)
 81. Rule 13 of D&A Rules deals with common proceedings. (say true or false)
 82. No appeal shall lie against any order passed by an Inquiry Officer in the course of an inquiry under Rule 9 of RS (D&A) Rules, 1968. (say true or false)
 83. Rule 25 of RS (D&A) Rules, 1968 deals with special provisions for Group C & D staff. (say true or false)

VIII. Recognition of Trade Unions. Facilities to Office bearers of recognized unions/Associations. Dealing with Unrecognised Unions/Associations.

(A) Objective:

1. One card pass in favour of _____ office bearers shall be issued to each branch of a trade union. (any four)
2. The card pass issued to the branches of trade unions are available over the jurisdiction of the branch and to the _____. (divisional headquarters)
3. The authority competent to take a decision in regard to the request for allotment of land for construction of branch offices of a recognized union is _____. (GM)
4. In case of transfer of office bearer to another office located at a distance in the same area at the same station, there is no need to give notice to the union before hand. (say true or **false**)
5. In case of transfer of office bearers from one section to another in the same office, there is no need to give notice to the union before hand. (say **true** or false)
6. The procedure laid down for transfer of office bearers need to be followed even in the case of employees to be transferred on SPE/Vigilance cases.(say true or **false**)
7. In case employee is transferred on his own request, there is no need to follow usual procedure. (say **true** or false)
8. Prior permission of administration would be needed for use of Railway premises for holding meetings of recognized unions. (say **true** or false)
9. The requests for use of railway premises for holding meeting of recognized unions should reach the administration _____ days before the meeting. (three)
10. Political subjects can also be discussed at the meetings of recognized unions in the Railway premises for which permission is granted. (say true or **false**)
11. Administration may insist on the copy of agenda of the meetings of recognized unions before granting permission. (say true or **false**)
12. A railway telephone may be provided to the branch offices of the recognized unions also. (say **true** or false)
13. General Secretary of a recognized union may be provided with a railway telephone at his residence only when the residential accommodation is within Railway premises. (say **true** or false)
14. Divisional Secretaries of recognised unions are not entitled to railway telephone at residence. (say true or **false**)

IX. Medical Attendance & Medical Examination:

Objective:

1. Group A of the vision test is in the interest of _____ (public Safety)
2. Group A of the vision test is subdivided into _____ classes. (three)
3. Foot Plate staff are medically tested for fitness in _____ class of Vision Test. (A/1)
4. Station Masters are medically tested for fitness in _____ class of Vision Test. (A/2)
5. Inspectorial staff of Loco, Traffic and Signal Department are medically tested for fitness in _____ class of Vision Test. (A/3).
6. Group B of the vision test is in the interest of _____ (employee himself and the fellow workers)
7. Group B of the vision is subdivided into _____ classes. (two)
8. Give two examples of staff medically tested for fitness in B/1 class: Gangmen, Gang mates, Trains clerks, P Way Mistries, TXRs, RPF staff.
9. TTEs are medically tested for fitness in _____ class. (B/2)
10. Group C of the vision test is in the interest of _____ (administration)
11. Group C of the vision test is subdivided into _____ classes. (two)
12. Welfare Inspectors are medically tested for fitness in _____ class. (C/1)
13. Clerical staff are medically tested for fitness in _____ class. (C/2)
14. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held after every _____ years upto the age of 45 years. (three)
15. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in _____ years upto the age of 40 years. (two)
16. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held once in _____ years after the age of 45 years. (a year)
17. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in _____ years after the age of 40 years. (a year)
18. Periodical Medical Examination in B/1 and B/2 classes is held at the age of _____ years and again at the age of _____ years. (45 and 55)
19. No periodical medical examination is held for _____ and _____ classes. (C/1 and C/2)
20. The time spent in journey for PME is treated as _____ (duty)
21. The time taken by an employee to equip himself with spectacles etc., without which he is not considered fit for duty should be treated as _____. (leave due)
22. The amount payable for joining RELHS at the time of retirement is _____.
23. Medical allowance is granted @ Rs. 100/- p.m. to Railway Pensioner/Family Pensioner residing beyond _____ away from Railway Hospitals.
24. _____ qualifying service in the Railways is necessary for joining RELH Scheme.
25. Supply of diet is free to employees whose basic pay does not exceed Rs. _____.

X. . Draft Paras and their disposal.

Objective:

1. What does C&AG stand for?
2. What does PDA stand for?
3. What does PAC stand for?
4. In how many parts audit inspection reports are issued?
5. Who is the head of audit office in zonal railways?
6. Who is the head of audit office in Railway Board

XI. Canons of Financial Propriety.

Objective:

1. Under the standards of financial propriety, the sanctioning authority must pay due regard to the principle that expenditure should prima facie be more or less than the occasion demands. (say true or **false**)
2. No authority should exercise its powers of sanctioning expenditure to pass an order which will directly or indirectly be to its advantage. (say **true** or false)
3. Normally, public money should not be utilized for the benefit of a section of the community. (say **true** or fals)

XII. Classification of demands for grants.

Objective:

1. The proposals of Government in respect of sums required to meet expenditure from the Consolidated Fund of India are to be submitted in the form of _____. (Demands for Grants)
2. The demands shall be for _____ expenditure. (gross).
3. The Demands No. 1,2 & 3 are in the nature of _____. (general on cost).
4. The Demands for Grants are to be presented in _____ parts. (two)
5. Each part of the Demands for grants will have 3 sub-division called _____, _____ and _____. (sub-heads, detailed heads and primary units).
6. Sub-heads of the Demands represent _____ (major functions/activities)
7. Detailed heads of the Demands represent _____ (break up of the activity of classification)
8. The expenditure under Repairs and Maintenance of Plant & Equipment of all Departments shall be charged to Demand No. _____. (7-Abstract E)
9. Operating Expenses of Rolling Stock & Equipment shall be charged to _____. (Demand No, 8)
10. Operating Expenses – Fuel shall be charged to _____. (Demand No. 10)
11. Expenditure under Staff Welfare & Amenities shall be charged to _____. (Demand No. 11)
12. Charged expenditure required the sanction of President. (say **true** or false)
13. Voted expenditure requires approval of Parliament. (say **true** or false)
14. Vote on Account represents Grants sanctioned by the Parliament in advance for the short period. (say **true** or false)
15. Annexure-J indicates statement of mis-classification. (say **true** or false)
16. Annexure-K indicates defects in budget. (say **true** or false)
17. Demand 3-13 is known as ordinary working expenses. (say **true** or false)
18. Repairs to staff quarters is booked to Demand No. 11 (say **true** or false)
19. Cost of training is booked to Demand No. 12 (say **true** or false)
20. TA to PWI is booked to Demand No. 4 (say **true** or false)
21. Payment of DCRG is booked to Demand No. 13 (say **true** or false)
22. Salary of CPO is booked to Demand No. 3 (say true or false)
23. Salary of GM is booked to Demand No. 3 (say true or false)

XIII. Man-Power Planning.

Objective:

1. Cadre means the strength of a service or a part of a service sanctioned as a separate unit. (say true or false)
2. Lien means the _____ of a Railway servant to hold a post to which he has been appointed on regular basis.
3. A permanent post means a post carrying definite rate of pay sanctioned without _____.
4. A temporary post means a post carrying a definite rate of pay sanctioned for _____.
5. A Tenure post means _____.
6. A supernumerary post is a shadow post to which no duties are attached. (say true or false).
7. A supernumerary post should be created for indefinite periods. (say true or false)
8. A supernumerary post, on vacation by the incumbent, can be filled by another officer in the order of seniority. (say true or false)
9. Work charged posts are charged to specific sanctioned works (say true or false)
10. An employee who has acquired lien on a post retains the lien on that post while under suspension. (say true or false)
11. An employee who has acquired lien on a post retains the lien on that post while officiating in another post. (say true or false)

XIV. Pay and allowances.

Objective:

1. staff who are detained at any station other than their HQrs., due to an accident for a period exceeding 08 hours shall be paid accident allowance.
2. _____staff deputed to work temporarily at stations outside their HQrs., either on running duties or stationary duties shall be entitled to outstation allowance.
3. Breach of Rest allowance is paid to _____staff when the rest falls short of the prescribed hours of rest as per HOER.
4. National Holiday Allowance is paid to staff drawing pay upto Rs._____.
5. NPA stands for _____which is paid to_____.
6. Employees joining training institutions as faculty members are entitled to _____ allowance.
7. The staff who are paid nursing allowance are not entitled to NDA for the duty performed during nights. (say **true** or false)
8. The quantum of rent paid is linked to payment of HRA (say true or **false**)
9. Dual charge allowance will be admissible only if the additional charge is held for a period exceeding _____days. (45 days)
10. Transport allowance shall not be included for the purpose of computation of Overtime allowance. (say true or **false**)
11. NPA is taken into account for determining the TA entitlements (say **true** or false)
12. Leave availed by the officer looking after full duties of another post shall be taken into account for counting the period of dual charge allowance. (say **true** or false)
13. A railway servant is not entitled to HRA if his spouse is allotted with Government accommodation at the same station. (say **true** or false)
14. NPA is treated as ay for the purpose of sanctioning advances. (say **true** or false)
15. The rate of washing allowance to Group D employee is _____per month.
16. Hyderabad city is classified as _____for the purpose of HRA.
17. Calcutta city is classified as _____for the purpose of CA.
18. The %age of DA payable as on 01.01.2020 is _____.
19. Night duty allowance is payable to all Group C employees. (say true or false)

XV. Leave Rules.

1. What are the two categories of strikes?
2. Conversion of one kind of leave into another shall be considered if received within_____days.
3. Leave ordinarily begins on the day on which_____is effected and ends on the day preceding that in which_____.
4. CL shall not be combined with any other kind of leave since it is not_____.
5. A railway servant on leave may not take any service in India without previous sanction of_____.
6. No railway servant shall be granted leave of any kind for a continuous period exceeding_____.
7. Leave shall not be granted to a railway whom a competent authority has decided to_____, or_____or_____from service.
8. Permission of the leave sanctioning authority is required to join duty canceling the leave sanctioned to him. (say true or false)
9. A railway servant who has taken leave on medical certificate may not return to duty until he has produced a_____from_____.
10. Willful absence from duty after expiry of leave renders a railway servant liable to disciplinary action. (say true or false)
11. A railway servant other than one who is working in a railway school shall be entitled to_____days leave on average pay in a calendar year.
12. The leave account of every railway servant shall be credited with leave on average pay in advance in_____instalments of_____each on the first day of _____and_____every calendar year.
13. The leave at the credit of a railway servant at the close of every half year shall be carried forward to next half year subject to the condition that the closing balance does not exceed_____days.
14. Ordinarily the maximum leave on average pay that may be granted at a time to a railway servant shall be _____days.
15. In the year of appointment, LAP shall be credited to the leave account of an employee at the rate of _ days for each completed calendar month of service.
16. In the year of retirement/resignation of a railway employee, LAP shall be credited at the rate of days for each completed calendar month of service.
17. In case of removal/dismissal/death of a railway servant, credit of LAP shall be allowed at the rate of_____days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
18. During extra ordinary leave, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by_____of the period of such leave subject to a maximum of_____days.
19. During absence treated as dies non, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by_____of the period of such dies non subject to a maximum of_____days.
20. A permanent/temporary railway servant shall be entitled to leave on half average pay of_____days in respect of each completed year of service.

21. The amount of leave on half average pay that can be availed of in one spell shall be limited to_____.
22. The leave on half average pay shall be credited to the leave account of a railway servant on 1st of_____and_____at the rate of 10 days each in advance.
23. In the year of appointment, LHAP shall be credited to the leave account of an employee at the rate of _ days for each completed calendar month of service.
24. In case of removal/dismissal/death of a railway servant, credit of LHAP shall be allowed at the rate of_____days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
25. In case of retirement/resignation, credit of LHAP shall be allowed at the rate of _____days per completed month upto the date of retirement/resignation.
26. While calculating the completed months of service, the month may be rounded off to the next higher if it exceeds more than 15 days (say true or false)
27. In case the period of absence is treated as dies non, the credited to the LHAP account shall be reduced by_____of the period of dies non subject to a maximum of 10 days.
28. There is no limit to the number of days of commuted leave to be availed of during the entire service.
29. Commuted leave may be granted at the request of the employee even when leave on average pay is due to him.(say true or false)
30. Grant of Leave not due shall be limited to the leave on half average pay he is likely to earn thereafter. (say true or false)
31. Leave not due during the entire service shall be limited to_____days on medical certificate.
32. Leave not due is debited against the_____leave he is likely to earn subsequently.
33. In case a railway servant who has been granted leave not due resigns from service or permitted to retire voluntarily, the retirement/resignation takes effect from _____.
34. If the retirement is_____on the railway employee, no leave salary for the period of leave not due availed shall be recovered from the employee.
35. No temporary railway servant shall be granted extra ordinary leave in excess of three months without a medical certificate. (say true or false)
36. A railway servant who proceeds on LAP is entitled to leave salary equal to the pay drawn before proceeding on leave on average pay. (say true or false)
37. The increment due on a day during the leave period shall not be drawn till the employee resumes duty. (say true or false)
38. A railway servant on extraordinary leave is not entitled to any leave salary. (say true or false)
39. The payment of cash equivalent of leave salary shall be limited to a maximum of _____days of leave on average pay.
40. Entire leave on half average pay at the credit of railway servant who retire on superannuation, shall be allowed to be encashed subject to the condition that _____.
41. A female Government servant with less than_____children may be granted maternity leave.

42. Maximum of the maternity leave admissible is _____ days.
43. Maternity Leave can be combined with any other kind of leave (say true or false)
44. Total period of Maternity Leave on account of miscarriage/abortion should be restricted to _____ days in entire career of a female servant.
45. The maternity leave shall not be debited from the leave account (say true or false).
46. A male Government servant with less than _____ children may be granted paternity leave.
47. Maximum of the paternity leave is _____ days.
48. The paternity leave shall be availed of with in _____ months.
49. The paternity leave shall be availed during _____.
50. The paternity leave shall be availed during confinement of his wife i.e., _____ days before or upto _____ months from the date of delivery of the child.
51. In case the paternity leave is not availed off with in 6 months it shall be treated a lapsed. (say true or false).
52. Paternity leave is granted to a Casual Labour who has been granted _____.
53. _____ leave is granted to a Railway servant who is disabled by injury inflicted or caused in or in consequence of due performance of his official duty or in consequence of his official position.
54. Special disability leave shall be combined with any other kind of leave (say true or false).
55. Maximum period of Special Disability Leave granted in consequence of any one disability shall be _____.
56. Leave salary payable during the first 120 days of Special Disability leave shall be equal to leave salary while on _____.
57. Leave salary payable beyond 120 days of Special Disability leave shall be equal to leave salary while on _____.
58. Hospital Leave shall be granted to a railway servant other than _____.
59. Total period of Hospital Leave, including other kinds of leave combined with it, shall not exceed _____.
60. Study Leave shall be granted to Railway servants in accordance with the rules prescribed in _____ to Indian Railway Establishment Code, Vol.I.
61. Study leave shall count as service for increment. (say true or false).
62. Study leave shall count as service for pension. (say true or false)
63. Study leave shall count as service for seniority. (say true or false)
64. Study leave shall count as service for promotion. (say true or false)
65. Study Leave for study out side India shall be granted by _____.
66. Apprentice Mechanics are entitled to leave on full stipend for a period not exceeding _____ days in any year of apprenticeship. (16 days).
67. Apprentice Mechanics are entitled to leave on half stipend on medical certificate for a period not exceeding _____ days in any year of apprenticeship. (20 days).
68. Trade apprentices may be granted leave on full stipend for a period not exceeding _____ days in any year of apprenticeship. (12 days).
69. Trade Apprentices may be granted leave on half stipend on medical certificate for a period not exceeding _____ days. (15 days).

70. Leave for half a day means authorised absence from duty for over _____ (period) before interval or the second period of any day on which the workshop remains open for both the periods. (half an hour)
71. The concession of granting half day leave to workshop staff is limited to occasions in a year. (six)
72. Advance of leave salary is permissible if the railway servants proceeds on leave for a period not less than _____ days. (thirty)
73. The advance of leave salary granted shall be adjusted in full from the _____ in respect of the leave availed of. (leave salary bill)
74. In a year _____ days of CL is entitled to an employee appointed in an administrative office
75. Paternity leave came into effect from _____.
76. A Railway servant who resigns or quits service shall be entitled to cash equivalent in respect of LAP on the date of cessation of service to the extent of _____ of such leave at credit.
77. Extra Ordinary Leave on medical grounds does not qualify for grant of increments. (say true or false)
78. Casual leave can be combined with joining time. (say true or false)
79. Trade apprentices may be granted leave on full stipend for a period not exceeding 12 days in a calendar year. (say true or false)

Railway Pension Rules.

Objective:

1. Under Pension Rules, Child means son or unmarried daughter of a railway servant under _____ years of age. (25)
2. Under Pension Rules, minor means a person who has not completed the age of _____ years. (18)
3. The day on which a railway servant retires shall be treated as his last working day. (say **true** or false)
4. A railway servant shall not earn two pensions in the same service or post at the same time. (say **true** or false)
5. Re-employed pensioners are entitled to a separate pension or gratuity for the period of his re-employment. (say true or **false**)
6. Future good conduct shall be an implied condition of every grant of pension or its continuance. (say **true** or false)
7. The _____ authority may, by order in writing, withhold or withdraw a pension, if the pensioner is convicted of a serious crime or is found guilty of grave misconduct. (appointing)
8. Where the President orders recovery of pecuniary loss from pension, the recovery shall not ordinarily be made at a rate exceeding _____ of the pension admissible on the date of retirement. (1/3)
9. In respect of a retired railway servant against whom departmental or judicial proceeding are pending, the Accounts Officer shall authorise provisional pension not exceeding _____. (the maximum pension)
10. No gratuity shall be paid to the railway servant until the conclusion of the departmental or judicial proceedings. (say **true** or false)
11. Payment of provisional pension made shall be adjusted against _____ sanctioned. (final retirement benefits)

12. No recovery shall be made if the pension finally sanctioned is less than the provisional pension. (say **true** or false)
13. A Group 'A' officer shall obtain previous sanction of the Government to accept any commercial employment before the expiry of _____ years from the date of retirement. (two)
14. All railway servants shall obtain previous sanction of the Government to accept any commercial employment after retirement. (say true or **false**)
15. Where the Government does not communicate the refusal to grant permission to take up commercial employment to the applicant within _____ days of receipt of the application, the Government shall be deemed to have granted permission. (60)
16. Period of service treated as dies-non shall be treated as service for pensionary benefits. (say true or **false**)
17. Period of unauthorized absence shall not be treated as service for pensionary benefits. (say **true** or false)
18. Unpaid holidays granted to railway workshop staff shall be treated as qualifying service. (say **true** or false)
19. Period of employment in a part-time capacity shall also constitute service for pensionary benefits. (say true or **false**)
20. In case where railway accommodation is not vacated by a railway servant after superannuation or after cessation of service, full amount of retirement gratuity shall be withheld. (say **true** or false)
21. A temporary railway servant who seeks voluntary retirement after completion of _____ years of service shall be eligible for retirement pension. (20)
22. In the event of death in harness of a temporary railway servant, his family shall be eligible to family pension on the same scale as admissible to family of permanent railway servants. (say **true** or false)
23. Terminal gratuity shall be admissible in case where the railway servant concerned resigns his post. (say true or **false**)
24. Terminal gratuity shall not be admissible to a probationer discharged for failure to pass the prescribed test. (say **true** or false)
25. Service rendered as substitute shall be counted for pensionary benefits if followed by absorption in a regular post without any break. (say **true** or false)
26. The period of suspension shall qualify for pensionary benefits only if it had been treated as _____. (duty or leave due as the case may be)
27. Period spent on training immediately before appointment to service shall count as qualifying service. (say **true** or false)
28. The period of interruption in service between the date of removal and the date of reinstatement shall not count as qualifying service unless regularized as duty. (say **true** or false)
29. Dismissal of a railway servant from service shall not lead to forfeiture of his past service. (say true or **false**)
30. Resignation of a railway servant from service shall lead to forfeiture of his past service. (say **true** or false)
31. Any deficiency in the qualifying service of a railway servant shall not be condoned. (say **true** or false)

32. A pension granted or awarded under the Railway Services (Pension) Rules, 1993 shall not be less than _____ per month. (Rs. 1250/- + DP=Rs. 1875/-)
33. A railway servant who is dismissed or removed from service shall forfeit his pension and gratuity. (say **true** or false)
34. The authority competent to dismiss or remove a railway servant from service sanction compassionate allowance in case deserving of special consideration. (say true or false)
35. The compassionate allowance shall not exceed _____ of pension or gratuity or both. (2/3)
36. Compassionate allowance sanctioned shall not be less than _____ per month. (Rs. 1250/-)
37. At any time after completion of _____ years of qualifying service, a railway servant may retire from service voluntarily. (20)
38. The qualifying service on the date of voluntary retirement of a railway servant shall be increased by the period not exceeding _____ years. (5)
39. Added years of weightage to the qualifying service of a railway servant retired voluntarily does not in any case exceed years. (33).
40. Weightage of 5 years shall also be admissible in the case of those railway servants who prematurely retired under Rules 1802 to 1804 of the Indian Railway Establishment Code, Vol.II. (say true or false)
41. The amount of service gratuity shall be calculated at the rate of _____ month's emoluments for every completed six-monthly period of service. (half)
42. Maximum Pension is limited to _____ per month.
43. Minimum service to get the eligibility for pension is _____ years. (ten)
44. In calculating the length of qualifying service fraction of a year equal to 3 months and above shall be treated as a completed one half year. (say **true** or false)
45. The amount of pension finally determined shall be in whole rupees. (say **true** or false)
46. Where the pension contains a fraction of a rupee it shall be rounded off to the next higher rupee. (say **true** or false)
47. In the case of a railway servant retiring after completing qualifying service of not less than _____ years, the amount of pension shall be calculated at _____ % of average emoluments subject to a maximum of _____. (33, 50% and)
48. Maximum of Death-cum-retirement gratuity shall be _____. (3.5 lakhs)
49. If a railway servant dies while in service after putting in 20 years or more qualifying service, the death gratuity payable shall be _____ of emoluments for every completed six monthly period of qualifying service subject to a maximum of _____ times the emoluments provided that the amount of gratuity payable shall be limited to _____. (half, 33, 3.5 lakhs)
50. In case no nomination exists and if there are one or more surviving members of the family, the gratuity shall be paid to all such members in shares. (equal)
51. The minimum family pension payable shall be _____ % of the minimum of the scale. (30%).
52. The Pension Scheme was introduced in Railway on _____.
53. The Family Pension Scheme was introduced in Railways on _____.
54. The maximum amount of Pension that can be commuted is _____.

55. Pensioners would be entitled to have commuted portion of Pension restored to them on expiry of _____ years from the date of retirement.
56. An employee who had 34 years of qualifying service dies while in service, his widow is entitled to the Death Gratuity for _____ months.
57. The maximum amount of Deposit linked insurance admissible is Rs. _____.
58. The minimum service required to sanction of Pension is _____ years.
59. Formula for calculating monthly pension of the employee on retirement is _____.
60. The qualifying service required for pensionable staff to accept voluntary retirement is _____ years.
61. The minimum Pension is _____.
62. _____% of pension can be commuted on retirement.
63. The relief is payable on _____ pension.
64. The family pension shall not be less than _____% of the minimum of the scale held by the employee at the time of retirement/death.
65. The pension shall not be less than _____% of the minimum of the scale held by the employee at the time of retirement.
66. The deposit linked insurance scheme is linked to _____.
67. Maximum amount of gratuity payable to a retired railway employees is _____.
68. DCRG payable depends on the rate of DA admissible (say true or false)
69. Pay for the purpose of Gratuity is the last pay drawn plus DP (say true or false)
70. Maximum amount of pension payable shall be Rs. _____.
71. Commuted value payable is linked to the age of the employee retiring from service (say true or false)
72. Minimum qualifying service for payment of retirement gratuity is _____ years.
73. Minimum qualifying service required for payment of pension is _____ years.
74. Minimum qualifying service for accepting request for voluntary retirement is _____ years.
75. Maximum qualifying service reckoned for fixing the pension is _____ years.
76. One may choose to receive monthly pension by money order (say true or false)
77. The account for drawl of pension can a joint account with wife. (say true or false)
78. An employee removed from service is entitled for pension (say true or false)
79. An employee dismissed or removed from service is entitled to draw compassionate allowance at the discretion of the _____ authority.
80. The pension becomes payable to the retired employee from the last working day of his service (say true or false)
81. The entire gratuity can be withheld if the employee does not vacate the Railway quarter (say true or false)
82. The widows and dependent children of deceased CPF retirees who had retired from service prior to 01.01.1986 shall be granted ex-gratia w.e.f. _____. (01.01.1986)
83. The ex-gratia payment shall not be payable to more than one member of the family at the same time. (say true or false)

XVI. General Conditions of Service.

(i) Absorption of medically decategorised staff:

Objective:

1. The committee to assess suitability of medically decategorised staff for absorption in alternative posts should include a medical officer. (say true or false)
2. Absorption of medically incapacitated staff in alternative posts in departments other than the one in which he was working at the time of incapacitation should be considered only if it is not possible to absorb him in other wings of the same department. (say true or false).
3. Absorption of medically decategorised staff in alternative posts carrying lower grades is contravention of the Disabilities Act. (say true or false)
4. No option is available to a medically decategorised employee to decline the alternative employment if offered in equal grade. (say true or false)
5. A Railway servant who fails in a vision test by virtue of disability acquired during service becomes physically incapable of performing the duties of the post which he occupies shall be discharged from service duly arranging settlement dues. (say true or false)
6. The medically decategorised/incapacitated staff should be shifted to some other post with the same pay scale and service benefits. (say true or false)
7. Modification of the scheme of absorption of medically decategorised staff in alternative employment is necessitated due to the enactment of_____. [Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995]
8. The rules in connection with absorption of medically decategorised staff in alternative posts are contained in paragraphs_____to_____of Chapter _____of the Indian Railway Establishment Manual, Vol.I (1989 edition). (1301 to 1315 or Chapter XIII)
9. Railway servants declared medically unfit are classified into_____groups. (2)
10. The two groups of staff declared medically unfit are (i)_____and (ii)_____. [(i) those who cannot be declared fit even in C medical category and (ii) those disabled for further service in the post they are holding but fit in a lower medical category and eligible for retention in service in posts corresponding to the lower medical category]
11. No officer has the authority to permit the Railway servant if he is declared medically unfit for the post held by him. (say **true** or false)
12. The Railway servants declared medically unfit cease to perform the duties of the posts held by them from_____. (the date they are medically declared unfit)
13. If a medically decategorised Railway servant cannot be immediately absorbed in any suitable alternative post, he may be kept on a_____post of equal grade. (special supernumerary post)
14. The special supernumerary post created to accommodate medically decategorised staff shall stand abolished as soon as . (the alternative employment is located)
15. While absorbing medically decategorised staff in alternative posts, it shall be ensured that_____. (interests of other staff in service are not adversely affected)
16. The committee to adjudge the suitability of the medically decategorised staff for absorption in alternative post shall consist of_____. (two or three officers)

17. If there is no immediate prospect of employment in the unit/division concerned, the details of the Railway servant shall be circulated to _____ where suitable employment is likely to be found. (all other officers/establishments)
18. To determine the scale of pay for absorption of medically decategorised running staff in alternative posts, _____ shall be added to the maximum and minimum of the scale of pay of running staff. (an amount equal to such %age of pay in lieu of running allowance)
19. The staff who get their cases recommended for a change of category on medical grounds are treated as transferred on own request. (say **true** or false)
20. The medically decategorised employee who is kept on special supernumerary post has a right to decline the alternative employment of equal grade to which he is posted. (say true or **false**)
21. Absorption of medically decategorised staff in a grade lower than the one held by them at the time of decategorisation is in contravention of the provision of Persons with Disabilities Act, 1995. (say **true** or false)
24. The requests of medically decategorised employees with less than 20 years of service to quit Railways may be accepted and their cases settled under Rule _____ of Manual of Pension Rules. [R. 55 read with R.69(2)(b)]
25. Employees who are offered alternative posts in the same grade but are unable to perform duties attached to the posts owing to physical condition may be referred for _____ and _____ may be given. (review, job counseling for adaptation to new jobs)
26. Absorption of medically decategorised staff in other departments be considered only when it is not possible to absorb them in _____ of the same department. (other wings)
27. The committee to assess suitability of the medically decategorised staff for absorption in alternative posts should include a medical officer. (say **true** or false)
28. Employees declared medically disabled/decategorised on or after _____ upto _____ and absorbed in lower grades than the one held by them on regular basis may be reviewed and decided at the level of GM. (07.02.96, 28.4.99)
29. Drivers who are medically decategorised upto Class A-3 are eligible to be considered for the post of _____. (Loco Inspectors)
30. The surplus staff who are superannuating within the next three years who cannot be redeployed at the same station for any reason shall be placed against _____ posts forthwith. (special supernumerary)

(ii) Advances:

Objective:

1. _____, _____ and _____ are called advances for conveyance.
2. Rules regarding Conveyance advances are contained in _____ chapter of the Indian Railway Establishment Manual.
3. The amount of Scooter/Motor cycle advance payable shall be _____ or _____ or _____ whichever is less on the first occasion.
4. Second/subsequent Scooter/Motor Cycle advance is not permissible unless _____.
5. The Railway servant who has availed the advance of Scooter/Motor Cycle shall produce the registration certificate of vehicle on his own name with _____.

6. PC advance is admissible to staff drawing pay of Rs._____.
7. The maximum amount of PC advance admissible on first occasion is _____ or _____ whichever is less.
8. The amount of PC advance admissible on second or subsequent occasion is _____ or _____ which ever is less.
9. Maximum number of instalments permissible for recovery of PC advance is ____.
10. Advance on transfer is admissible if the transfer is in _____ interest.
11. The interest recovered on transfer advance is_____.
12. The amount of transfer advance payable is_____.
13. The pay for the purpose of transfer advance is_____.
14. The transfer advance is recoverable in _____.
15. Transfer advance can be drawn at the old station or new station (say true or false)
16. The transfer advance is not admissible in mutual transfers (say true or false).
17. The advance of TA payable shall be_____.
18. The advance of TA is adjusted through_____.
19. The flood advance is recoverable in _____ instalments.
20. Flood advance is permissible on certification about floods by _____ authorities.
21. Festival advance is payable to staff drawing pay of RS._____.
22. The amount of festival advance payable is Rs._____.
23. The festival advance is recovered in _____ instalments.
24. The interest recovered on festival advance is_____.
25. Festival advance is paid once in a _____.
26. A temporary Railway servant is entitled for House Building advance after having put in _____ years of continuous service.
27. Motor Car advance to SAG officers can be sanctioned by_____.
28. The amount of funeral advance payable to the families of Railway servants is _____ or _____ whichever is less.
29. The funeral advance is recoverable in _____ instalment/s from_____.
30. Fan advance can be sanctioned to a Jr. Clerk. (say true or false)

(iii) Appointment on compassionate grounds:

Objective:

1. Where an employee dies in harness leaving behind only the widow, i.e., without any children, appointment of a near relative is permissible. (say true or false)
2. Wards of Gazetted officers are not entitled for compassionate ground appointments. (say true or false)
3. Wards of Group D staff are eligible for CG appointment in Group D only. (say true or false)

4. CG appointment is not permissible in case a casual labour with temporary status dies while in service. (say true or false)
5. The time limit to give appointment in priority one cases is three months. (say true or false)
6. Divisional Railway Managers are competent to consider the relaxation of minimum age limit in deserving cases of compassionate appointments. (say true or false)
7. JA Grade officers holding independent charge of workshops are competent to give CG appointments in Group D. (say true or false)
8. Upper age relaxation in the case of Group D on compassionate grounds is with in the powers of CPO only. (say true or false)
9. Widows upto the age of 35 years are only to be considered for compassionate appointments. (say true or false)
10. Cases of CG appointments of RPF staff are to be considered in RPF department only. (say true or false)
11. The minimum qualification for a Group C post is SSC/Matriculation with 50% marks. (say true or false)
12. CG appointment to dependents of an employee died as bachelor is effective from _____.
13. _____ is competent to terminate the service of a CG appointee without following D&A Rules.
14. _____ is competent to give third and final change to a widow to appear for a Group C suitability test.
15. DRM is competent to give _____ chances to appear for Group C screening on merits to the ward of a deceased employee.
16. CG appointee to a post of technician/Gr.III with SSC should undergo _____ months of training.
17. _____ Class pass is given to wards of deceased employee when called for screening.
18. _____ is competent to consider the requests received after two years of the first son/first daughter attained the age of majority.
19. Who is competent to relax the condition of minimum educational qualification?
20. Is General Manager competent to appointment in posts carrying pay scale of Rs. 5500-9000?
21. How many officers shall be there in screening committee for CG appointments?

(iv) Fixation of Pay & Drawl of increments:

Objective:

1. Grant of officiating pay to the incumbents of the vacancies of short duration is admissible subject to the condition that the vacancy lasts over _____ days and is caused by factors that could not be foreseen. (30)
2. Option for fixation of pay under R.1313, IREC., Vol.II is not admissible to Gp. B officers on promotion to Gp. A Sr. Scale on ad hoc basis. (say **true** or false)
3. The pay/stipend of Railway servants selected against GDCE and undergoing training may be regulated under the provisions of Rule _____ of IREC, Vol.II. (R. 1315)
4. The pay of an employee holding a post substantively and seeking transfer to another post in lower grade will be protected subject to the condition that

- _____ (maximum of pay of lower post is not exceeded).
5. Fixation of pay in cases of appointment from one ex-cadre post to another ex-cadre post should be made with reference to pay in the _____ post only. (cadre)
 6. Whenever a promotion order is issued to any railway employee a clause should be incorporated in the promotion order regarding availability of option for fixation of pay. (say **true** or false)
 7. Group B officers who acquired the higher qualifications on or after _____ are governed by one time lumpsum incentive scheme. (05.07.95)`
 8. The minimum fixation benefit of _____ w.e.f. 01.01.1996. (Rs. 100/-). on promotion is allowed
 9. Advance increments granted to sports persons are to be treated as pay for _____ purposes. (all).
 10. Advance increments granted to sports persons on medal winning performance would take effect from _____. (the first day of the following month of the concluding day of the championship).
 11. The increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in the revised scales will count as emoluments for pension/gratuity. (say true or **false**)
 12. The advance increments granted to stenographers for acquiring higher speed in shorthand shall be termed as special allowance w.e.f. _____. (the date on which the employee draws pay in the revised scale of pay).
 13. The services of a substitute for allowing annual increment shall be counted from the date of _____. (attaining temporary status).
 31. The nursing staff possessing b.Sc., degree and enjoying the benefit of two advance increments in IV PC Scales as on 1.1.96 shall be fixed in the revised scale excluding the quantum of tw advance increments. (say **true** or false).
 32. The two advance increments enjoyed by nursing staff possessing B.Sc., degree are allowed in V PC as additional increments at the revised rates. (say **true** or false)
 33. The additional increments allowed at the revised rates in V PC to nursing staff possessing B.Sc., degree are to be treated as pay for the purposes of allowances. (say true or **false**).
 34. Annual increment accrues automatically on the due date unless withheld y a specific order. (say **true** or false)
 35. Increment is granted from _____ in which it falls. (JAN/JULY).
 36. When the increment is withheld with cumulative effect, the postponement will have effect of postponing future increment also. (say **true** or false)
 37. EOL on medical grounds shall be considered as qualifying service for granting increment. (say **true** or false)
 38. Period of suspension shall be qualifying for increments if _____ is allowed for such period. (full pay)
 39. Unpaid holidays enjoyed by workshop staff wil not count for increment unless _____. (converted in to LAP/LHAP at employee's request).
 40. With effect from _____ training period shall be counted for increments.
 41. In technical departments for acquiring higher qualifications of AMIE/BE lumpsum incentive of _____ will be paid to the employee.

(v) **Group Insurance Scheme:**

(A) Objective:

1. The new Group Insurance scheme for regular employees of Central Government

- came into force w.e.f._____. (01.01.1982)
2. The new Central Government Employees Group Insurance scheme has become compulsory for the employees who enter into service already in service as on _____ and optional to those in service as on _____. (01.11.80)
 3. In the absence of a valid nomination under the Group Insurance scheme, the nomination made under _____ may be accepted. (PF Rules)
 4. In case of no nomination under the scheme of Group Insurance/PF Rules, the insurance money shall be payable in equal shares to _____. (wife/wives, minor sons and unmarried daughters).
 5. A subscriber having a family can nominate anybody to receive the insurance money under Group Insurance scheme. (say true or false)
 6. In case an employee's whereabouts are not known, the accumulation from the savings fund becomes payable under Group Insurance scheme to the nominee/heirs after _____ period. (one year)
 7. It is legally permissible to adjust the Government dues against the payments due to the employees/nominees under the Group Insurance scheme. (say true or false)
 8. Subscriptions under the Group Insurance scheme shall not be recovered during the last three months of service. (say true or false)

(vi) Joining Time Rules:

Objective:

1. Joining Time Rules are contained in _____. (Chapter 11 of IREC, Vol.I)
2. Joining Time shall be granted to a Railway servant on transfer in public interest to enable him to join the new post either _____ or _____. (at the same station or a new station)
3. In the case of temporary transfer not exceeding 180 days the joining time allowed is _____ days. (nil)
4. The joining time shall commence from the date of _____ if the charge is made over on the forenoon. (relinquishment of charge of the old post)
5. The joining time shall commence from the following date if the charge is made over in the _____. (afternoon)
6. Not more than one day's joining time shall be allowed to a Railway servant to join a new post within _____ or _____. (the same station or which does not involve change of residence from one station to another).
7. For the purpose of the term same station will be interpreted to mean the area falling within the jurisdiction of the _____ or _____. (municipality or corporation)
8. If the distance between the old headquarters and the new headquarters is 1,000 Kms., or less, the joining time admissible is _____ days. (10 days).
9. If the distance between the old headquarters and the new headquarters is more than 1,000 Kms., the joining time admissible is _____ days. (12 days).
10. If the distance between the old headquarters and the new headquarters is more than 2,000 Kms., the joining time admissible is _____ days. (15 days).
11. If the distance between the old headquarters and new headquarters is more than 2,000 Kms., and the travel is permitted by air, the joining time admissible is _____ days. (12 days).
12. Distance means the weighted mileage for which fare is charged by the Railways in certain ghat/hill sections. (say true or false)
13. Extension of Joining time beyond the limits can be granted upto a maximum limit of _____ days. (30 days).
14. Extension of Joining time beyond the limits can be granted upto a maximum limit of 30 days by _____. (Head of the Departments)
15. Extension of Joining time beyond the limits can be granted upto a maximum limit

- of 30 days by _____ on the divisions. (Divisional Railway Manager)
16. The credit of joining time to the leave account will be subject to the usual restriction on accumulation of _____ in the leave account. (LAP)
 17. Joining time cannot be combined with vacation. (say true or **false**)
 18. Joining time can be combined with any other kind of leave except _____. (CL)
 19. Joining time cannot be combined with Casual leave. (say **true** or false)
 20. A railway servant on joining time shall be regarded as on _____ (leave/**duty**/on line/joining)
 21. Joining time pay is equal to the pay which was drawn before _____ in the old post. (relinquishment of charge)
 22. During joining time, a railway servant shall be entitled to CCA and HRA at the rates applicable to the _____. (old station/new station)
 23. The quantum of joining time admissible for transfer involving less than 1000 Kms is _____.
 24. Joining time is admissible to an employee on temporary transfer (say true or false)
 25. Sanction of special casual leave in lieu of Joining Time is not admissible. (say true or false)
 26. Maternity Leave is admissible in case of still born children. (say true or false)
 27. Paternity Leave is admissible t temporary status casual labour. (say true or false)

(A) Descriptive:

1. Write short note on 'Joining Time'.
2. What are the provisions regarding grant of joining time, limits of admissibility, commencement and extension of joining time.

(vii) Promotions:

(A) Objective:

1. All vacancies in Gp. B are filled by promotion of Group C employees on the basis of _____ and _____ wherever the scheme is in force. (selection and LDCE)
2. Where the scheme of LDCE is in force selection is held to fill up _____% of vacancies and LDCE is held to fill up _____% of vacancies. (70 and 30)
3. In a Group B selection for one vacancy, the zone of consideration shall be _____. (05 employees)
4. In a Group B selection for two vacancies, the zone of consideration shall be _____. (08 employees)
5. In a Group B selection for three vacancies, the zone of consideration shall be ____.
6. Where employees of different streams are eligible to appear for Gp. B selections, their _____seniority list should be drawn and circulated before selection.
7. The integrated seniority list of eligible staff for selection to a Group B post is based on the length of non-fortuitous service in scale Rs. _____. (6500-10500)
8. If adequate number of SC/ST employees are not available in the normal zone of consideration against reserved points, the field should be extended to _____ times the vacancies to pick up the SC/ST candidates. (five)
9. In case of selection to the post of APO, all employees who are eligible and volunteer for the selection should be considered without _____. (limitation to the number)
10. In cases where employee eligible to take the selection are abroad on deputation, the selection may be finalized without waiting for them. (say true or false)

11. Not more than _____ supplementary selection/s should be held to cater to the absentees. (one)
12. An employee empanelled for promotion to Group B refusing promotion, should be debarred for promotion for _____ period. (one year)
13. Non-selection posts shall be filled by promotion of the senior most suitable Railway servant. (say true or false)
14. Suitability for non-selection post being determined by _____ on the basis of the record of service and/or departmental tests if necessary. (the competent authority)
15. In a non-selection post, a senior Railway servant may be passed over only if he has been declared _____ for holding the post in question. (unfit)
16. For promotion to non-selection post, staff in the immediate lower grade with a minimum of _____ years of service in that grade will only be eligible. (02 years)
17. The service for the purpose of minimum 02 years in lower grade includes service rendered on ad hoc basis followed by _____ without break. (regular service).
18. The condition of two years service should stand fulfilled at the time of _____ and not necessarily at the stage of consideration. (actual promotion)
19. The number of eligible staff for consideration for promotion to a non-selection post shall be equal to _____-. (number of vacancies assessed)
20. The assessment of vacancies for non-selection post shall include existing vacancies plus anticipated during the next _____ months. (six)
21. The anticipated vacancies are vacancies that arose due to _____ i.e., retirement/supernannuation.
22. An employee who has passed the suitability test for promotion to a non-selection post need not be called for the test again. (say true or false)
23. A suitability test for non-selection post should be held at the interval which should not be less than _____ months. (six)
24. The period of six months for holding suitability test for non-selection post is reckoned from the date of _____ of the previous suitability test.
25. ACP scheme is made effective from _____.
26. ACP scheme is not applicable to officers belonging to _____ service and to _____.
27. No second ad hoc promotion shall be allowed under any circumstances. (say true or false)
28. A junior should not be promoted on ad hoc basis ignoring a senior unless _____ . (the competent authority considers him unsuitable)
29. There shall be no ad hoc promotions in _____ posts. (non-selection)
30. Ad hoc promotions may be made in leave/short duration vacancies upto _____ months only. (04 months)
31. Beyond the permissible period of 04 months, personal approval of _____ is required for continuance on ad hoc promotion. (CPO)
32. The notification regarding ad hoc promotion shall consist of protection clause that _____ . (the promotion is ad hoc and does not give him any prescriptive right to hold the post on regular basis or for regular promotion)
33. The ACP scheme became operational w.e.f. _____. (01.10.1999)
34. The ACP scheme requires creation of new posts for the purpose. (say true or false)
35. The posts above the pay scale of _____ shall be filled strictly on vacancy based promotions. (Rs. 14300-18300)
36. The highest pay scale upto which the financial upgradation shall be available is _____. (Rs. 14300-18300)
37. The financial benefit under ACP scheme shall be granted from _____ or _____ whichever is later. (date of completion of eligibility period or from 1.10.99)

38. The financial upgradation under MACP scheme shall be purely_____ to the employee and has no relevance to his/her_____ position. (personal, seniority)
39. A senior employee can claim for stepping up of pay on the ground that the junior has got higher pay scale under the ACP scheme. (say true or false)

(viii) Provident Fund:

(A) Objective:

1. The State Railway Provident Fund Rules are contained in_____of IREC., Vol.I. (Rules 901 to 946 of Chapter IX)
2. The amount of subscription payable for any month shall be_____% of the Subscriber's emoluments in case of SRPF(Contributory) staff. (10%)
3. Arrears of subscription to Provident Fund shall be recovered, if the Railway servant is admitted to the fund with_____effect. (retrospective)
4. Interest of PF balances shall be credited with effect from_____every year. (31st March)
5. The authority competent to sanction an advance/withdrawal from PF in case of Group A or Group B Officer upto JA Grade is_____. (CPO)
6. The authority competent to sanction an advance/withdrawal from PF in respect of Group D staff is_____. (APO or an officer of equal rank)
7. Dearness Pay shall be treated as pay for grant of advance/withdrawal from PF. (say true or false)
8. PF Advance/Withdrawal is sanctioned even after the incident as a special case subject to fulfillment of certain conditions. (say true or false)
9. On satisfying the conditions for grant of final withdrawal from PF, the outstanding balance of advance can be converted into final withdrawal. (say true or false)
10. PF Advance can be sanctioned on more than one account simultaneously. (say true or false)
11. A new advance from PF shall not be granted unless_____of the previous advance has been repaid.
12. Normally Railway servants who have completed_____years of service may be granted final withdrawal from Provident Fund.
13. The advance from PF granted for purchase of motor car shall be refundable in not more than_____instalments. (36)
14. To purchase consumer durables like TV, VCR etc., an advance from PF equal to _____ shall be granted. (three months' pay or half the amount of PF balance whichever is less)
15. An advance from PF for construction of a house or flat will be granted only on submission of_____. (a plan duly approved by local municipal body)
16. In the case of marriage of a male dependent family member of the subscriber, the advance granted shall be limited to_____. (three months' pay)
17. In the case of marriage of a female dependent family member of the subscriber, the advance granted shall be limited to_____. (six months' pay)

18. Confinement is not covered under the term 'illness' under PF Rules. (say true or false)
19. Advances from PF are permitted for betrothal ceremonies also. (say true or false)
20. Withdrawls from PF for Educational expenses are permitted once in _____ months. (six months)
21. Withdrwl from PF for meeting expenses in connection with illness of subscriber shall be limited to _____. (six moths' pay of 50% of the balance at credit)
22. Final withdrawl for purchase of conveyance is allowed on completion of _____ years of service. (15 years)
23. Part final withdrawl of ____ % of the balance at credit of a subscriber is permitted if applied within 12 months before retirement on superannuation. (90)
24. Part final withdrawl of % of balance at the credit of a subscriber within 12 months before retirement is permitted without assigning any reason. (90)

Recruitment Rules & Training:

Objective:

1. The vacancies under sports quota can be carried forward. (say true or false).
2. The annual quota for S.C. Railway for recruitment of sportspersons to Group C under talent scouting is _____(10)
3. The annual quota for recruitment of sportspersons to Group D for each division under talent scouting is _____(2)
4. The annual quota for Zonal Hqrs., of S.C. Railway for recruitment of sportspersons to Group D under talent scouting is _____(2)
5. The annual quota for recruitment against Scouts & Guides in Group C for S.C. Railway is _____(02).
6. The annual quota for recruitment against Scouts & Guides in Group D for each division of this Railway is _____(02).
7. The annual quota for recruitment against Cultural events in Group C for S.C. Railway is _____(02).
8. The annual quota for recruitment against Cultural events in Group D for each division of this Railway is _____(nil).
9. The examination fees for the examinations conducted by RRB is _____.
10. LDCE stands for_____.
11. Railway Board have introduced LDCE in the categories of OS/Gr.II and PI/Gr.I to an extent of _____of the posts.
12. The scheme of restructuring of the cadres is effective from_____.
13. During restructuring suitable number of posts were required to be surrendered since the scheme of restructuring is_____.
14. The new Pension scheme is effective from_____.
15. A reservation of _____% of vacancies has been provided for recruitment of the physically challenged person.
16. _____% of vacancies are reserved for orthopaedically challenged.
17. _____% of vacancies of ASMs in scale Rs.4500-7000 are filled by Direct Recruitment.
18. _____% of the vacancies of Sr. Clerks are filled by promotion from amongst the Junior Clerks in the order of seniority.
19. _____% of the vacancies of Sr. Clerks are filled by LDCE from amongst graduates working as Clerks in Scale Rs. 3050-4590. (13 1/3 %)
20. _____% of vacancies of Sr. Clerks are filled by Direct Recruitment.
21. Promotion through LDCE to an extent of 20% of the _____(vacancies/posts) in the category of Office Superintendent/Gr.II has been introduced.
22. A matriculate recruited as Artisan (Skilled III) has to undergo the period of training for _____years.
23. In direct recruitment _____vacancies of Group D _____vacancies of Group C are reserved for ex-servicemen.
24. In case of blind, deaf and orthopaedically handicapped relaxation in age shall be granted upto _____years.
25. The educational qualification for direct recruitment of skilled artisan is_____.
26. The maximum age limit for appointment of Group C employees belonging to general community is _____years.

(ix) Reservation Rules

Objective:

1. _____ is competent to issue caste certificates in Andhra Pradesh.
2. Reservation for SC/ST in allotment of quarters is_____.
3. _____% of reservation is provided to OBCs in recruitment.
4. As a concession to SC/ST employees _____% of vacant quarters should be earmarked in allotment of quarters.
5. A single vacancy in a selection may be reserved for SC only. (say true or false)
6. Single post in a _____cadre may be filled on regular basis without applying reservation. (single post)
7. Instructions regarding post based roster for promotion in Group C and D categories are also apply for promotion from Group C to_____and within _____categories. (Group B, Group B)
8. Any fresh creation of work charged or revenue posts of Assistant Officers may be added to the fixed cadre strength of_____and rosters expanded. (Group B)
9. The basic principle of post based reservation is_____. (that the number of posts filled by reservation by any category in a cadre should be equal to the quota prescribed for that category).
10. After introduction of post based reservation, it is still permissible to fill up a post reserved for ST by a SC candidate by exchange. (say true or **false**)
11. There is a ban on dereservation of vacancies reserved for SCs,ST and OBCs in direct recruitment. (say **true** or false)
12. If the vacancies reserved for SCs/STs/OBCs cannot be filled recruitment, they shall be carried forward as backlog vacancies to the subsequent recruitment years without any limitation. (say true or false)
13. The income limit to exclude socially advanced persons from the purview of reservation for OBCs has been revised to _____ gross annual income. (2.5 laks)
14. Before appointing a person belonging to OBC category, the appointing authority should ensue that the person does not belong to (creamy layer)on the crucial date.
15. In respect of backlog/cary forward of vacancies, the ceiling of 50% will not apply. (say true or false)
16. The duration of pre-selection coaching for SC/ST candidates for selection to Group B posts should be for_____weeks. (3 to 4 weeks)
17. SC/ST employees empanelled through selection/LDCE without relaxation will be treated as_____vis a vis those SC/ST employees empanelled with relaxed standards. (senior)
18. Recognition to more than one SC/ST association may be considered favourably. (say true or **false**)

(x) Selections:

(A) Objective:

1. The trade test shall be conducted by_____.
2. Selection posts are filled in on the basis of the rule of seniority cum suitability. (say true or false)
3. Filling up of a single post in single post cadre without applying reservation on ad hoc basis is permissible. (say true or false)
4. Selection posts shall be filled by a_____of selection made by selection board from amongst the staff eligible for selection. (positive act)
5. In case of selection to the post of Teachers the positive act of selection consist of both_____and..... (written test and viva voce test)
6. A reasonable_____notice should be sent to the candidates before the date of

- examination. (advance)
7. The staff in the immediate lower grade with a minimum of _____ service in that grade only will be eligible for promotion. (02 years)
 8. If a junior is eligible for promotion, his senior also will be eligible for such promotion, although _____. (he might not have put in a total service of two years or more)
 9. The positive act of selection for promotion to Loco Pilot (Passenger) will consist of _____ only to assess the professional ability of the candidates after passing the prescribed promotional course. (viva voce)
 10. Eligible staff upto _____ times the number of staff to be empanelled will be called for the selection. (three)
 11. Persons who have expressed _____ should not be reckoned in the zone of consideration. (unwillingness)
 12. The assessment of vacancies for a selection post will include the existing vacancies and those anticipated during the course of next _____ months. (15)
 13. The vacancies that arise due to likely acceptance of voluntary retirement/resignation shall be counted as anticipated for assessment of vacancies. (say true or false)
 14. The vacancies that arise due to staff likely to go on transfer to other Railways/Divisions during the period under consideration shall be counted as anticipated for assessment of vacancies. (say true or false)
 15. In case holding of next selection becomes necessary, the same may be held after a minimum gap of _____ from the date of approval of the pervious panel. (six months)
 16. In case a senior person in a selection panel does not officiate in the higher grade for reasons of his own, it is implied that he has refused the promotion (say true or false)
 52. Not more than _____ supplementary selection/s should normally be held to cater to the needs of absentees. (one)
 53. A second supplementary selection should be held rarely with the personal approval of _____ based on merits of each case. (CPO)
 54. The employee refused promotion will rank junior to those promoted from the same panel earlier to him. (say true or false)
 55. The employee refused promotion will rank junior to those promoted during the refusal period from a panel as a result fresh selection subsequently held during the refusal period. (say true or false)
 56. Refusal of promotion has no relevance to a particular post at a particular station. (say true or false)
 57. Refusal to officiate on promotion at the same station may be taken as _____. (refusal to work)
 58. Refusal to officiate on promotion at the same station may be taken as refusal to work and attracts disciplinary action. (say true or false)
 59. An employee may officiate in higher grade on ad hoc basis for _____ weeks without passing trade test. (six)
 60. Trade Test may comprise of both oral and practical to be held simultaneously. (say true or false)
 61. In case promotional course has been prescribed as a pre-requisite condition to promotion, the employee may be allowed _____ chances to pass the course at the cost of administration. (3)
 62. In case promotional course has been prescribed as a pre-requisite condition to

- promotion, any chances allowed beyond three is at the cost of employee. (say true or false)
63. Staff promoted to rectify the administrative error may be on basis. (proforma)

(xii) Seniority Rules.

(A) Objective:

1. The general principles that may be followed in determining the seniority of non-gazetted Railway servants are enumerated in Chapter_____of the IREM, Vol.I. (Chapter III)
2. The seniority among the incumbents of a post in a grade is governed by the _____. (the date of appointment to the grade)
3. The seniority of the candidates recruited through RRB and sent for initial training is to be fixed in the order of _____. (merit at the examination held at the end of training)
4. In case no initial training is prescribed, the seniority of the candidates recruited through RRB is fixed in the order of _____. (merit assigned by RRB)
5. When two or more candidates are declared of the equal merit at one and the same examination, their relative seniority is determined by the _____. (date of birth)
6. In case date of birth becomes the criterion for determining the seniority, the _____candidate becomes the senior. (older)
7. In case of mutual transfer to a different seniority unit, their seniority is based on the _____of the railway servant with whom they have exchanged, which ever of the two may be lower. (date of promotion)
8. In case of transfer to a different seniority unit in the interest of administration, the seniority is regulated by _____(date of promotion/appointment to the grade as the case may be)
9. The Railway servants transferred at their own request from one seniority unit to another shall be placed_____the existing confirmed, temporary and officiating Railway servants in the _____grade. (below, relevant)
10. Transfer at own request to a different seniority unit is permitted if there is _____. (element of direct recruitment)
11. Transfer on request shall not be allowed in _____grades in which all posts are filled entirely by promotion of staff from lower grades. (intermediate)
12. When dates of appointment to a grade is the same, _____shall determine the seniority. (the dates of entry into grade next below it)
13. If the dates of entry in each of the lower grades in the channel also are identical, then the _____shall determine the seniority. (relative dates of birth)
14. When a post is filled by considering staff of different seniority units, the total length of continuous service in the _____or _____grade held by the employees shall be the determining factor for assigning seniority. (same, equivalent)
15. While deciding the relative seniority of employee in an intermediate grade belonging to different seniority units, _____ service only should be taken into account. (non-fortuitous)
16. Non fortuitous service means the service rendered after the date of _____after _____. (regular promotion, due process)
17. Railway servants may be permitted to see the seniority list in which their names are placed. (say **true** or false)
18. In case the seniority lists cannot be conveniently arranged for perusal by the concerned Railway servants, they may be informed of their position in the

- seniority list on_____. (request)
19. Staff concerned may be allowed to represent about the assignment of their seniority position within a period of_____after the publishing of the seniority list. (one year)
 20. No cases of revision in seniority lists should be entertained beyond one year. (say **true** or false)
 21. Reduction in pay_____affect a Railway servant's position on the seniority list. (Choose correct answer – does or **does not**)
 22. If the period of reduction to a lower service, grade or post is not specified in the order imposing the penalty, the person loses his_____in the higher service, grade or post. (original seniority)
 23. The seniority of a Railway servant, who is reduced to a lower service, grade or post for an unspecified period, should be determined by_____without regard to the service rendered by him in such service, grade or post. (the date of re-promotion)
 24. Where staff is appointed to Railway service below the prescribed minimum age limit, the underage service will also count for the purpose of seniority. (say **true** or false)
 25. The seniority of the medically decategorised staff will be fixed with reference to the_____. (length of service in equivalent grade prior to medical decategorisation)
 26. The staff who get their cases recommended for change of category on medical grounds will be treated as_____. (transferred on own request)

(xiii) Transfer/Transfer Grant:

Objective:

1. Staff transported their luggage at their own on transfer without availing the facility of Kit Pass are entitled to the Composite Transfer Grant without any cut in the quantum. (say **true** or false)
2. Claims for composite transfer grant can be entertained and paid along with settlement dues to the retiring staff. (say **true** or false)
3. Requests for transfer of sports persons recruited against sports quota from one Railway/unit/Division to another Railway/Unit/Division may be considered if the sports person has completed_____years of service. (10 years)
4. Staff qualified in GDCE and get posted to a station of their choice are entitled to Transfer Grant. (say **true** or false)

XVII. Hours of Employment Regulations.

Objective:

1. Staff of essentially intermittent category must have a minimum of _____ consecutive hours of rest in a week include a full night.
2. The staff whose daily hours of duty include periods of inaction aggregating to _____hours or more are declared as essentially intermittent.
3. The intensive worker must have a minimum of_____hours of rest in a week.
4. The rostered hours of duty of an intensive worker in a week shall be_____hours.
5. Casual Labour are governed under HOER. (say true or false)
6. In calculating the period of overtime, fraction of an hour less than 30 minutes shall be dropped. (say true or false).

7. Principles of averaging will not apply to Running staff. (say true of false)
8. Principles of averaging will apply to shift workers. (say true of false)
9. No leave reserve shall be provided for staff in Railway schools. (say true of false).
10. The weekly rest for essentially intermittent staff shall be _____ continuous hours in a week including one full night in bed.
11. When an employee work overtime beyond statutory limits, the payment of OT will be made _____ times the ordinary rate of pay.

XXII. Labour Laws 1) The Industrial Disputes Act, 1947

.Objective:

1. Casual workers who have attained temporary status can be terminated for their misbehaviour/misconduct by giving show cause notice and DAR proceedings need not be followed. (say true or false)
2. Railway schools and Railway training schools are not covered under the provisions of Industrial Disputes Act, 1947. (say true or false)
3. Dispute between workmen and workmen which is connected with the employment or non-employment is called industrial dispute. (say true or false)
4. Casual labour in Railway Projects are workmen in terms of Industrial Disputes Act., 1947. (say true or false)
5. Break in service involves forfeiture of all leave earned upto the day of strike. (say true or false)

3. The Payment of Wages Act, 1936

Objective:

1. The Payment of Wages Act, 1936 applies to the persons appointed through a Sub-contractor by persons fulfilling a contract with a Railway administration. (say true or false)
2. The Payment of Wages Act, 1936 provides for a remedy for wages earned but not paid. (say true or false)
3. The Payment of Wages Act, 1936 does not provide for a remedy for investigation of a dispute as to whether the employee should be retained in one job. (say true or false)
4. The term wages under Payment of Wages Act, 1936 include any remuneration payable under any award of a court. (say true or false)
5. The term wages under Payment of Wages Act, 1936 include any remuneration to which the person employed is entitled to in respect of any leave period. (say true or false)
6. Any Bonus, which does not form part of remuneration payable under the terms of employment, is not wages in terms of Payment of Wages Act, 1936? (say true of false)
7. Wages under Payment of Wages Act, 1936 does not include mileage allowance payable to running staff. (say true or false)
8. If the employment of any person is terminated by the employer, the wages earned by him shall be paid before _____ from the day on which his employment is terminated.
9. Fines imposed on an employee can not be deducted from the wages. (say true or false).
10. The total amount of deduction from wages in a wage period shall not exceed _____ % in case whole or part of such deduction is made for payment to Co-operative Societies.

4. The Minimum Wages Act, 1948

A. Objective:

1. In fixing minimum wages _____ is always taken into consideration.
2. In Railways, minimum wages admissible to workers in a particular locality are fixed by_____.

5. The Workmen Compensation Act, 1923

A. Objective:

1. The Productivity Linked Bonus forms part of wages within the meaning of Workmen's Compensation Act. (say true or false)
2. The cost of agreement, if any, so executed by dependents of deceased railway servant under Workmen's Compensation Act shall be borne by _____.
3. Cost of agreement, if any, executed by surviving railway servant under Workmen's Compensation Act shall be borne by_____.
4. Value of clothing supplied to the staff is not wages for the purpose of compensation under Workmen Compensation Act, 1923. (say true or false) (false)
5. Casual Labour are governed under WC Act, 1923. (say true or false)
6. The category of pay clerk would not fall within the definition of workman under the Workmen Compensation Act, 1923. (say true of false)
7. Disablement which permanently reduces the earning capacity of a workman in every employment which he was capable of undertaking at the time of accident resulting in disablement is called_____.
8. Disablement not only reduces earning capacity of workman but incapacitates him from all work which he was capable of performing at the time of accident is called_____.
9. Any payment or allowance received from employer for medical treatment is not called payment towards compensation under WC Act, 1923. (say true or false).
10. The employer shall not be liable to pay compensation in respect of an injury caused by an accident which is directly attributable to the workman under the influence of drinks/drugs at the time of accident. (say true or false).
11. The employer shall not be liable to pay compensation in respect of an injury caused by an accident which is directly attributable to the workman under the influence of drinks/drugs at the time of accident even when such injury results in his death. (say true or false).
12. Wilful disregard/removal of any safety guard which leads to an accident in which the workman is injured, no compensation shall be payable by the employer when such injury results in his death. (say true or false).

XXIII. Right to Information Act

- 1) When the RTI Act came into force?
- 2) Say True or False –
 - a) An applicant making request under RTI Act shall require to give any reasons for the request.
 - b) The Chief Information Commissioner is eligible for re-appointment under the RTI Act.
- 3) Who appoints the State Chief Information Commissioner and State Information Commissioner?

XXIV. Official Language Act and Rules:

(A) Objective:

1. In terms of Article 342 (1) of The Constitution of India, _____ language in _____ script shall be the official language of the Union. (Hindi, Devanagari)
2. Article 343 (2) of the Constitution of India empowers _____ to authorize use of Hindi in addition English. (The President of India)
3. The Official Language Act was passed in _____. (1963)
4. According to Official Language Rules, India is divided into _____ regions and they
5. are _____, _____ and _____. (three, Region A, Region B and Region C)

6. What are the States that come under Region A? (Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan, Uttar Pradesh and Delhi).
7. What are the States that come under Region B? (Gujarat, Maharashtra, Punjab and the Union territories of Andaman & Nicobar Islands and Chandigarh).
8. Region C means the states_____. (other than those in Regions A & B)
9. Communications from Central Government Offices to the States, Offices and persons in_____Region shall be in Hindi, and if it is in English, a Hindi translation shall accompany. (Region A)
10. Communications from Central Govt. Offices to States or Offices in_____region shall be in Hindi, and if it is in English, Hindi translation shall accompany. (B)
11. Communications from Central Govt. Offices to persons in Region B shall be in_____. (Hindi or English)
12. Communications from Central Government Offices to States or Persons in Region C shall be in_____. (English)
13. Communications between Central Government Offices – between one Ministry or Department and another may be in_____. (Hindi or English)
14. Communications between Central Government Offices – between one Ministry or Department and attached/subordinate offices in Region A may be in_ depending on number of persons having another may be in _____. (Hindi or English)
15. Communications between Central Govt. Offices in Region A shall be in _____. (Hindi)
16. Communications between Central Govt Offices in Region B or C may be in _____. (Hindi or English)
17. Translations of such communication shall be provided along with the communication where it is addressed to Offices in_____. (Region C)
18. Representations may be submitted by an employee in_____. (Hindi or English)
19. Representations, when made/signed in Hindi shall be replied to in_____. (Hindi)
20. Notings in Central Government Offices may be made by an employee in _____ and he_____be required to furnish a translation of it. (Hindi or English, will not)
21. If an employee has working knowledge of Hindi, he will not ask for English translation of a Hindi Document, unless it is of_____nature (legal/technical).
22. The forms and heading on registers shall be in_____. (Hindi & English)
23. All name plates, sign boards, letter heads, inscriptions on envelopes and other stationery etc., shall be in_____. (Hindi & English)

राजभाषा

प्रश्न-1 : भारत संघ की राजभाषा क्या है?

उत्तर : (A) मराठी (B) देवनागरी लिपि में हिंदी (C) अंग्रेजी (D) इनमें से कोई नहीं

प्रश्न-2 : संविधान का भाग XVII संसद में किस तारीख को पारित हुआ?

उत्तर : : (A) 26.01.1950 (B) दिनांक 14.09.1949 को (C) 26.01.1949 (D) इनमें से कोई नहीं

प्रश्न-3 : राजभाषा अधिनियम 1963 कब पारित हुआ?

उत्तर : (A) (B) दिनांक 10.05.1963 को (C) (D) इनमें से कोई नहीं

प्रश्न-4 : राजभाषा अधिनियम 1963 कब संशोधित हुआ?

उत्तर : (A) 1964 (B) 1967 (C) 1965 (D) इनमें से कोई नहीं

प्रश्न-5 : राजभाषा नियम, 1976 के अधीन वर्गीकृत तीन क्षेत्र कौन से हैं?

उत्तर : (A) च छ ज (B) क, ख एवं ग क्षेत्र (C) प फ भ (D) इनमें से कोई नहीं

प्रश्न-6 : प्रतिवर्ष हिंदी दिवस कब मनाया जाता है?

उत्तर : (A) जनवरी 14 को (B) सितंबर 14 को (C) सितंबर 5 को (D) इनमें से कोई नहीं

प्रश्न-7 : राजभाषा नियम के अनुसार, अंदमान व निकोबार द्वीप समूह किस क्षेत्र में आता है?

उत्तर : (A) ग क्षेत्र (B) क क्षेत्र (C) ख क्षेत्र (D) इनमें से कोई नहीं

प्रश्न-8 : ख क्षेत्र में वर्गीकृत संघ राज्य क्षेत्र कौन से है?

उत्तर : A) अंदमान व निकोबार द्वीप समूह (B) चंडीगढ़ संघ/दादरा और नगर हवेली (C) पश्चिम बंगाल, असम, उड़ीसा (D) इनमें से कोई नहीं

प्रश्न-9 : अरुणाचल प्रदेश की राजभाषा क्या है?

उत्तर : A) हिन्दी (B) अंग्रेजी (C) संस्कृत (D) इनमें से कोई नहीं

प्रश्न-10 : राजभाषा अधिनियम, 1963 की धारा 3 (3) कब से प्रवृत्त हुई?

उत्तर : A) 26 जनवरी 1963 (B) 26 जनवरी 1965 (C) 26 जनवरी 1950 (D) इनमें से कोई नहीं

प्रश्न-11 : राजभाषा अधिनियम, 1963 की धारा (IV) किससे संबंधित है?

उत्तर : A) (B) संसदीय राजभाषा समिति के गठन से संबंधित है (C) (D) इनमें से कोई नहीं

प्रश्न-12 : राजभाषा नीति की जानकारी देने वाले अनुच्छेद 343 से 351 तक संविधान के किस भाग में शामिल हैं?

उत्तर : A) भाग-XVI (B) भाग-XVII (सत्रहवें भाग) में (C) भाग-XIV (D) इनमें से कोई नहीं

प्रश्न-13 : राजभाषा अधिनियम, 1963 की धारा 7 किससे संबंधित है?

उत्तर : A) संविधान के भाग-V में राजभाषा नीति से संबंधित (B) उच्च न्यायालयों के निर्णयों में हिंदी या अन्य राजभाषा के वैकल्पिक प्रयोग से संबंधित है। (C) 1963 की धारा (IV) (D) इनमें से कोई नहीं

प्रश्न-14 : राजभाषा अधिनियम, 1963 की धाराएं 6 व 7 किस राज्य में लागू नहीं होती?

उत्तर : A) दिल्ली (B) जम्मू और कश्मीर (C) तामिलनाडू (D) इनमें से कोई नहीं

प्रश्न-15 : संविधान की आठवीं अनुसूची में सम्मिलित भाषाओं के नाम लिखिए?

उत्तर : (A) राजस्थानी (B) डोगरी। (C) सिन्धी (D) इनमें से कोई नहीं

प्रश्न-16 : ख क्षेत्र में आनेवाले राज्यों के नाम बताइए?

उत्तर : (A) म प्र उ प्र (B) गुजरात, महाराष्ट्र, पंजाब, चंडीगढ़ के संघ राज्य क्षेत्र। (C) तामिल नाडू (D) इनमें से कोई नहीं

प्रश्न-17 : फिलहाल संविधान की आठवीं अनुसूची में कितनी भाषाएं सम्मिलित हैं?

उत्तर : A) 19 (B) 22 (बाइस) (C) 25 (D) इनमें से कोई नहीं

प्रश्न-18 : संविधान के भाग-V में राजभाषा नीति से संबंधित उपबंध किस अनुच्छेद में हैं?

उत्तर : (A) अनुच्छेद 110 (B) अनुच्छेद 120 (C) अनुच्छेद 125 (D) इनमें से कोई नहीं

प्रश्न-19 : राजभाषा नियम कब पारित हुआ?

उत्तर : (A)) वर्ष 1975 में (B) वर्ष 1976 में (C)) वर्ष 1967 में (D) इनमें से कोई नहीं

प्रश्न-20 : संविधान के भाग XVII में कितने अनुच्छेद हैं?

उत्तर : (A) 8 (B) नौ (9) (C) 7 (D) इनमें से कोई नहीं

प्रश्न-21 : अनुच्छेद 344 के अनुसार राजभाषा आयोग की नियुक्ति कब हुई?

उत्तर : (A) वर्ष 1953 में (B) वर्ष 1955 में (C) वर्ष 1935 में (D) इनमें से कोई नहीं

प्रश्न-22 : राजभाषा आयोग के प्रथम अध्यक्ष कौन थे?

उत्तर : (A) श्री जी.बी.पंत (B) श्री बी.जी.खेर (C) श्री ललित नारायण (D) इनमें से कोई नहीं

प्रश्न-23 : राजभाषा आयोग की सिफारिशों पर विचार करने के लिए गठित समिति के प्रथम अध्यक्ष कौन थे?

उत्तर : (A) श्री बी.जी.खेर (B) श्री जी.बी.पंत (C) श्री ललित नारायण (D) इनमें से कोई नहीं

प्रश्न-24 : संविधान के अनुसार सांविधिक नियमों, विनियमों और आदेशों का अनुवाद कौन करता है?

उत्तर : (A) (B) विधि मंत्रालय (विधायी आयोग) (C) (D) इनमें से कोई नहीं

प्रश्न-25 : Part VI में कौन सा अनुच्छेद है ?

उत्तर : (A) अनुच्छेद 209 (B) अनुच्छेद 210 (C) अनुच्छेद 211 (D) इनमें से कोई नहीं

प्रश्न-26 : वर्ष 1973 में गठित पहली रेलवे हिंदी सलाहकार समिति की अध्यक्षता किसने की?

उत्तर : (A) (B) श्री ललित नारायण मिश्र (C) (D) इनमें से कोई नहीं

प्रश्न-27 : वर्ष 1976 में गठित संसदीय राजभाषा समिति के अध्यक्ष कौन थे?

उत्तर : (A) (B) तत्कालीन गृह मंत्री श्री ओम मेहता (C) (D) इनमें से कोई नहीं

प्रश्न-28 : संसदीय राजभाषा समिति की कौन सी समिति प्रतिवेदन का मसौदा तैयार करती है?

उत्तर : (A) (B) राजभाषा समिति की आलेख एवं साक्ष्य उप-समिति (C) (D) इनमें से कोई नहीं

प्रश्न-29 : रेलवे बोर्ड में हिंदी (संसद) अनुभाग का गठन कब हुआ था?

उत्तर : (A) (B) वर्ष 1960 में (C) (D) इनमें से कोई नहीं

प्रश्न-30 : 'क' क्षेत्र के अंतर्गत आनेवाले राज्य कौन-कौन से हैं?

उत्तर : (A) पश्चिम बंगाल, असम, उड़ीसा, आंध्रप्रदेश, केरल, कर्नाटक, गोवा, और पूर्वोत्तर राज्य (B) बिहार, झारखंड, दिल्ली, हरियाणा, हिमाचल प्रदेश, मध्य प्रदेश, छत्तीसगढ़, राजस्थान, उत्तर प्रदेश, उत्तरांचल (अंदमान व निकोबार द्वीप समूह संघ राज्य क्षेत्र) (C) (D) इनमें से कोई नहीं

प्रश्न-31 : 'ग' क्षेत्र के अंतर्गत आनेवाले राज्य कौन-कौन से हैं?

उत्तर : (A) बिहार, झारखंड, दिल्ली, हरियाणा, हिमाचल प्रदेश, मध्य प्रदेश, छत्तीसगढ़, राजस्थान, उत्तर प्रदेश, उत्तरांचल (B) पश्चिम बंगाल, असम, उड़ीसा, आंध्रप्रदेश, केरल, कर्नाटक, गोवा, और पूर्वोत्तर राज्य। (C) अंदमान व निकोबार द्वीप समूह संघ राज्य क्षेत्र (D) इनमें से कोई नहीं

प्रश्न-32 : रेल मंत्रालय का निरीक्षण संसदीय राजभाषा समिति की कौन सी उप-समिति करती है?

उत्तर : (A) पहली उप-समिति करती है (B) दूसरी उप-समिति करती है (C) तीसरी उप-समिति करती है (D) इनमें से कोई नहीं

प्रश्न-33 : हिंदी में कार्यालयीन काम करने के लिए रेलवे बोर्ड द्वारा लागू की गई व्यक्तिगत योजना क्या है?

उत्तर : (A) राजभाषा सामूहिक पुरस्कार योजना (B) राजभाषा व्यक्तिगत नकद पुरस्कार योजना (C) राजभाषा नकद पुरस्कार योजना (D) इनमें से कोई नहीं

प्रश्न-34 : राजभाषा विभाग के राभाकास से क्या मतलब है?

उत्तर : (A) राजभाषा समिति (B) राजभाषा कार्यान्वयन समिति (C) केंद्रीय हिंदी समिति (D) इनमें से कोई नहीं

प्रश्न-35 : केंद्र सरकार के कर्मचारियों के लिए कितने हिंदी पाठ्यक्रम निर्धारित हैं?

उत्तर : (A) 2 (B) तीन (3) (C) 1 (D) इनमें से कोई नहीं

प्रश्न-36 : केंद्र सरकार के कर्मचारियों के लिए निर्धारित प्रारंभिक हिंदी पाठ्यक्रम कौन सा है?

उत्तर : (A) प्राग्य (B) प्रबोध (C) प्रबीण (D) इनमें से कोई नहीं

प्रश्न-37 : केंद्रीय हिंदी समिति के अध्यक्ष कौन होते हैं?

उत्तर : (A) राष्ट्रपती (B) प्रधानमंत्री (C) उपराष्ट्रपती (D) इनमें से कोई नहीं

प्रश्न-38 : संबंधित मंत्रालय में हिंदी के प्रचार में प्रगति की समीक्षा किस समिति द्वारा की जाती है?

उत्तर : (A) राजभाषा संसदीय समिति (B) हिंदी सलाहकार समिति (C) (D) इनमें से कोई नहीं

प्रश्न-39 : वर्तमान संसदीय राजभाषा समिति का गठन कब हुआ?

उत्तर : (A) जनवरी 1967 (B) जनवरी 1976 (C) जनवरी 1957 (D) इनमें से कोई नहीं

प्रश्न-40 : राजभाषा संसदीय समिति में कितने सदस्य होते हैं?

उत्तर : (A) 20 (B) तीस (30) (C) 40 (D) इनमें से कोई नहीं

प्रश्न-41 : संसदीय राजभाषा समिति में लोक सभा के कितने सदस्य होते हैं?

उत्तर : (A) 10 (B) बीस (20) (C) 30 (D) इनमें से कोई नहीं

प्रश्न-42 : फिलहाल राजभाषा की संसदीय समिति की कितनी उप-समितियां हैं?

उत्तर : (A) 4 उपसमितियां (B) 3 उपसमितियां (C) 2 उपसमितियां (D) इनमें से कोई नहीं

प्रश्न-43 : नगर राजभाषा कार्यान्वयन समिति की बैठकों की आवधिकता क्या है?

उत्तर : (A) 5 महीने में एक बार (B) 6 महीने में एक बार (C) 4 महीने में एक बार (D) इनमें से कोई नहीं

प्रश्न-44 : राजभाषा पर वार्षिक कार्यक्रम कौन तैयार करता है?

उत्तर : (A) वित्त मंत्रालय (B) गृह मंत्रालय (राजभाषा विभाग) (C) रक्षामंत्रालय (D) इनमें से कोई नहीं

प्रश्न-45 : नाम, पदनाम, साइन बोर्ड को किस क्रम में प्रदर्शित किया जाता है?

उत्तर : (A) (1) अंग्रेजी (2) हिंदी (3) प्रादेशिक अथवा क्षेत्रीय भाषा (B) (1) प्रादेशिक अथवा क्षेत्रीय भाषा (2) हिंदी (3) अंग्रेजी (C) (1) हिंदी (2) अंग्रेजी (3) प्रादेशिक अथवा क्षेत्रीय भाषा (D) इनमें से कोई नहीं

प्रश्न-46 : आम जनता द्वारा प्रयोग किए जाने वाले फार्मों को किस क्रम में तैयार किया जाता है?

उत्तर : (A) प्रथम अंग्रेजी क्षेत्रीय बाद में हिंदी (B) प्रथम प्रादेशिक अथवा क्षेत्रीय बाद में हिंदी और अंत में अंग्रेजी (C) प्रथम हिंदी प्रादेशिक अथवा क्षेत्रीय बाद में अंग्रेजी (D) इनमें से कोई नहीं

प्रश्न-47 : रबड़ की मुहरों को किस प्रकार तैयार किया जाता है?

उत्तर : । (A) अंग्रेजी हिंदी (B) हिंदी-अंग्रेजी (C) अंग्रेजी (D) इनमें से कोई नहीं

प्रश्न-48 : मंडल रेल कार्यालय की राजभाषा कार्यान्वयन समिति के अध्यक्ष कौन होते हैं?

उत्तर : (A) अपर मंडल रेल प्रबंधक (B) मंडल रेल प्रबंधक (C) राजभाषा अधिकारी (D) इनमें से कोई नहीं

प्रश्न-49 : केंद्र सरकार के कर्मचारियों के लिए कौन से मंत्रालय/कार्यालय द्वारा हिंदी परीक्षाएं आयोजित की जाती हैं?

उत्तर : (A) वित्त मंत्रालय (B) गृह मंत्रालय के अधीन कार्यरत हिंदी शिक्षण योजना (C) रक्षामंत्रालय (D) इनमें से कोई नहीं

प्रश्न-50 : स्टेशन उद्घोषणाओं के लिए भाषा का क्रम किस प्रकार होना चाहिए?

उत्तर : । (A) पहले अंग्रेजी फिर हिन्दी (B) प्रथम प्रादेशिक अथवा क्षेत्रीय भाषा बाद में हिंदी और अंत में अंग्रेजी भाषा में (C) पहले संस्कृत फिर हिन्दी (D) इनमें से कोई नहीं

1. How many times imprest can be recouped in a month **OPTION:-A.4 ,B-3, C-5,D-Non of These**
2. Suspension is not a penalty under DAR and it has to be followed by _ **OPTION:- A.SS11 ,B-SF-1, C-SF11,D-Non of These**
3. For Three no. of late comings CL can be debited. **OPTION:-A. 1/2 ,B- 1, C-3CL,D-Non of These**
4. Material is returned to stores on Form No._ **OPTION:-A.DS-8 note ,B- RS note, C-SS11,D-Non of These**
5. The replacement of vehicle on 'out of turn' basis can be sanctioned by _ **OPTION:-A.Sr.DEE ,B-GM, C-DRM,D-Non of These**
6. EMD required for a works of Rs.3 lacs is -**OPTION:-A.Rs.3000 ,BRs.6000, C-Rs.9000,D-Non of These.**
7. SF II is issued for deem to be suspended and for revoke of such cases. SF issued **OPTION:-A.SF 3 ,B-SF-4, C-SF1,D-Non of These**
8. APO(W) stands for _ **OPTION:-A. Assistant Personnel Officer (Tarafic & Commercial) ,B- Assistant Personnel Officer (welfare), C-Assistant Prompt Officer ,D-Non of These**
9. The name of the GM of C.Rly. -**OPTION is A. Mrs. Sowmya Raghwan B. C.R.K. JAIN D.Non of These**
10. SOPGEN stands for _ **OPTION is A. _Schedule of power Generator_B. Schedule of power (General) C. _Schedule of power_ D.Non of These**
11. Maximum accumulation of LAP-**OPTION is A.30 days B.300 days.C.20 days D. Non of These**
12. As per 7 pay commission ,Level of Ch os -**OPTION is A.Level 6 B.Level 7 days.C.Level 1 days D.Non of These**
13. On retirement, employee is entitle to retain Railway quarter for four months at normal rent. -**OPTION is A.4 Months B.2 Months C.8Months D. Non of These**
14. Restricted holiday can be clubbed with -**OPTION is A.APL B.CL C.HAPL D. Non of These**
15. PNM stands for-**OPTION is A.Periodical Union Meeting B. Permanent negotiation machinery C.Payment Meeting with union D. Non of These**
16. SF 1 is issued for-**OPTION is A. Revoke B. Suspension C.Nomination of Enquary officer D. Non of These**
17. Suspension is not a penalty.
18. P.L. No. of a stock item stands for-**OPTION is A. personnel ledger B. Price list number C.Price List D. Non of These**

19. With holding of an increment with cumulative effect is -OPTION is **A.** a minor penalty **B.** a major penalty **C.**Censure **D.** Non of These
20. .Maximum no. of dependents allowed on a privilege pass are OPTION is **A.4** **B. 2** **C.No end** **D.** Non of These.
21. Under HOER How many working hours determinate for essential categories **A. 1** **B. 3** **C.4** **D.** Non of These
22. PNM conducted following tyre system **A. 1** **B. 3** **C.4** **D.** Non of These
Stock verification sheet submitted by stock verifier if deficiency found he will give following report.
A. Credit Report **B. Narrative Report** **C.Audit Report** **D.** Non of These
23. AAC stand for **ANS:-A. Air Air condition** **B.Annual Avrage Consumption** **C. Available on Account** **D.** Non of These
24. Type of Audit **A. Part I & Part III** **B.Part I & Part II** **C.4 Part II & Part IV** **D.** Non of These
25. Dead stock register **A.** Dead stock register is a record of Dead **B. Record of Tool and Plant** **C.** Record of consumable item **D.** Non of These
26. Write the type of tender & describe the same. **A.** Single Tender ,Double Tender & Tripple Tender **B. Limited Tender**, Global Tender & Open Tender **C.** Close Tender& Open Tender **D.** Non of These
27. Give the full form of C&W **ANS:-A.** Part I & Part III **B.carriage & waggon** **C.4 Part II & Part IV** **D.** Non of These
28. Give the full form of CRS **ANS:-A** Part I & Part III **B.Cief Railway Sfety** **C.4 Part II & Part IV** **D.** Non of These
29. Give the full form of IRCON **ANS:-A** Part I & Part III **B.Indian Rilway Construction Co.** **C.4 Part II & Part IV** **D.** Non of These
30. Give the full form of RDSO **ANS:-A** Part I & Part III **B.Reserch & Design Standard Organisation** **C.4 Part II & Part IV** **D.** Non of These
31. Give the full form of TRD **ANS:-A** Part I & Part III **B.Traction Distribution** **C.4 Part II & Part IV** **D.** Non of These
32. Give the full form of TRS **ANS:-A** Part I & Part III **B.Traction Rolling Stock** **C.4 Part II & Part IV** **D.** Non of These
33. Give the full form of PREM **ANS:-A** Part I & Part III **B.Permnent negotiating machinery** **C.4 Part II & Part IV** **D.** Non of These
34. Give the full form of RCF **ANS:-A** Part I & Part III **B.Rail Coach Factory** **C.4 Part II & Part IV** **D.** Non of These
35. Give the full form of WHO **ANS:-A** Part I & Part III **B.World Health Organisation** **C.4 Part II & Part IV** **D.** Non of These