

**QUESTION BANK FOR SELECTION TO THE POST OF PERSONNEL
INSPECTOR /GRADE-III**

(ONLY DESCRIPTIVE)

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1. The Factories Act, 1948

1. Write the salient Features of Factories Act, 1948.
2. What are the provisions regarding Health, Safety and Welfare of Workers laid down in Factories Act, 1948?
3. What are the provisions regarding hours of work, periodic rest and overtime of a worker under the Factories Act, 1948?
4. What are the rules governing hours of work, periodic rest and overtime of a worker employed in a Railway Workshop?
5. What are the objectives and applicability of Factories Act, 1948?
6. What are the notices and posters to be displayed under the Factories Act?

2. The Industrial Disputes Act, 1947

1. What are the salient features of the Industrial Disputes Act?
2. What do you mean by a strike? What are the two types of strikes? What are the provisions of the Industrial Disputes Act regarding Strikes?
3. What is lock out? What are the differences between strike and lock out?
4. What is meant illegal strikes? What are the effects of illegal strikes?
5. What are the different machineries provided in the Industrial Disputes Act for resolving the disputes between workmen and employers?
6. What is meant by retrenchment under the ID Act? What are the conditions precedent to retrenchment?
7. Write short notes on:
(i) Strike (ii) Lock out (iii) Lay Off (iv) Dies non
(v) Public Utility Service (viii) Conciliation officers under ID Act, 1947
(vii) National Industrial Tribunal (v) Break in service

3. The Minimum Wages Act, 1948

1. What are the salient features of the Minimum Wages Act, 1948?
2. What categories of staff of Railways come under the purview of the Minimum Wages Act? What special privileges do they enjoy as regards wages?
3. What notices are required to be displayed under the Minimum Wages Act, 1948? What penalties are prescribed under the Act for different offences?

4. The Payment of Wages Act, 1936

1. What are the salient features of the Payment of Wages Act, 1936?
2. Write briefly about the applicability of the Payment of Wages Act, 1936?
3. What do you mean by 'wages' under PW Act? What are permissible deductions from the wages of the employee governed under Payment of wages Act, 1936?
4. What do you mean by Wage period? What are different wage periods in operation on Railways? What are the provisions regarding wage periods under the Act?
5. List out different Acts and omissions suggested under Payment of Wages Act? What are the penalties prescribed under the PW Act for breach of acts?

5. The Workmen Compensation Act, 1923

1. What are the salient features of Workmen Compensation Act, 1923?
2. What are the circumstances under which the employer is liable to pay compensation to a workman under the Workmen Compensation Act, 1923?
3. Are the daily rated Casual labour, Apprentices or the substitutes are governed under the provisions of Workmen Compensation Act, 1923? What are the relevant provisions of the Act?
4. How are monthly wages determined for the purpose of calculation of compensation under the provisions of Workmen Compensation Act, 1923?
5. What are the different kinds of disablements and compensation payable for each?
6. Define and explain:
 - (i) Permanent Partial disablement
 - (ii) Temporary partial disablement
 - (iii) Half monthly payments
 - (iv) Workman under WCA.
 - (v) Wages under WCA.
 - (vi) Total disablement.

6. Hours of Employment Regulations

1. Describe the provisions of Hours of Employment regulations?
2. How are staff classified under HOER? What procedure is adopted for change of classification?
3. What notices are required to be displayed at the site of work under HOER? What are the registers required to be maintained?
4. What is job analysis? What are the mechanics of Job Analysis?
5. Define & explain:
 - (i) Intensive
 - (ii) Essentially intermittent
 - (iii) Long on
 - (iv) Short off
 - (v) Split Shift
 - (vi) Rest Givers
 - (vii) Single OT
 - (viii) OTA to Running Staff
 - (ix) Road side and other than road side stations
 - (x) sustained attention
 - (xi) temporary exemption
 - (xii) Principles of averaging
6. Explain the need for HOER in Railways? Define and explain different classifications under HOER duly giving rostered/statutory hours of work and rest?
7. How is overtime calculated for different categories of staff under HOER? Explain with examples.
8. What are the aspects to be covered in the inspection of a station, a shed and a subordinate office?

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

1. To whom the Railway servants (Discipline & Appeal) Rules, 1968 are not applicable and to whom they are applicable?
2. When a Railway servant may be placed under suspension?
3. What is meant by deemed suspension? What are the provisions for deemed suspension?
4. What is meant by subsistence allowance? What deductions are permissible from subsistence allowance?
5. How does the period of suspension is treated under different circumstances?
6. List out the minor penalties prescribed under D&A Rules, 1968.
7. List out the major penalties prescribed under D&A Rules, 1968.
8. What does not amount to penalty within the meaning of Rule 6 of D&A Rules?
9. What is the procedure for imposition of minor penalty under D&A Rules, 1968?
10. What documents shall be forwarded to inquiry Officer by the disciplinary authority to facilitate conduct of the inquiry?
11. Under what circumstances, an inquiry is not required to impose a penalty on the delinquent employee as an exception to Rule 9?
12. What are the orders against which no appeal lies under R.17 of D&A Rules?
13. Indicate five types of orders against which appeal lies under R.18 of D&A Rules.
14. Write briefly about the special provisions available to non-gazetted staff under D&A Rules, 1968?
15. Who are the revising authorities under the RS (D&A) Rules, 1968?
16. What are the provisions regarding submission of a petition to the President envisaged under Appendix II of IREC, Vol.I?
17. Distinguish between:
 - (i) Appellate authority & Disciplinary authority,
 - (ii) Revision & Review (iii) Suspension & Deemed Suspension,
 - (iv) Minor Penalty & Major Penalty (v) Removal & Dismissal
 - (vi) Presenting Officer & Inquiry Officer
18. Write Short notes on:
 - (i) Defence counsel. (ii) Communication of orders
 - (iii) Deemed suspension (iv) Common proceedings
 - (v) Rule 14 of Railway Servants (Discipline & Appeal) Rules, 1968.
 - (vi) preponderance of probability (vii) Principles of natural justice
 - (viii) Review under RS (D&A) Rules.
19. Indicate the reasonable opportunities available to defend oneself if one is taken up for Major Penalty under Railway Servants (D&A) Rules, 1968? What further avenues available to him, if he is imposed with the penalty and what procedure shall be followed?

8. **Railway Services (Conduct) Rules, 1966**

1. Write short notes on:
 - (i) Rule 3 of RS(Conduct) Rules, 1966
 - (ii) Prohibition of Sexual harassment on working women
 - (iii) Taking part in politics and elections
 - (iv) Communication of information
 - (v) Dowry under R. 13A of RS(Conduct) Rules, 1966
 - (vi) Private Trade and employment
 - (vii) Subletting of Railway accommodation
 - (viii) Insolvency and habitual indebtedness
 - (ix) Consumption of intoxicating drinks and drugs
 - (x) Restrictions regarding marriage under conduct rules.
2. What amounts to a 'gift' and what is not? What are the rules in connection with acceptance of gifts under RS (Conduct) Rules, 1966?
3. What includes 'moveable property' according to Conduct Rules? What are the rules in connection with acquisition/disposal of moveable property?
4. What includes 'sexual harassment' under Conduct Rules? What are the instructions regarding prohibition of sexual harassment of working women?
5. What is meant by 'dowry' under Rule 13.A of the RS(Conduct) Rules, 1966? What are the provisions under Conduct Rules for prohibition of dowry system among the staff?

9. **Official Language Act and Rules:**

1. When an employee is deemed to possess proficiency in Hindi?
2. When an employee is deemed to have acquired a working knowledge of Hindi?
3. What are different steps taken by Railways to implement Hindi in official work?
4. What incentives are given for passing various Hindi Examinations?
5. What are the various incentives for use of Rajabhasha?
6. Write salient Features of Official Language Act, 1963 as amended in 1976.
7. Translate into Hindi:
 - (i) Memorandum; (ii) Service Register (iii) Confidential Report
 - (iv) Please Speak (v) Widow Complimentary Pass (vi) Urgent
 - (vii) Appointment on compassionate grounds (viii) increment
 - (ix) scale of pay (x) Industrial Relations (xi) Seniority List
 - (xii) Honorarium (xiii) Gazette Notification (xiv) Fixation of Pay
 - (xv) Official Language (xvi) No Objection Certificate (xvii) Nominee
 - (xviii) Notification (xix) Oath of allegiance (xx) Personnel Department
 - (xx) Periodical Medical Examination.

II. Establishment Matters:

1. Advances:

1. What are interest bearing advances? Explain the conditions of eligibility, maximum amount admissible and recovery of any four such types of advances.
2. What are interest free advances? Explain the conditions of eligibility, maximum amount admissible and recovery of any four such types of advances.
3. **A Railway servant was sanctioned an advance of Rs. 70,000/- which was paid in two equal instalments on 26th June, 1999 and 29th July, 1998. The advance was to be repaid in 100 instalments of Rs. 700/- each. The rate of interest chargeable on the advance is 9% p.a. Recovery of the principle amount commenced from the pay of October, 1998. Calculate the amount payable by the Railway servant if he wishes to repay the advance with interest on 29th April, 2000.**
4. **Calculate the interest payable on an amount of Rs. 3,80,000/- sanctioned to Mr. A towards House Building Advance @ 12% p.a. If the amount is drawn in two instalments each of Rs. 1,90,000/- on 31.3.2001 and on 01.08.2001 and a recovery of Rs. 3,600/- p.m., commenced from November, 2001 and cleared in 105 equal instalments and the balance in 106th instalment. What shall be the interest payable, if Mr. A adopted small family norms and is very prompt in repayment of the advance, insuring the house and submitting the necessary documents/declarations in time.**
5. **Mr. X was sanctioned Rs. 30,000/- towards Scooter advance in March, 2002 opted for recovery of the advance in 60 equal monthly instalments. The scooter was purchased in April, 2002 and recovery commenced in April, 2002. During 2003, Mr. X was on EOL and the recovery could not be effected for the period from January, 2003 to October, 2003 and there after the recovery continued as usual till the entire amount of advance is repaid. If the interest rate applicable is 11% p.a., calculate the interest payable.**

2. Pay & Allowances:

1. What are the authorised deductions from the Pay bill of a Railway servant?
2. What is consolidated TA? What are the rules for payment of consolidated TA?
3. What are the occasions on which the employees are entitled to TA for journeys?
4. What are the rules regarding payment of conveyance charges for journeys (a) at or near HQrs., and (b) outside Hqrs.?
5. What are the accompaniments to a wage bill? What documents are to be verified before claiming the salary of a temporary Railway servant?
6. Write short notes on:
 - (i) Pay
 - (ii) Personal Pay
 - (iii) Presumptive Pay
 - (iv) Overseas Pay
 - (v) Special Pay
 - (vi) Substantive Pay
 - (vii) Officiating Pay.
 - (viii) Conveyance allowance to handicapped persons
 - (ix) Trip Allowance
 - (x) Consolidated traveling allowance
 - (xi) Breach of rest allowance
 - (xii) Break down duty allowance
 - (xiii) Outstation allowance
 - (xiv) Teaching allowance
 - (xv) Special allowance to gatemen.
 - (xvi) Non-practicing allowance
 - (xvii) Dual charge allowance.
7. Distinguish between:
 - (i) Special Pay & Personal Pay
 - (ii) Substantive Pay & Officiating Pay
 - (iii) Presumptive Pay & Time scale Pay
8. What is travelling allowance? What are the provisions for payment of TA/DA for attending duty outside one's headquarters?

3. CL & Substitutes:

1. What do you mean by 'Casual Labour'? What are the service conditions of Casual Labour after granting temporary status?
2. What do you mean by 'Substitute' and 'Probationer'? Distinguish between Casual Labour and Substitute?
3. What are the right and privileges admissible to Casual Labour attained temporary status?
4. Who are substitutes? What are the circumstances in which the General Managers can exercise their discretion to engage substitutes? (27/2001)
5. What periods of absence in the service of a Casual Labour does not constitute break in service for the purpose of determining continuous service?

4. Appointment on compassionate grounds:

1. Who are eligible to be considered for appointment on compassionate grounds? How are the priority of the cases decided?
2. What is the role of Personnel Inspector in processing cases for CG appointment?
3. Explain the circumstances under which the Compassionate Appointments are considered and prioritise these circumstances together with time limit with in which the appointments are given?
4. With the issuance of Railway Board's letter No. E(NG)I/96/RE/3/9(12) of 29.04.1999, the existing procedure of compassionate ground appointments has undergone changes? Explain these changes commencing from 29.04.99.
5. An employee due to retire in next 20 months was found missing. His wife has filed a report with police & FIR was also registered. Her request for appointment to herself is received in the office. What action will you take on this request?
6. There are numerous complaints from the eligible family members of the deceased employees that undue delays are taking place in processing their requests for CG appointment. What steps do you suggest to eliminate the delay and improve the image of Personnel Branch in the minds of the wards?
7. Write short notes on 'Appointment on compassionate Grounds'.

5. Fixation of Pay & Draw of increments:

1. What are the principles governing fixation of pay -
(a) on first appointment (b) on transfer from higher to lower post
(c) on promotion to a post carrying higher responsibilities
(d) on promotion to an ex-cadre post (e) on repatriation from ex-cadre post.
2. Write short notes on -
(a) lumpsum incentive scheme for acquiring higher qualifications
(b) Stagnation increments (c) Advance increment
(d) Next Below Rule (e) Stepping up of pay
(f) Rules for fixation of pay at a higher stage than minimum to sports persons.
3. Explain about the rules governing lumpsum incentive scheme for acquiring higher qualifications in different departments.
4. **Fix the pay of a Driver on pay of Rs. 6050/- w.e.f. 01.01.2005 in scale of Rs. 5000-150-8000 on his posting as Fuel Inspector in scale Rs. 5500-175-9000 w.e.f. 10.08.2005 involving higher responsibilities (a) from the date of promotion (b) from the date of next annual increment.**
5. **Mr. George is a permanent Sr. Clerk, drawing pay of Rs. 6250/- w.e.f. 28.02.2003 in scale Rs. 4500-7000 is promoted to an ex-cadre post. Fix his pay -**
(a) on promotion to an ex-cadre post on 01.03.2003 in scale Rs. 5000-8000.
(b) on promotion to another ex-cadre post on 02.03.05 in scale Rs.5500-9000.
6. **Mr. Cruz on pay of Rs. 6200/- in scale Rs. 4500-7000 due for promotion on 05.08.2004 to 5000-8000 two months before accrual of his annual increment. What shall be your advise to him for exercising option for fixation of pay on promotion when he has another 15 years of service to retire.**
7. **Mr. A while drawing pay of Rs. 6050/- w.e.f. 01.03.2005 in scale Rs. 5000-150-8000 was imposed a penalty of with holding of his annual increment for a period of 02 years (NR) vide Memorandum dated 02.03.2005.**
(a) Show how his pay is regulated during the period of punishment and on restoration?
(b) In case, he became eligible for promotion to the scale of Rs. 5500-9000 on 10.08.2005, what action shall be taken for his promotion and what shall be his pay during the period of penalty and on restoration?
8. **Mr. B while drawing pay of Rs. 6200/- w.e.f. 01.06.2003 in scale Rs. 5000-150-8000 was imposed a penalty of with holding of his annual increment for a period of 02 years with cumulative effect vide memorandum dated 10.09.2003 and he became eligible for promotion to the scale of Rs. 5500-175-9000 w.e.f. 01.10.2003.**
(a) How his pay shall be regulated during the penalty and on restoration?
(b) What action shall be taken regarding his promotion and how his pay shall be regulated on promotion?

9. **The details of service rendered by Mr. A whose date of increment is 1.4.2003 are as follows:**

- (a) EOL (not counting for increment) from 29.07.2003 to 31.07.2003,
- (b) Suspension treated as his own leave from 07.10.2003 to 02.01.2004.
- (c) EOL on medical grounds from 15.01.1974 to 05.02.2004.

What shall be the date of his next increment?

10. **Mr. Ram working as a Keyman drawing pay of Rs. 3875/- w.e.f. 01.03.2005 in scale Rs. 2750-70-3800-75-4400 was promoted as Gangmate in scale Rs. 3050-75-3950-80-4590 w.e.f. 01.12.2005. Suggest the employee whether he will be benefited on exercising option for fixation of pay after the next annual increment. Show the calculations.**

11. **What do you understand by postponement of increment? What are the provisions of R. 1320 (FR 26) of IREC, Vol.II for reckoning service for increments?**

6. Forwarding of applications:

- 1. What are the important provisions regarding forwarding of applications of Railway employees for posts outside Railways.
- 2. Write short notes on 'Forwarding of applications'.

7. Group Insurance Scheme:

- 1. What are the provisions regarding exercising of nomination by a subscriber under Group Insurance Scheme? What are the provisions for payment of amounts under the scheme in case there is no valid nomination?
- 2. Explain about the scope, membership, monthly subscription, amount of insurance coverage and the insurance/savings fund of the Group Insurance scheme, 1980 as amended from time to time?

8. Joining Time Rules:

- 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.

9. Leave Rules:

1. To whom the Railway Servants (Liberalised Leave) Rules, 1949 shall apply?
2. Write short notes on –
Special Disability Leave, Hospital Leave, Extraordinary Leave,
Leave not due, Study Leave, Maternity Leave,
Paternity Leave. Commuted leave, Leave Encashment.
3. What are the formulae for calculation of cash payment for unutilized LAP and LHAP. What are the provisions for payment of leave encashment to the staff against whom disciplinary proceedings for major penalty are pending?
4. **(a) Write the formula for calculation of cash payment in lieu of unutilized Leave at Average Pay.**
(b) Calculate the cash equivalent of unutilized leave of 285 days left to the credit of an employee on retirement w.e.f. 31.12.2005. The details of pay and allowances drawn by him prior to retirement are given below:
Pay: Rs. 10000/-; DP: 5000; DA:21%; HRA:15%; CCA: Rs. 300/-; Transport allowance: Rs. 800/-
5. **(a) What are the provisions for granting leave encashment to an employee resigned from service?**
(b) Calculate the cash equivalent of unutilized leave of 280 days left to the credit of an employee on resignation from service w.e.f. 31.12.2005. The details of pay and allowances drawn by him prior to retirement are given below:
Pay: Rs. 10000/-; DP: 5000; DA:21%; HRA:15%; CCA: Rs. 300/-; Transport allowance: Rs. 800/-
6. Explain the procedure for crediting of leave to the account of an employee. What are the provisions regarding maintenance/ verification of Leave Accounts?
7. What are the reasons for missing leave accounts? Explain how to overcome. What is the laid down procedure for re-construction of a missing leave account?

10. Medical Attendance & Medical Examination:

1. Explain the different medical classifications under which the non-gazetted staff are divided for appointment in Railway service? Give examples.
2. What is RELHS? Who is eligible to join the scheme? What are the benefits under the scheme?
3. What are the provisions regarding supply of diet and the charges thereto?
4. What are the important provisions regarding reimbursement of expenses of -
(a) medical treatment and (b) cost of medicines

11. Pass Rules:

1. Define 'Railway Servant' as envisaged in Railway Servants (Pass) Rules, 1986. What is meant by "dependent relative" in relation to a Railway Servant as per Pass Rules?
2. To whom the Pass Rules shall apply and to whom they shall not?
3. What are different kinds of passes? Explain each one of them.
4. On what account special passes are issued to Railway servants, family members or dependant relatives as the case may be?
5. Is monetary value of passes and privilege ticket orders subject to income tax?
6. What is meant by 'adopted child' as defined under Railway Servants (Pass) Rules?
7. What is the definition of family as per Railway Servants (Pass) Rules, 1986?
8. What is meant by 'pay' as per Railway Servants (Pass) Rules, 1986?
9. What are the entitlements of a First Class Pass holder on privilege account?
10. What are the entitlements of the holder of a Privilege Ticket Order?
11. Under what circumstances, the Privilege pass may be permitted to be issued on longer route?
12. For what reasons/circumstances shall be the family member or dependent relative as defined under the Pass Rules may apply for and be issued Privilege Passes/PTOs?

13. **Mr. A, a Gazetted Officer retired from service on 30.04.2006. Before retirement, he availed 03 sets of I Class A Privilege passes? How many post retirement complimentary passes does he entitled to during that year?**

14. Write Short notes on:
(a) Widow Pass (b) School Pass (c) Post Retirement Complimentary Passes
(d) Residential Card Pass (e) Privilege Ticket Order (f) Gold Pass
(g) Silver Pass (h) Bronze Pass (i) Split Pass
(j) Loss of Passes (k) Powers of General Managers to condone irregularities
(l) Entitlement of luggage allowance on Privilege Passes (m) Kit Pass
(n) Complimentary Pass for Licensed Porters
15. Distinguish between:
(i) Gold Pass and Platinum Pass (ii) Check Pass and Card Pass
(iii) PR Complimentary Pass and Widow Complimentary Pass
(iv) Privilege Pass and Privilege Ticket Order
(v) School Pass and Residential Card Pass
16. What are the provisions for grant of passes to non-railway men/Organisations?

12. Pension Rules & Ex-gratia:

1. What is qualifying service? What periods are not treated as service for pensionary benefits?
2. What are the rules regarding counting of service in respect of -
(i) a substitute (ii) on probation (iii) under suspension
(iv) Military service
3. What are the provisions regarding emoluments and average emoluments for the purpose of pensionary benefits?
4. Write short notes on -
(i) DCRG (ii) Commutation of Pension (iii) Family Pension
(iv) Restoration of commuted portion of pension (v) Qualifying service
(vi) Average emoluments (vii) compassionate allowance
5. What are the rules for grant of Death cum retirement gratuity?
6. **Mr. A retired voluntarily w.e.f. 06.07.2000. He was drawing pay of Rs. 6,000/- from 01.08.98 till retirement except two spells i.e., from 12.02.2000 to 29.02.2000 and 16.03.2000 to 31.03.2000 during which he drew higher rate of pay of Rs. 6,125/-. He was on extra ordinary leave for 11 days from 01.02.2000. Calculate the average emoluments for the purpose of pension.**
7. **Mr. A retired from service on attaining the age of superannuation on 30.06.2001 AN after putting in 33 years of service. He drew a pay of Rs. 9,500/- from 01.03.2000 and Rs. 9750/- from 01.03.2001 in scale Rs. 7500-250-12000. Calculate the pension and family pension admissible in his case.**
8. **The following are the details of emoluments drawn by Mr.A during his service:
(i) Pay: Rs. 10,750/- (ii) Special Pay: Rs. 500/- (iii) Personal Pay: Rs. 275/-
(iv) Dearness Pay: Rs. 5,375/- (v) Dearness allowance: 24%.
(vi) Qualifying service: 22 years 9 months 10 days.
Calculate the Retirement Gratuity admissible in his case. Also calculate the death gratuity admissible to his family members in case of his death in harness.**
9. **A central Govt. servant drawing pay of Rs. 9,000/- in scale Rs. 7500-250-12000 from 01.11.1999. He died on 31.10.2000 while in service. His date of birth is 6.6.42. Calculate the Family Pension admissible to his wife.**
10. **Mr. X a Central Government employee drawing pay of Rs. 10,475/- in scale Rs. 8000-275-13000 from 01.11.1997 retired on superannuation on 31.03.1998. His date of birth is 01.04.1940. Calculate the pension admissible to him and the family pension admissible to his wife in case of death on 03.03.2001.**

11. What are the provisions regarding ex-gratia payment to (i) the families of CPF retirees and (ii) to the CPF retirees?
12. Write about the salient features of the new pension scheme, 2004.

13. Provident Fund:

1. To whom the State Railway Pension Rules apply and to whom they do not?
2. **Calculate the interest that can be credited to the PF account of Mr. X on 31.12.2001 based on the following data:**

(i) Opening Balance as on 01.04.2000 ..	Rs. 38,600/-
(ii) Subscription towards PF through the year..	Rs. 1,800/- p.m.,
(iii) Advance from PF drawn during 11/2000..	Rs, 6,000/-
(iv) Recovery towards PF advance	Rs. 500/- p.m.,
(v) PF advance recovery commenced	January, 2001
(vi) Rate of interest ..	11% p.a.
3. **Mr. Y is transferred to another Railway and was relieved in the month of September, 2000. His salary was drawn in the old unit upto the month of August, 2000. Calculate the amount required to be transferred to the new unit based on the following data:**

(i) Opening balance as on 01.04.2000:	Rs. 40,504/-
(ii) Monthly subscription to PF account:	Rs. 1,000/-
(iii) Rate of interest applicable	11% p..a.,
4. Explain in detail the provisions regarding execution of nomination by a subscriber to the Provident Fund.
5. What is Deposit Linked Insurance scheme? What are the provisions regarding payment of DLI to the beneficiaries in case of death of a subscriber to the fund?

14. Quarters allotment and retention:

1. What are the provisions regarding retention of Railway Quarters –
(i) on transfer (ii) on deputation (iii) on death of an employee
(iv) on retirement (v) on transfer to a newly formed division
2. What are the instructions regarding allotment of quarters? What do you mean by 'out of turn' allotment of quarters? What are the provisions regarding out of turn allotment?
3. Write short notes on:
(i) Penal rent. (ii) out of turn allotment of quarters
(iii) Retention of quarters to staff transferred to NF Railway.
(iv) Retention of quarters on transfer to KRCL.
(v) Retention of quarters on posting to RCTs.

15. Recruitment Rules & Training:

1. What are the rules for recruitment of Group C staff in Railways?
2. What is the procedure for recruitment of Group D staff in Railways?
3. What are the rules of appointment on compassionate grounds?
4. What are the rules for absorption of medically decategorised staff?
5. What are the different modes of recruitment in Railways to a Group C post?
6. What are the General Rules regarding Nationality of a candidate for appointment to Railway Services as laid down in R. 218 of IREC, Vol.I?
7. What are the various concessions extended to SC/ST candidates?
8. What are the facilities extended to the SC/ST Railway employees' Associations?
9. What are the revised classifications of Railway Service and the pay limits?
10. Describe the procedure for recruitment against Group D services on Indian Railways?
11. How many Group C and Group D posts are filled under Sports quota at Zonal/Divisional level? What is the procedure to be followed for filling up the Sports Quota vacancies?

16. Reservation Rules

1. What are the important features of the Post Based Rosters? How many types of rosters are there? What are the points to be kept in view while preparing rosters?
2. What are the various concessions extended to the employees belonging to SC/ST communities in Railway right from recruitment to superannuation?
3. What do you mean by the scheme of 'best among the failed'? What are the provisions regarding imparting in-service training and inclusion of the names in the panel after such training?
4. What are the instructions regarding staff belonging to SC/ST communities being selected against general merit to selection posts and non-selection posts?
5. Write a letter to the concerned revenue authorities requesting for verification of the caste certificate based on the following details:
Name of the employee: Mr. X S/O. Mr. Y.
Caste as per the certificate: Yerukula – ST
Certificate issuing authority: MRO/BZA
Place of birth/brought up of the employee: Chennai.
Date of Appointment and Designation: 01.10.1995.
6. If sufficient number of SC/ST/OBC candidates fit for appointment against reserved vacancies are not available, what is the prescribed procedure for filling up such reserved vacancies in direct recruitment as well as in case of promotion? (SC 46/2004)

17. Retirement benefits and settlement:

1. **Mr. Ram died one month before his retirement on 31.12.2005. Mr. Shyam retired on superannuation on 31.12.2005. Work out the benefits payable to the family of Mr. Ram and those payable to Mr. Shyam, if both were PI/Gr.II with 32 years of qualifying service having reached maximum of the scale on 01.09.2005.**

2. Narrate briefly the various benefits under the liberalized family pension rules to which an employee is entitled to:
(i) on superannuation (ii) in case of death while in service.

3. **The service details of A,B and C are as follows:**

Details	Mr.A	Mr.B	Mr.C
Date of Birth	03.12.1945	03.12.1945	03.12.1945
Designation	Sr. Goods Driver	OS/Gr.II	PI/Gr.I
Scale	Rs. 5500-9000	Rs. 5500-9000	6500-10500
Pay	Rs. 6200/-	Rs. 7500/-	Rs. 8200/-
Date of Increment	01.01.2005	01.01.2005	01.01.2005
Qualifying service	33 years	33 years	33 years
Commutation	40%	--	40%

Calculate the retirement benefits including the Family Pension.

4. Explain in brief the salient features of the recently introduced new Pension Scheme? Explain the relative advantages/disadvantages of the Pension Scheme and the new contributory Pension Scheme?

5. Who are eligible for granting Family Pension? How the settlement benefits including Family Pension is shared among the following:

(i) Minor Children and Wife (ii) between the widows, if more than one
(iii) among major children and wife.

6. Write about the provisions regarding advance action to be taken to ensure payment of settlement dues on the date of retirement?

7. Distinguish between Compulsory Retirement under D&A Rules and under review of services? What benefits are admissible when employee is compulsory retirement, removed from service or dismissed?

8. **Work out the Pension/Family Pension, Gratuity, commutation of Pension (if opted for maximum entitlement) and Leave Encashment (for 280 days of unutilized LAP) in respect of a Ch.OS who retired on attaining the age of superannuating on 31.12.2005 on the details given below. Make necessary assumptions.**

**(i) Total service: 33 years; (ii) Non-qualifying service: 05 years;
(iii) Annual increment received on 01.01.2005 rising pay to Rs. 8800/-**

9. What is meant by 'Dies Non'? What are the different periods of service that does not count as qualifying for retirement benefits?

10. What do you mean by 'Pension Adalat'? What types of grievances are dealt under this Adalat? What are your suggestions for better working of the Pension Adalats?
11. How is the Qualifying service calculated? What periods of service constitute non-qualifying service for settlement purposes?
12. A temporary Railway servant having put in only 02 years of service die leaving his widow and one child. What pensionary benefits will his family be entitle dto and what are the rules for granting of the same?

18. Seniority Rules.

1. How seniority of a Non-gazetted employee is fixed:
 - (a) on appointment through RRB where there is no training.
 - (b) On absorption after initial training.
 - (c) Transfer on administrative grounds.
 - (d) Transfer on request.
 - (e) On transfer to another post on medical decategorisation.
 - (f) On transfer to another post on surplus account.
 - (g) On mutual exchange with another employee in other unit.
2. What is the significance of a 'Seniority List'? What are the general rules for drawl and circulation of seniority lists?
3. Write short notes on:
 - (i) inter se seniority
 - (ii) integrated seniority
 - (iii) Fortuitous service

19. Transfer/Transfer Grant:

1. Write short notes on:
 - (i) Transfer in the interest of Administration
 - (ii) Transfer on request of the employee
 - (iii) Posting of Wife and husband
 - (iv) Periodical Transfers
 - (v) Composite Transfer Grant.

20. Welfare Measures.

1. Write Short notes on -
 - (i) Labour Co-operative Societies
 - (ii) Consumer co-operative societies
 - (iii) Co-operative Credit Societies.
 - (iv) Railway Institutes & Clubs
 - (v) Holiday Homes and Convalescent Homes
 - (vi) Uniforms to children
 - (vii) Handicraft Centres
2. What are the various Welfare measures adopted in Railways? What are your suggestions for introducing new schemes?
3. What are Statutory and Non-statutory Canteens? Explain briefly the difference between them?
4. What do you mean by 'Welfare'? What is the machinery available on Indian Railways for redressal of different grievances of staff?
5. Explain briefly about the Scouting movement on Indian Railways.

6. Differentiate
 - (i) Consumer Co-op. Societies & Co-op. Credit Societies
 - (ii) Holiday Homes & Convalescent Home
 - (iii) Handicraft Centres & Vocational Training Centres
 - (iv) Statutory Canteens & Non-statutory Canteens
 - (v) Hostel Subsidy & Subsidised Hostel
7. Explain about the need for voluntary organisations on Indian Railways? What is the contribution of such organistaions for the welfare of staff of S.C. Railway?

21. Miscellaneous

1. What are the various establishment records to be checked by a Personnel Inspector on his visit to a station/shed/depot? Briefly mention the purpose and utility.
2. What do you mean by Service Record? What is the procedure to be followed for re-construction of a missing Service Record?
3. What is Staff Benefit Fund? Explain in detail the sources of the fund, the committees and the schemes introduced on South Central Railway for disbursement of the funds to the non-gazetted staff.
4. Discuss the role of Personnel Inspectors in the staff matters? What are your suggestions to improving the working of the Inspectors for the assistance of staff?
5. What is the role of Personnel Inspectors in the Personnel Management? What are your suggestions for improvement of working system of the Personnel Branch?
6. What is the policy on supply of Uniforms to staff? What categories are governed under the policy? What are the facilities provided to the staff for maintenance of the uniform supplied to them?
7. Write short notes on Productivity Linked Bonus? What are the principles to decide the PLB payable in a financial year?
8. What are the instructions to record the date of birth of an employee? What is the laid down procedure to be followed for alteration of 'Date of Birth'?
