दक्षिण मध्य रेलवे **South Central Railway**
Office of the Sr.DME/Co-ordination/SC
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Lr.No.CM.226.Mech.C&W.Ministerial Cadre Dt:12-05-2021.

Sr.DPO/SC

Sub: Request for Question bank & Syllabus for promotion to the post of Sr.Clerk with Level -5 of 7th CPC pay matrix against $66^{2/3}$ % in Mechanical Deptt. of SC Division.

Ref: Sr.DPO/SC Lr.No:SCR/P-SC/210(a)Minist. Sr. Clerk/EM/2021 dated 19-04-2021.

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Reference to the above subject, Syllabus & Question bank in objective type questions for written examination for promotion to the post of Sr.Clerk (Non-Personnel) with Level -5 of 7th CPC pay matrix against $66^{2/3}$ % in Mechanical Department comprising 81 pages is enclosed herewith and it is advised to supply the same to the employees eligible and to upload in the relevant portal please.

Signed by P.srinivasa Prasad
Date: 12-05-2021 12:34:05
Reason: Approved

(P.SRINIASA PRASAD)
DME/C&W/SC

936.

QUESTION BANK

FOR PROMOTION OF JR. CLERKS AS SR. CLERKS IN Mechanical Optg (Power) Cadre/SC divn

PART-I:

I. General knowledge on the conditions of services-Railway Services Conduct Rules, 1996.

II. Organisation and set up of the Railway Board-Functions Different departments of the Railway Functions of each Dept.

III. Current knowledge of different Rule Books, Manuals, Code Books in different departments on the railways.

IV. Single file system.

PART – II

Fuel (HSD Oil):

Accountal procedure – Procurement - Supply distribution - Accountal of issues-Diversion/Interception Fuel returns - Fuel economy - Fuel Budget-Reviews Budgetary control - Demand abstracts - Fuel position - Fuel organization - Duties of Fuel Inspectors - Targets Documentation of statements Verifications.

Power:

Power plan, Requirement/Allotment of engines - Crew – Power position -Time Table preparation - Running Time - Various factors determining running time - Schedules of Diesel Loco POH programme POH mileage Loco failure classification ineffective time - Max.Minm. Running time – Maximum permissible speed, booked speed-Shed Turn Round of Engine - Assisting required.

STATISTICS:

i)Outage of Locos - Importance of statistics – Sources of information - statistical units-Different fundamental deviated units - important fuel statistics-CTRs.

ii) Objectives of statistics- Definition- primary /fundamental /derivative units of statistics Monthly statements/Annual statements required from Railway Board.

C&W:

Rake Links, Base and spare coaches - Ineffective percentage - condemnation of wagons/coaches - Submissions of Periodical Statements – Coach failure Roller bearing Breakdown, MRV trains - Fire accidents - Punctuality loss - Train parting – Poor brake Power - Debits on private siding - PCDO/Statements - Public complaints-Audit/Draft paras.

STORES:

Imprest - Preparation of schedules - procedure for revision of imprest - Departmental Check of Revenue item - Dead stock items – Inventory control - High Value items -Stock verification - Stock sheets Nil - Stock Indents - S.O.P. Running room items -Vital items – Passing bills - Contracts and agreements preparation of Estimates. Procurement of computers, procurement of Furniture to Office, Creation of Imprest cash for the use of Office.

ESTABLISHMENTS:

Leave Rules - Pass Rules - Creation of posts (Procedure) - DAR Rules - Penalties-HOER for running staff- various allowances for running staff procedure for imposing Major/Minor penalties - Periodical Medical Examination for staff- Deligation of powers. I.O.D/W.C.A.O.T. Trade Test. PNM

QUESTION BANK FOR SELECTION TO SR CLERK				
1	How many Divisions are there on Indian Railways?			
Ans	66	65	**68**	70
2	How many Zones is there on Indian Railways?			
Ans	**18**	16	17	19
3	Where is the Office of the Railway Rates Tribunal (RRT)?			
Ans	Mumbai	Hyderabad	New Delhi	**Chennai**
4	What is the full form of CAT?			
Ans	Central Administration Tribual	Central Administration Tribe	Central Administrative Trade	**Central Administrative Tribunal**
5	What is the full form of ZRTI?			
Ans	**ZonalRailway Training Institute**	Zonal Railway Trading Institute	Zonal Railway Traffic Institute	ZonalRailway Transportation Institute
6	Where is the RCT Railway Claims Tribunal Office?			
Ans	Patiala	Mumbai	**New Delhi**	Bengaluru
7	What is the full form of RDSO?			
Ans	Research Design &Structural Organization	**Research Design & Standard Organization**	Research Development & Standard Organization	Railway Development & Standard Organization
8	RDSO is located?			
Ans	Rae Bareli	Jaipur	Bhopal	**Lucknow**
9	Where is the headquarters of WC			
Ans	Bilaspur	Raipur	**Jabalpur**	None of the above

10	Where is the headquarters of NCR?			
Ans	**Allahabad**	Patna	Jhansi	Lucknow
11	How many Divisions are there on Central Railway			
Ans	6	**5**	4	None of the above
12	Where is the headquarters of the East Coast Railway located?			
Ans	Puri	Cuttack	Paradeep	**Bhubaneshwar**
13	Where is the Indian Railway Institute of Signal Engineers and Tele Communication (IRISET) located			
Ans	Pune	Vadodara	**Secunderabad**	Jamalpur
14	Where is the Indian Railway Institute of Electric Engineering located ?			
Ans	Secunderabad	**Nasik**	Lucknow	Jamalpur
15	How much organized railway services are there ?			
Ans	08	**09** (IRSE, IRSEE, IRSSE, IRTS, IRPS, IRAS, IRMS, IRSME, IRSS)	10	07
16	What is the designation of head of NAIR (National Academy of Indian Railway) Vadodara?			
Ans	General Manager	**Director General**	Chief Executive Officer	Director
17	What is the duration of basic (Foundation) course of the officers ?			
Ans	**8 weeks**	4weeks	6weeks	12weeks
18	Where is the training of Indian Railway Accounts Service officers held ?			

Ans	Secundarabad	Mumbai	New Delhi	**Vadodara**
19	Where is the training of Indian Railway Personnel Service officers held ?			
Ans	Mussoorie	**Vadodara**	Hyderabad	Ahmedabad
20	Where is the training of the Indian store department officers held ?			
Ans	Jamalpur	Kolkatta	**Vaododara**	Secundarabad
21	Where is the training of Indian Railway Mechanical Engineer Service held ?			
Ans	**Jamalpur**	Patiala	Chitranjan	Varanasi
22	When and where was the first train in India run ?			
Ans	**Boribunder to Thane**	Boribunder to Thane	Boribunder to Kalyan	Thane to Kalyan
23	When and where was the second train in India run ?			
Ans	Madras to Perambur	**Howrah to Hooghly**	Chennai to Perambur	Howrah to Hooghly
24	The Railway Board was formed on which committee's report?			
Ans	Debroy Committee	Railway Reforms Committee	**Thomas Robertson Committee**	Acworth Committe

25	When was the Railway Board formed?			
Ans	1924	1896	1912	**1905**
26	On which committee's report was the Railway Board was reconstituted			
Ans	Debroy Committee	Railway Reforms Committee	Mathai Committee	**Acworth Committe**
27	Total no. of Railway Recruitment Board ?			
Ans	**21**	20	19	22
28	Where is the Main Bench of CAT located ?			

Ans	Mumbai	**New Delhi**	Chennai	Kolkatta
29	Where is the HQ of South Coast Railway located			
Ans	Vijaywada	Vizianagram	Srikakulam	**Vishakapatnam**
30	DLW is locatedat_____			
Ans	Patiala	Kapurthala	**Varanasi**	Rae Bareli
31	Jaipur is the HQof_____ZonalRailway.			
Ans	North Western Central	**North Western**	North West Frontier	North Central

32	Which is the largest Railway Junction in India ?			
Ans	Nagpur	Bhopal	**Mathura**	Itarsi
33	First Shatabdi Express wasrunbetween_____to____stations			
Ans	**New Delhi to Jhansi**	New Delhi to Bhopal	New Delhi to Kanpur	New Delhi toKalka
34	First Duronto Express wasrunbetween_____to____stations			
Ans	Howrah to New Delhi	**Sealdah to New Delhi**	Shalimar to New Delhi	Santragachi to New Delhi
35	Where is the Headquarters of South Western Railway			
Ans	Belgavi	Bengaluru	Mysuru	**Hubli**
36	Modern Coach Factory is located at			
Ans	**Rae Bareli**	Chapra	Kapurthala	None of the above
37	Rail Wheel factory is located at			
Ans	Kempegowda	Yeshwantpur	**Yelehanka**	None of the above
38	Longest Railway Tunnel in India			
Ans	Tike	Karbude	Natuwadi	**PirPanjal**

39	How much % of Running allowance is taken for calculation of Settlement dues of an employee? **a)55%** b)50 % c) 45% d) 60%
40	At present what is the interest rate of Provident fund ? **8% (Changes every quarter)**
41	What is the percentage monthly contribution of PF ? **a)** 7.00 % **b)8.33%** **c)** 8.00%
42	Whether SAG officer is authorized for approving final withdrawal of PF of Group A & B officers ? **a)True** b)False
43	What is the maximum limit withdrawal from PF account for taking car loan? **3/4th of PF balance or actual cost of vehical whichever is less. (RBE 47/2017)**
44	After how many year final withdrawal can be done from PF account. a) 10 yrs b)12yrs c) **15yrs** d) 20yrs

45	For how many days TA is payable in one time ? **a) 180days** b) 120days c)130days d) 150days
46	What is the % of TA if an employee is out of his headquarters for 12 hours. **a) 100 %** b)80% c)50% d) 40%
47	TA is divided in how many parts ? a) 2 b) 4 **c) Five**
48	What is the 100 % rate of TA of employee in Pay matrix Level-6 to 8 **800/-- (RBE 84/2017 dated 08.08.2017)**
49	What is the 100 % rate of TA of employee in Pay matrix Level-1 to Level-5 **500/- (RBE 84/2017 dated 08.08.2017)**
50	What is the % of Travelling allowance if an employee is out of his headquarters for 10 hours. a) 100% b) 80% c) **70%** d)40%

51	What is the rate of HRA in metropolitan cities ? a) 8 % b) 16) **c) 24%**

52	HRA is divided into how many classes ? **a) Three(X,Y, Z) b)Three(a,b,c) c) Three(A,B,C)**
53	What is the percentage of HRA for X, Y,Z cities ? **08, 16 & 24 respectively.**
54	HRA is payable upto how many days if an employee is on leave ? **6 months + 4 on medical grounds.**
55	What is the rate of HRA in Delhi? a) 8 % b)16% **c)24%**
56	If any one of the spouse is allotted railway accomdation& both are working at the same station will any one of them be eligible for HRA? a) True **b) False**

57	Leave is a right.			
Ans	**False**	True	None of the above	
58	Paternity leave isgrantedfor_____days.			
Ans	**15**	20	30	40
59	Paternity Leave isgranted to_____employees.			
Ans	**Male employee**	Female	None of the above	
60	Paternity leave isgrantedupto_____livingchildren.			
Ans	**2**	1	3	4
61	Paternity Leave is introducedw.e.f._____			
Ans	**07.10.1997**	01.01.04	01.05.06	15.02.08
62	Maximum limit of average pay Leave is 300 iseffectivefrom_____.			
Ans	**01.07.1997**	01.12.98	01.09.08	01.01.04
63	Half average pay leave can begrantedfor_____months at a time.			

Ans	**24 months**	12	06	15
64	Leave notduefor_____days is eligible for Railway employee in entireservice.			
Ans	**360**	180	240	200
65	Transfer at more than 1000Kms areeligible for_____days joining time.			
Ans	**12 KM**	15 KM	20 KM	30 KM
66	Study Leaveis granted_____months at a time.			
Ans	**12 days**	18 days	24 days	36 days
67	Paternity Leave isentitledupto_____children.			
Ans	**2**	1	3	4
68	For encashment of Leave Salary minimum leave balanceshouldbe_____days.			
Ans	**30 days**	10 days	15 days	20 days
69	Casual Leave can be combined with Joining Time.			
Ans	**False (LAP)**	True	None of the above	
70	Hospital leave is granted to Group 'C' & 'D' employees.			
Ans	**True**	False	None of the above	

71	Unmarried female employees are also eligible for Maternity Leave.			
Ans	**True**	False	None of the above	
72	Extra Ordinary Leave can be granted NOT more than 5 years.			
Ans	**True**	False	None of the above	
73	Unmarried female employee is eligible for maternity leave.			
Ans	**True**	False	None of the above	
74	Paternity Leave can be granted within 6 months of child's birth.			
Ans	**True**	False	None of the above	
75	Maternity Leave can be sanctioned twice a year.			
Ans	**False**	True	None of the above	
76	Casual leave can be combined with Maternity Leave.			

Ans	**False**	True	None of the above	
77	Leave is not a right of employee.			
Ans	**True**	False	None of the above	

78	Female Railway employees are eligible for Maternity Leave upto 3 living children.			
Ans	**False**	True	None of the above	
79	Special Casual leave is granted during bandh, curfew & natural calamity.			
Ans	**True**	False	None of the above	
80	If joining time is not availed, it is credited to LAP account.			
Ans	**True**	False	None of the above	
81	Joining time is not given on Own Request transfers.			
Ans	**True**	False	None of the above	
82	Maternity Leave is sanctioned for 135 days.			
Ans	**False**	True	None of the above	
83	Child Care Leave is eligible up to 730 days.			
Ans	**True**	False	None of the above	
84	Maternity Leave is permissible up to two live children.			
Ans	**True**	False	None of the above	
85	Leave of Apprentice is not accumulated.			

	True	False	None of the above	
86	Maternity Leave is permissible up to two children.			
Ans	**False(Up to two live Children)**	True	None of the above	
87	Woman employee is eligible for maternity leave, even if child is dead.			
Ans	**True**	False	None of the above	

88	Unmarried female employee is not eligible for maternity leave.			
Ans	**False**	True	None of the above	
89	Paternity Leave is applicable to apprentice also.			
Ans	**True**	False	None of the above	
90	Salary is payable to the employee up to his date of death			
Ans	**True**	False	None of the above	
91	Female railway employees are eligible for maternityleavefor------days			
Ans	**180 days**	30 days	60 days	120 days
92	Hospital leave is applicableforgroup_____.			
उ€र	**(C&D)**	A&B	Only D	B&C

93	What is the joining time eligible for transfer on administrative ground for 1500 KM. _____.			
Ans	**12 days**	10 days	20 days	30 days
94	Maximum study leave maybegranted_____.			
Ans	**12 months**	6 month	3 month	2 years
95	Average leave pay may be cumulative up to howmaydays_____.			
Ans	**300+15 days**	350 days	250 days	500 days
96	IREC VOL-I paragraph 501 to 556 mentions Leave Rules.			
Ans	**True**	False	None of the above	
97	Since when, the current Leave rules been implemented?			
Ans	**01.02.1949**	01.01.85	01.01.65	01.01.04
98	Is Maternity Leave payable to the maleemployee?			
Ans	**False**	True	None of the above	

99	How many days leave is granted as maternity leave?			
Ans	**180 days**	60 days	75 days	120 days

100	When maternity leave came into existenceup to 180 days implemented from			
Ans	**01.09.2008**	01.01.04	01.06.05	25.03.03
101	How many days leave is given to Special Category Apprenticeships (SCRA)?			
Ans	**30 days with stipend & on submission of medicalcertificate**	60 days	120days	90 days
102	How many days leave is given to apprentice mechanic			
Ans	**16 days with full stipend and 20days with half stipend and a medicalcertificate**	30 days	15 days	60 days
103	Leave allowed to trade apprentices in a year?			
Ans	**12 days with full stipend and 15 days with half stipend and a medicalcertificate**	60 days	15 days	45 days
104	How many days leave is granted to Trainees/ apprentices, who are posted as supervisors on completion of training?			
Ans	**16- days with full stipend and 20-days with half stipend and a medicalcertificate**	20 days	10 days	30 days
105	According to which paragraph of IREC VOL-I, no leave will be payable if there is disruption of apprenticeship training?			
Ans	**Para 537**	Para 122	Para 230	Para 180

106	How much additional quantum of basic pay would be reckoned for the purpose of computation of retirement benefits of running staff.			
Ans	**55 %**	50 %	80 %	60 %
107	Which allowances shall be paid when a running staff are engaged on non-running duties at their headquarters.			

Ans	**ALK(HQ) @ 30% of the basic pay applicable for the day.**			
108	Which allowances shall be paid when a running staff are engaged on non-runningduties at outstation.			
Ans	**एएलके (ओएस)@160 कलोमीटर ा ता दन**			
109	How much Kms shall be credited when a running staff are detained at outstations for more than 16 hours from the time they sign off duty.			
Ans	**70 Kms forevery 24 hours**	50 Kms forevery 24 hours	40 Kms forevery 24 hours	20 Kms forevery 24 hours
110	What is the rate of additional runningallowance shall be paid for Loco Pilot (Passenger).			
Ans	**1125+DA (Applicable) pm**	2225+DA (Applicable) pm	1000+DA (Applicable) pm	2000+DA (Applicable) pm
111	What is therate of additional running allowance shall be paid for Loco Pilot (M/Exp)?			
Ans	**2250+DA (Applicable) pm.**	2500+DA (Applicable) pm.	2000+DA (Applicable) pm.	1500+DA (Applicable) pm.
112	Which type of allowance shall be admissible to running staff who are detailed for running duties before completion of rest at headquarters.			
Ans	**Breach of Rest Allowance.**			
113	How much officiating allowance shall be paid when a running staff put to officiate in a running post for 30 days or less.			
Ans	**Kilometreage actually performed plus 15% Kms extra thereon.**			
114	How to calculate the HRA (House Rent Allowance) of a running staff.			
Ans	**Basic Pay+30 % of basic x HRA applicable to the city.**			
115	Shall 30% of the basic pay of running staff be reckoned as a pay for entitlement of Passes and PTOS.			
Ans	**True.**	False	None of the above	

116	

	How much pay element shall be reckoned for calculation of PF Contribution of running staff.			
Ans	**55 %**	50 %	80 %	60 %
117	Howmuch Kilometers shall be paid per day when a running staff found suitable for the post ofdraftedCCOR/PCOR.			
Ans	**120 Km.**	100 Km.	200 Km.	150 Km.
118	What is the rate of additional running allowance shall be paid for Guard (Mail Express).			
Ans	**Rs. 1125+DA (Applicable) pm.**	2225+DA (Applicable) pm	1000+DA (Applicable) pm	2000+DA (Applicable) pm
119	How many times to the actual kilometerage will get when a running staff workingtrains on a Ghat Section.			
Ans	**Five Times.**	Four times	Three times	Two times
120	Which allowances shall be paid when a running staff on leave.			
Ans	**LMA (Leave Mileage Allowance) @30% of the basic pay applicable for the day.**			
121	Howto calculate encashment of leave of a runningstaff.			
Ans	**Basic Pay + 30% of basic pay + DA(Basic pay+30% of basic pay x applicable DA rate)/ 30 x No. of days.**			
122	Shall 30% of the basic pay of running staff be reckoned as a pay for granting			

	Transportation Allownce (TPTG).			
Ans	**False.**	True.	None of the above	
123	How much an additional quantum of basic pay would be reckonedfor the Purpose of computation of retirement benefits of Loco Inspectors.			
Ans	**30%**	20%	25%	35%
124	How much percentage on Running Allowances per month shall be exempted for the purpose of deduction of income Tax.			
Ans	**70% subject to a maximum of Rs. 10000/- pm**			

125	How to rounding of to the nearest kilometers of the total kilometerage earned by the running staffduring a month.			
Ans	**1 to 24 kms will be disregarded, 25 to 74 kms shall be rounded off to 50 kms and 75 to 99 shall be rounded off 100 kms.**			
126	What is the level in the Pay Matrix in the seventh Pay Commission of Loco Pilot (Goods), LocoPilot(Passenger) and Loco Pilot (Mail Express).			
Ans	**Level – 6 for all above designations.**			
127	The rules for the payment of running and other allowances to the running staff came into enforce from ?			
Ans	**01.08.1981**	**01.01.1981**	**01.04.1981**	**01.01.1982**

128	Running allowances describe in which chapter of IREM.			
Ans	**IREM-I Chapter –IX.**	IREM-I Chapter –X .	IREM-I Chapter –I.	IREM-I Chapter – XI
129	Can LMA (Leave Mileage Allowances) be admissible when running staff is on Casual Leave.			
Ans	**True**	False	None of the above	
130	How much minimum kilometerage (actual) should be completed by running staff for eligibility for the post of drafted CCOR/PCOR and Loco Inspector.			
Ans	**75000 kms.**	70000 kms.	80000 kms.	72000 kms.

131	30 % of the basic pay of the running staff will be treated as representing the pay element for the entitlementfortype of RlyAccommodation.			
Ans	**True**	False	None of the above	
132	Running staff will be paid waiting duty allowance if they are waiting duty up to 10 hrs.?			
Ans	**True**	False	None of the above	
133	30 % of the basic pay of the running staff will be treated as pay element for the Fixation of pay in stationary post purpose?			
Ans	**True**	False	None of the above	
134	Wating duty allowance at the rate of 15 km per hours up to 10 hrs.shallbe paid to the running staffWating/ Stand by duty as per roster.			
Ans	**True**	False	None of the above	
135	Waiting duty allowance will be paid when station duty including detentions on account of cancellation ofthe trains or cancellation of booking of the staff after they have reported for duty.			
Ans	**True**	False	None of the above	

136	30 % of the basic pay of the running staff will be treated as the pay element for the entitlement OTpurpose?

Ans	**True**	False	None of the above	
137	30 % of the basic pay of the running staff will be treated as pay element for the entitlement of DA purpose?			
Ans	**True**	False	None of the above	
138	30% running allowance is not treated as part of pay for assessment of I.Tax.			
Ans	**False**	True	None of the above	
139	Full form of BOR			
Ans	**Breach of rest**			
140	Will allowance in lieu of running room facilities be payable if rest facilities are available.?			
Ans	**False**	True	None of the above	
141	Staff working as shunter are paid KMA @ 15 km/hr ?			
Ans	**True**	False	None of the above	
142	Which category of staff is eligible for payment of outstation detention allowance?			
Ans	**To Running Staff.**	To Trackman Staff.	To SignalStaff.	None of the above

143	An ALP is restricted to consumealcoholwithin_____hrs. of commencement ofduty			
Ans	**8 hrs.**	10 hrs.	6 hrs.	12 hrs.
144	What is therate of additional running allowance shall be paid for Loco Pilot (Goods).?			
Ans	**Rs.750+DA (Applicable) pm.**	Rs.1000+DA (Applicable) pm.	Rs.1250+DA (Applicable) pm.	Rs.1550+DA (Applicable) pm.

145	What is pay factor of 7th PC for Running Staff.?			
Ans	**2.945** **2.945 (RBE NO.99/2017)**	**2.845**	**2.745**	**2.500**
146	Which Medical Category required for Loco Pilot Mail Express.?			
Ans	**Aye One**	Aye Two	Aye Three	Aye Four
147	PME up to 45 years.			
Ans	**Once in 4years**	Once in 2 years	Once in 3 years	Once in 1 year
148	PME after 45 yrs up to 55 yrs.			
Ans	**Once in 2yrs.**	Once in 3 years	Once in 1 year	Once in 4 years

Match the following

Form used for issue of HSD Oil	9 F 12
Brake power certificate	S1302A
Requisition of indenting for non stock item	GL 11
Leave application form	R-S-6

Indicate the forms used for the following:

1. Coal stock register :
2. For drawing stores in a loco shed of C&W depot :
3. For returning scrap and unserviceable items :
4. For issuing major vouchers :
5. Fuel issue voucher :

Indicate for what purpose the following forms are used:

1. F.23
2. F.25
3. Standard form no 11
4. S R 15
5. C.1230

Match the following:

Standard form for imposing a minor penalty	SF11
Combined imprest and recoupment schedule (PD) form	S.1302/A
A causuallabour is given temporary status on completion of service of	Rs.24/6moths
Form for condemnation of rolling stock	S.1302

Standard form for placing an employee under suspension	SF 1
Revision of imperst is done every	120 days
Max period of availability of a full set of privilege pass	4 months

Match

Form to be used for indenting store items from stores	S 1319
From to be used for indenting PD schedules to stores depot	S 1830
SF to be issued for placing a railway servant under suspension	S F 1
Monthly statement of issue of HSD oil to running engines.	HSD 9
Monthly return showing receipts issues, balances of HSD oil	HSD 6
Tank wagon placement memo	F7
Fuel issue voucher	F 12
Form to be used for ordering enquiry in DAR cased	SF 7

Used for :

1. SF 11
2. G 123 B
3. G 17
4. GL 23
5. GA 31
6. RS 17
7. RS 8
8. RS 24
9. GL 11
10. SR 1539

FIB

1. The power of imposing penalty of Dismissal Removal Compulsory retirement lies with **appointing authority.**
2. Time limit for suspension of appeal to appellate authority on the order of displinaly authority **45**
3. PTO is valid for **03** from date of issue.
4. Permissible variation between ground balance and book balance of HSD oil is **01%.**
5. Revision of imprest store is done every **6** months.
6. SF 1 form is used for **Under suspension**
7. Form **SF 4** is used for re-vocal of suspension.
8. Code **07** stands for a pair.
9. Eligibility for first class pass starts from **7250/-** of basic pay.
10. Censure is **minor** penalty.
11. PL number of a material consists of **08** digits.
12. Cl can't be combined with any other leave since it is not a **privilege** leave.
13. Code **15** stands for quintal.

14. A railway emp can't be a defense counsel if he had more than **03** cased on hand.
15. A first class A pass is in **white**colour.

True/False

1. Removal from service is disqualification for future employment in Govt/Rly administration . (F)
2. Mail and express drivers are non running staff. (F)
3. SC/ST candidates appearing for RRB exam are eligible for free pass. (T)
4. SR means suitability record. (F)
5. S 1313 indent is prepared in five copies. (F)
6. Premchand award is of Rs 15,000. (F)
7. Asst officers are entitled for BP. (F)
8. Maternity leave can be combined with any other leave. (T)
9. An appeal lies for order of suspension. (T)
10. Issue voucher for misc. issues of HSD oil is HSD-8. (T)
11. Appellate authority can either reduce or increase punishment imposed by displinary authority. (T)
12. Breathalyzer test is conducted to check if a driver is breathing normally (F)
13. Metal passes are issued to officers only (T)
14. PRLI falls in SC division (T)
15. Settlement/Kit pass can be issued to an emp removed from service (T)

F I B

1. Using the powers available with DRM spot purchase of furniture can be purchased up to Rs **50,000** per purchase.
2. Premium brake power certificate is issued for BOXN/BCN rakes valid for a period of **12** days with a grace period of **3** days.
3. Horse Power o WDM3C Locomotive is **3399** HP.
4. Passenger amenity works are proposed under **5300** plan head.
5. M&P costing upto Rs **10** Lakhs can be purchased under GM's OOT of M&P programme.
6. POH of WDG3A locomotive is undertaken at a periodicity of **08** years.
7. M&P spares costing upto Rs. **25,000** can be purchased by Sr DMM on PAC in the division.
8. Normal running time of an express train is calculated based on **booked** speed.
9. Officer having a Silver pass is entitled for **one(01)** berths in 1st AC in Rajadhani Express.
10. Secondary maintenance of an express train has to be undertaken at other end after the total KMs earned in round trip is more than**2500 KMs.**
11. IOH is undertaken for coaches, which are earning more than **2.5 Lakh** KMs per year at a periodicity of once in **six** months.
12. Imprest stores in C&W depot is revised once in **a** year(s).
13. **SF – IV** form is used for revoking suspension.
14. The fuel allowance given for diesel detention per hour for a WDG3 locomotive is **25** liters.
15. The SF used to advise oil issues to foreign locos by RCD is **HSD6/F12.**

16. The target ineffective percentage for wagons of SC division as advised by CME/SC is **0.9%.**
17. Study leave is allowed at a stretch for a max period of **24 months or 730 days** for a group 'C' employee.
18. PTO shall be valid for **03** months from the date of issue.
19. The paternity leave shall be availed within **06** months.
20. Continuous staff are allowed a period of rest of **22 min or 30 max with night in bed** hours each week.
21. NS item costing upto Rs **1,00,000**/- can be purchased by Sr DMM with a counter signature of SrDME on the indent.
22. SFC means **Specific fuel consumption.**
23. As per the latest guidelines , works costing upto Rs **05** lakhs can be sanctioned by DRM in LSWP under Workshop of plan head.
24. As per the latest guidelines, officer in charge of R&L organization in HQ is **CMPE/Dsl.**
25. Closed Circuit rakes should be given **100%** Brake Power in the Base Depot while issuing BPC.

1. Normal running time of an express train is based of the following speed.

a. Min permissible b.Normal c.Max permissible d.booked.

2. the min brake power % allowed on a "Premium" certified freight train is

a.75 b.85 c.95 d.100

3. Fuel survey has to be submitted in

a.form F 25 b.Form F-7 c.form F27.

4. Target ineffective % of diesel locomotive is :

a.10% b.15% c.12.5%. d.20%

5. The target ineffective % for wagons in div is :

a.5 b.2.5 c.1 d.10

6. Fuel allowance given for diesel detention per hour is :

a. 25lt b.30lt. c.40lt. d.50lt

7. POH of WDG3A locomotive is undertaken in how many years:

a.5 b.6 c.7 d.8

8. The target effective % of diesel locomotive is:

a.10 b.15 c.12.5 d.20

9. Form S.1302 is used for indenting the following items:

a.stock **b.non stock** c.imprest d.none

10. Imprest stores in C&W depot is revised every:

a.6 months b.9 months c.12 months d.18 months.

11. coal allowance given for steam locos without brick-arch is

a.5% b.8% **c.10%** d.15%

12. The target ineffective % of steam locomotive is:

a.10 **b.15** c.12.5 d.20

FIB

1. Imprest stores in C&W depot is revised every..months

a.six b.9 c.12 d.18

2. Non stock indets are prepared for items of value above Rs 10,000/- on

a.form s1313 b.form S.1302A c.form S.188.

3. JA gradeofficer can sign PAC upto

A.Rs10,000 b.Full powers c.Rs25,000

4. Normal running time of an exress train is based on the following speeds.

A.min permissible b.normal c.max permissible **d.booked.**

5. Taget ineffective % of diesel locomotive is :

a.10% b.15% c.12.5%. d.20%

6. The variation between the booked speed and the speed is generally limithed to

a.15% b.7.5% c.12% d.10%

7. The SF to advise oil issuer to forigh locos is

a.SHD-9 b.HSD-5 c c.HSD4 d.HSD6

8. HSD 9 is used for.

a.daily stock register b.balance sheet c.register of oil issues

9. Fuel allowance given for diesel detention per hour is .. lts:

a.25 b.30 c.40 d.50

10. JCM means;
11. PREM means
12. Rest for running staff at out station for duty of 8 hrs and more is

a.08 hrs b.12 hrs c.10 d.20 hrs.

13. Essentially intermittent staff provided with quarters within half KM of duty place can be rostered for duty in a week for:

a.54hrs. b.60hrs. c.72 hrs. d.82hrs.

14. Using the powers available with DRM spot purchase of furniture can be purchased up to Rs **50,000** per purchase.
15. Premium brake power certificate is issued for BOXN/BCN rakes valid for a period of **12** days with a grace period of **3** days.
16. Passenger amenity works are proposed under **5300** plan head.
17. Secondary maintenance of an express train has to be undertaken at other end after the total KMs earned in round trip is more than**2500 KMs.**
18. IOH is undertaken for coaches, which are earning more than **2.5 Lakh** KMs per year at a periodicity of once in **six** months.
19. Privilege Pass shall be valid for .. months from the date of issue.
20. NS item costing upto Rs **1,00,000**/- can be purchased by Sr DMM with a counter signature of SrDME on the indent.
21. As per the latest guidelines , works costing upto Rs **05** lakhs can be sanctioned by DRM in LSWP under Workshop of plan head.
22. Closed Circuit rakes should be given **100%** Brake Power in the Base Depot while issuing BPC.

Multiple choice questions

1. The lowest authority to imose a major penalty of reduction in stage of an employee in grade and above is

1.DRM
2.Sr Scale officer in independent charge of the div/unit
3.JA Grade officer

4 . appointing authority.

2. A Senior supervisor can suspend an employee under him who is

1.one grade below him
2.two grades below him
3.3 grades below him
4.none

3. A min authority to review a case on his own under the DAR is

1.an assistant officer
2.JA Grade officer
3.head of the dept.

4. Transfer grant in respect of grade II staff appointed prior to01-05-1976 id equalent to

1.one months basic pay
2.75%of basic pay
3.900/-

5. Fuel survey has to be submitted in

a.form F-25
b.Form F-7
c.form F-27.

6. Hot box report has to be submitted in

1.form RS.68
2.form RS.66
3.RS.70

7. Essentially intermittent staff provided with quarters within half KM of duty place can be rostered for duty in a week for:

a.54hrs.
b.60hrs.
c.72 hrs.
d.82hrs.

8. First class privilege pass can be issued to an employee:

1.for self, wife,3children,1 unmarried sister and widowed mother.
2.for self,3 sons, 2 daughters, widowed mother and one widowed sister
3.for wife, widowed mother, widowed sister and 2 children.

9. Ineffective % for steam locos is

1.13%
2 15%
3.17.6%
4.25%

10. Leave not due at a stretch for 120 days can be sanctioned by

1. A senior scale officer
2.Dy.Head of Dept.
.Head of Dept
4.none.

11. Rostered hours of duty per week of intensive classification of staff are **42 hours**

12. Imprest stores in C&W depot is revised every **12 months.**

13. Leave not due can be sanctioned at a time to a max..days:

1.90
2.120
3.180

4.240

14. Appeal against major penalty should be preferred within.. days

1.30

2.40

3.45

4.60

15. The highest penalty under DAR is **DISMISAL**
16. The lowest authority to revert chief clerk to lower time scale is **Sr DME**
17. Imprest revision is done based on last consumption for **6 months**
18. Non stock demand are prepared on form no S.1302
19. Repair % permitted for diesel locomotives 12 ½ %
20. Loco depot incharge will carry out survey of coal or HSD at their depot monthly
21. What is the SF for appointment of Enquiry officer in a DAR case SF7
22. SF17 used for recording coal stock.
23. Trip ration includes detention enroute.
24. Continuous staff can be booked for howmany hours per week- 54.
25. POH of WG locos is done at -4 years
26. Under service conduct rules for 'c' and 'd' category of staff permission of Govt is required to purchase movable property exceeding Rs 2500/-
27. HSD 14 form is used for-
28. What is the minimum medical fitness for loco/C&W khalasi – B2
29. What is the ineffective % for coaching stock other than AC coaches-14%
30. Complimentary passes to press can be issued by - GM

IV. Write the full form

Q1. DAR : Discipline

Q2. RCD : Railway C

Q3. HSD OIL: High Spe

Q4. BPC : Brake Pe

Q5. SFC : Specific

Q6. MRV : Medical

Q7. HOER : Hours Of

Q8. POH : Periodics

Q9. PME : Periodic

Q10. ART : Acciden

Q11. SBF : Staff Ben

Q12. MBF : Mutual B

Q13. SYC : Superv

Question Bank for conducting the suitability test for the post of Sr.Clerk

1. Where is the Railway Staff College located?
   a. Pune b. Delhi c. Vadodara d. Allahabad

2. _____Zone is the largest in Indian Railways?

   a. Central Railway b. Northern Railway
   c. Eastern Railway d. Western Railway

3. When was the first train started in India?

   A. 1848 B. 1853 C. 1875 D. 1880

4. Out of the Following Railway Zonal Headquarters, Identify the wrong one?

   A. South-Central Railway – Secunderabad
   B. Central railway – Bhopal
   C. Southern Railway – Chennai
   D. Northern Railway – New Delhi

5. The first train in Indian was started between?

   A. Calcutta to Delhi B. Mumbai to Thane
   C. Mumbai to Surat D. Mumbai to Madras

6. Railways get more earnings from?
   a) Coaching Earnings
   b) Other Coaching Earnings
   c) Sundry Earnings
   d) Freight Earnings

7. Which among the following is an interchange point of South Central Railway
   a)Ongole b) Nellore c) Gudur d) None of the above

8. Which among the following is an interchanged point between SCR and CR
   a) Nanded b) Aurangabad c) Ballarsha d) Kodi

9. Which among the following is an interchanged point between SCR and ECoRly
   a) Visakapatnam b) Anakapalli c) Duvvada d)Vijayanagaram

10. All Military movements by Rail are ordered by
    a) Railway Board b) MIL RAIL c) Zonal Rlys d) MIL ROAD

11. The headquarters of South-Central Railways is situated at ?
a) Mumbai (V.T) b) Chennai
c) Secunderabad d) Mumbai (Central)

12. In case of any derailment/unusual occurrence in the mid section, the responsibility of communicating the same immediately lies with
a)LocoPilot b) Station Master c)Guard d) Controller

13. RTI Act 2005 came into force on
a)12 October 2005 b) 15 August 2005
c) 15 June 2005 d) 1 November 2005

14. What is the time limit to get the information under RTI Act 2005?
a)15 days b) 45 days c) 60 days d) 30 days

15. What is the fee to be paid for getting information under RTI Act
a) Rs. 20/- b) Rs.50/-
c) Rs.100/- d) Rs.10/-

16. The long title of the RTI Act seeks to promote the following qualities in the working of every public authority:
a) Transparency b) Punctuality
c) Efficiency d) Reputation

17. Appointment Committee of Central Chief Information Commissioner (CIC) includes
a) Prime Minister b) Leader of the Opposition in the LokSabha
c) One Union Cabinet Minister to be nominated by the Prime Minister
d) All the above

18. Who will be the head of the Construction organization?
a) General Manager
b) DRM of Division
c) PCE
d) CAO/C

19. Who will be the head of Operating Department?
a) General Manager b) PCCM c)PCOM d)PCMM

20. Who will be the head of Railway Division?
a) General Manager b)AGM c)ADRM d)DRM

21. Who will be the head of Coaching Department in PCOM's Office?
a) CFTM b)CPTM c) CTPM d)CTM/G

22. Who will be looking after Goods and Freight in PCOM's office?

a)CPTM b)CTPM c)CFTM d) CTM/G

23. Who among the following will be looking after Operating safety in PCOM's Office?
a)CPTM b)CTPM c)CFTM d)CTM/G

24. G&SR stands for?
a) Goods and service rules b)General and Service Rules
c) General and Subsidiary rules d)Goods and station rules

25. Subsidiary rules can be altered or modified by ?
a) GM b)CSO c)PCOM d)None

26. Who will be heading the planning activity in PCOM's office?
a) CPTM b) CTPM c)CFTM d)CTM/G

27. CPTM stands for?
a)Chief Parcel Traffic Manager
b)Chief Passenger Traffic Manager
c)Chief Passenger and Tourism Manager
d) Chief Passenger and Transportation Manager

27. CFTM stands for?
a)Chief Freight Transportation Manager
b)Chief Freight Traffic Manager
c)Chief Freight and Tourism Manager
d) Chief Freight Manager

28. CTPM stands for?
a) Chief Traffic and parcel Manager
b) Chief Traffic Passenger Manager
c)Chief Traffic Planning Manager
d) Chief Transportation Planning Manager

27. CTM/G stands for?
a)Chief Traffic Manager/Goods
b)Chief Traffic Manager/General
c)Chief Tourism Manager/GST
d) Chief Transportation Manager/General

28. FTR stands for?
a) Full Travel Rate b) Foreign Travel Rate c)Full Tariff Rate
d) Full Temporary Rate

29. COIS stands for?
a) Coaching Operation Information System
b) Central Operating Information System
c)Coaching Operating Information System
d) Coaching Operation International System

30. ODC stands for
a) On hand delivery consignment
b) Operating Dimensional Consignment
c) Over Dimensional Consignment
d) On hand due consignment

31. FOIS stands for
a) Freight operations information system
b) Freight Operating information system
c) Foreign Operating Information System
d) Freight on hand information system

32. POH in railway point of view stands for
a) Permanent Overhauling b) Partial Overhauling
c)Present Operating head d) Periodic Overhauling

33. The pilgrimage city 'Tirupathi' is located in which Division ?
a) Secunderabad b) Vijayawada c)Guntakal d)Chennai

34. Loading target fixed for the current financial year for SCR?
a) 120 mt b)130 mt c)128 mt d)110 mt

35. Who is the head of Vigilance Department in Railways?
a) GM b) AGM c)SDGM d)CPO

36. Humsafar train services are having
a) Fully general coaches b) Fully air conditioned coaches
c) Mixed Coaches d) Only first AC Coaches

37. Anthyodaya Express train services are
a) Fully air conditioned coaches
b) Fully sleeper class coaches
c) Fully second class unreserved coaches
d) Mixed coaches

38. PSR in Caution Order stands for?
a) Partial Speed Restriction b) Passenger Speed Restriction
c) Permanent Speed Restriction
d) Permanent Speed Rationalisation

39. TSR in caution order stands for?
a)Total Speed Restriction b) Temporary Speed Restriction
c) Temporary Service Restriction
d)Total Speed Rationalisation

40. Headquarters of Guntakal Division is ?
a) Tirupathi b) Gooty c) Renugunta d)None of these

41. Indian Railways Institute of Signal Engineering & Telecommunications is situated at _____.
a) Pune b)Lucknow c) Secunderabad d)Delhi

42. Indian Railways Institute of Mechanical & Electrical Engineering is situated at_____.
a) Secunderabad b)Delhi c) Jaipur d) Jamalpur

43. Indian Railways Institute of Electrical Engineering is situated at _____.
a) New Delhi b)Kolkatta c)Mumbai d)Nasik

44. Child Care Leave can be availed by?
a) Male employee b) Female employee c) Both Male and Female Employee d) Retired Employee

45. What is the maximum period of leave that can be availed in CCL(Child Care Leave) in the entire service period?
a)365 days b)730 days c)180 days d)240 days

46. What is the maximum spells prescribed in a year for availing CCL(Child Care Leave)
a)Two spells b)Three Spells c) Four Spells
d) No spells are prescribed

47. CCL cannot be granted for less than_____days
a) 30 b)60 c) 90 d)15

48. In a year _____ days of CL is entitled to an employee appointed in an administrative office
a)10 b)8 c)12 d)15

49. PRS stands for ?
a) Passenger Reservation System
b) Parcel Reservation System
c) Partial Reservation System
d) Permanent Reservation System

50. PNR Stands for?
a)Passengers Negotiable Record
b) Passenger Numeric Record
c) Passenger Not Reported
d)Permanent Numeric Record

51. UTS stands for ?
a) Unreserved Tatkal system b)Unreserved Ticketing System
c) Unreserved Transfer system d) Unreserved Ticket Service

52. Diesel Loco Workshop is located at?
a)Chittranjan b)Varanasi c)Kapurthala d)Thambaram

53. LDCE stands for ?
a)Lower Departmental Competitive Exam
b)Limited Departmental Competitive Exam
c)Limited Divisional Competitive Exam
d)Limited Department Compassionate Ground Exam

54. RDSO stands for
a) Research Designs and Standard Organisation
b) Research Development and standard Organisation
c) Rail Development Safety Organisation
d) Railway Dedicated Service Organisation

55. RVNL stands for
a)Railway Vikas Nirman Limited
b)Railway Vikas Nitiaayog Limited
c)Rail Vikas Nigam Limited
d)Railway Voluntary Nirman Limited

56. Karputhala Rail workshop is located at?
a) Punjab b) West Bengal c)Madhya Pradesh d) Orissa

57. IRISET stands for
a) Indian Railway Institute of Special Engineering Training
b) Indian Railway Institute of Signalling and Telecommunication Engineering
c) Indian Railway Institute of Security and Engineering Training.
d) Indian Railway Institute of Safety and Electrical Training.

58. Number of Zones in Indian Railway are ?
a)15 b)16 c)17 d)18

59. The longest platforms on Indian Railways is at ?
a)Bubaneswar b)Secunderabad c)Kharagpur d)Kolkatta

60. Indian Railways are liable to pay compensation to Rail passengers against death or injury in train accidents as defined in Railway act under section
a)120 b)124 c)72 d)93

61. Productivity Linked Bonus in Railways will be paid to
a)All employees b)Only to Officers c)Group D only
d) Group C & D

62. e-office is meant for
a) Sending Line Program of Officers for approval
b) Sending Financial implication files
c) Sending all files through electronic office eliminating paper work
d) Sending unimportant files through electronic office

63. Who among the following are not freight customers?
a) Cement companies b) Coal companies c) Fertilizer companies d) VPU Lease holders

64. Which among the following commodity contributes maximum revenue to railway?
a) Cement b) Coal c) Fertillizer d) Iron

65. CC in wagon point of view stands for
a) Coaching Capacity b) Capacity of Coach
c) Carrying Capacity d) Capacity of carrying

66. HPCC in wagon point of view stands for
a) Higher percentage carrying capacity
b) Higher position carrying capacity
c) Higher permissible carrying capacity
d) Higher practical carrying capacity

67. Railways earnings are mostly from
a) Passengers b) Parcels c) Goods d) Catering

68. DFC stands for
a)Dedicated Finance Corridor b)Dedicated Force Corridor
c)Dedicated Freight Corridor d)Dedicated Flexible Corridor

69. IRCTC stands for
a) Indian Roads Creating Technical Corporation
b) Indian Railway Coaching and Travel Corporation
c) Indian Railway Catering and Travel Corporation
d) Indian Railways Catering and Tourism Corporation

70. SECR stands for
a) South East Coast Railway b) Southern East Central Railway
c) Southern East Coast Railway d)South East Central Railway

71. NWR stands for
a) North West Railway b) North Western Railway
c) Nortern West Railway d) North Wide Railway

72. The Head Quarters of North Western Railway is
a)New Delhi b) Jaipur c) Chandigarh d)Kolkatta

73. The Headquarters of South East Central Railway is
a)Bilaspur b)Jaipur c)Kolkatta d)Secunderabad

74. The Headquarters of Northern Railways is
a)Jaipur b)Orissa c)New Delhi d)Chennai

75. Headquarters of East Coast Railways is
a)Vishakapatnam b)Kurada Road c) Bubaneswar d)Kolkatta

76. CRS stands for
a) Computer Reservation System
b) Commissioner of Railway Safety
c) Complete Reservation System
d) Commissioner Road Safety

77. PT schedule stands for
a) Passenger Tourism Schedule
b) Preferential Tourism Schedule
c) Preferential Traffic Schedule
d) Passenger Traffic Schedule

78. CRS Works under the ministry of ?
a)Ministry of Roadways b)Ministry of Railways
c)Ministry of Civil aviation d)Ministry of Defense

79. RPF stands for?
a) Reserve Police Force b) Railway Police Force
c) Road Protection Force d) Railway Protection Force

80. Who is the head of Personnel Department in Railways ?
a) CPO/Admin b)CPO/IT c)PCPO d)GM

81. RAC stands for ?
a) Reservation Against Confirmed Ticket
b) Reservation Against Cancellation
c) Reservation And Cancellation
d) Rail Automatic Cancellation

82. NTPC in railway point of view stands for ?
a)National Thermal Power Corporation
b) Non Technical Popular Categories
c) National Technical Power Corporation
d) National Transport and Power Corporation

83. RRC Stands for ?
a) Railway Recruitment Corporation
b) Railway Regional Corporation
c) Railway Recruitment Cell
d) Rail Road Corporation

84. Number of Divisions in SCR as on date?
a) 6 b) 4 c)3 d)5

85. ODC in railways are classified into _____ categories
a) B C D b) C D E c) D E F d) A B C

86. What is the carrying capacity of BCN wagon?
a) 55.5 tonnes b) 58 tonnes c) 60 tonnes
d) 62.5 tonnes

87. BCN is a _____
a) Bogie covered four wheeler wagon
b) Bogie covered 8 wheeler wagon
c) Bogie covered 6 wheeler wagon
d) Bogie covered 10 wheeler wagon

88. RMC stands for
a) Railway Material Consumption
b) Railway Mixed Consignment
c) Railway Material Consignment
d) Road Management Corporation

89. Sick Certificate upto three days can be given by
a) Employee himself
b) Private Doctor
c) Railway Doctor
d) Both B & C

90. Railway Time table is published
    a) Six Monthly
    b) Bi annually
    c) Annually
    d) As and when required

91. Pit line is meant for
    a) Stabiling empty rakes
    b) Attending the Maintainance of coaches
    c) Receiving Express Trains
    d) Stabling Sick Coaches

92. ROH in Railway Good Wagon Point of view
    a) Railway Over Hauling b) Routine overhauling
    c) Railway Over Haulage d) Railway Open Haulage

93. Who among the following is the head of Indian Railways
    a) General Manager b) Member Engineering
    c) Member Traffic d) CRB

94. CRIS stands for
    a) Center for Railway integrated system
    b) Center for Railway information system
    c) Center for Railway intimation system
    d) Center for Railway interactive system

95. ICMS stands for
    a)Integrated Coaching Management System
    b)Integrated Class Management System
    c)International Coach management system
    d)Individual Coach Management system

96. ARMV stands for
    a)Automatic Rail Medical Van
    b)Accident Relief Medical Van
    c)Accident Rail Medical Van
    d)Accident Road Medical Van

97. ART stands for
    a) Automatic Rail Train b) Automatic Rail Track
    c)Accident Relief Train d) Accident rectification train

98. ASM Stands for
    a) Assistant Section Master
    b) Assistant Section Manager
    c) Assistant Station Master
    d) Additional Station Master

99. Integral Coach Factory is Located at
a) Varanasi b) Chennai c) Chittaranjan
d) Perambur

100. ZRTI Stands for
a) Zonal Railway Training Institute
b) Zonal Railway Traffic Institute
c) Zonal Railway Teachers Institute
d) Zonal Road Training Institute

101. SPAD in Railway safety point of view stands for
a) Station passing at Danger
b) Signal Passing at Danger
c) Signal Passing at Double Line
d) Signal protection at Double Line

102. SWR stands for
a) Station working Register
b) Station Working Rules
c) Station Wages Rules
d) Station Wagon Register

103. ACP stands for
a) Alarm Coach Pulling b) Automatic Chain Pulling
c) Alarm Chain Pulling d) Automatic Coach Pulling

104. What are the office timings in SCR headquarters
a)9.15 to 17.45 b)9.00 to 18.00 c)9.30 to 18.30
d)9.45 to 18.00

105. What is the scheduled lunch time in SCR headquarters
a)1.15 PM to 1.45 PM b)1.00PM to 1.30PM
c)1.30PM to2.00PM d)12.45 PM to 1.15 PM

106. What is the grace period given to sign in the muster without any late mark
a)5 min b)10 min c)15 min d)30 min

107. Half day CL will be deducted for
a) Signing two times in late muster
b) Signing three times in late muster
c) Signing four times in late muster
d) Signing one times in late muster

108. No. of Restricted Holidays that can be availed by an employee in a calendar year?
a)1 b)2 c)3 d)4

109. DAR stands for
a) Direct Appeal Rules b)Discipline and Rules
c)Discipline Amendment Rule d)Discipline and appeal rules

110. Pension is not entitled to employees who have joined service on or after
a)2004 b)2005 c)2006 d)2007

111. 1A on the PRS ticket indicates
a)First Class Ticket b)First Class AC Two Tier
c) First AC d) Executive Chair Car

112. 2S on the PRS ticket indicates
a) Second Sleeper Class
b) Second class seat(Unreserved)
c) Second class seat (Reserved)
d) Second AC sleeper

113. Railway security helpline provided by passengers to report unsavory situation during the course of journey is
a)182 b)139 c)131 d)420

114. ATVM stands for
a)Automatic Teller Machine
b)Automatic Toys Vending Machine
c)Automatic through Vending Machine
d)Automatic Ticket Vending Machine

115. What is the Railway enquiry number for knowing the current status of the PNR
a)131 b)139 c)182 d)None of the above

116. Any Male of _____ years and above is eligible for senior Citizen Concession
a)65 b) 58 c) 60 d)62

117. Any female of _____ years and above is eligible for senior Citizen Concession
a)65 b)58 c)60 d)55

118. Who among the following ticket holders cannot board unreserved coach?
a) PRS waitlisted ticket holder
b) General Ticket Holder
c) PRS reserved ticket holder
d) E-ticket waiting list holder

119. Minimum penalty prescribed for ticketless travel?
a)Rs 500 b)Rs 250 c)Rs 1000 d)Rs 100

120. How many days in advance rail tickets reservation can be Made (Excluding the day of journey?
a) 60 days before the date of journey
b) 80 days before the date of journey
c) 90 days before the date of journey
d) 120 days before the date of journey

121. The dealing clerk will check the enclosures of the dak received and if any is found missing, initiate action to _____
a) Obtain them b) return the letter c) ignore them
d) none of these

122. The notes or correspondence portion of the file is said to have been become bulky, if it exceeds _____ folios.
a)250 b) **300** c) 200 d) 350

123. An officer will append his full signature on _____ side of the note with designation and date.
a) Above the note b) **Right side** c) Left side d) In centre

124. The movement of the files shall be entered in the _____ register
a) Stock register b) **file movement register** c) dak register
d) none

125. No files will be issued to other sections except against _____
a)Instructions of supervisor b) Instructions of Officer c) **Written requisition** d) On request by the staff of other section.

126. All dak receipts submitted to officers will move in pads conspicuously labelled as _____
a)Tappal b) Letters c) **Dak Pad** d) Receipts

127. The dealing hand will append his full signature with date on the _____ his note
a)Left below b) Right below c) Centre d) None

128. Ephemeral (Temporary) files are destroyed as soon as they are _____ old
a)Two years b) Four years c) Three years
d) **One year**

129. Records are classified into _____ types
a)4 b) 5 c) **3** d) 2

130. Official Records are classified as
a)A, B & C class b) B, C & D class c) a, b, & c class
d) b, c, & d class

131. Maximum accumulation of LAP is _____
a) 350 b) 400 c) 250 d) **300**

132. LAP is an advance credit at the rate of _____ days for every half year
a)20 b) **15** c) 10 d) 25

133. The maximum days of LAP can be availed at a time is _____
a)180 b) 200 c) 20 d) 300

134. The eligibility of CL for office staff is _____
a)10 b) 11 c) **8** d) 12

135. LHAP is an advance credit at the rate of _____ days for every half year
a)15 b) **10** c) 5 d) 20

136. Maternity leave for female Railway employee is eligible for _____ days
a)135 b) 120 c) **180** d) 150

137. Paternity leave for male Railway employees will be lapsed after _____ months of the delivery of his wife
a)12 months b) **6 months** c) 9 months
d) 3 months

138. Paternity leave for male Railway employee is eligible for _____ days.
a)5 b) 10 c) **15** d) 20

139. LHAP can be converted into half the period of such leave on an average pay on medical grounds is called _____
a)Sick Leave b) Rest Leavec) Hospital leave
d) **Commuted leave**

140. 'Leave not due' during the entire service shall be limited to maximum of _____ days on medical certificate.
a)180 b) 120 c) **360** d) 300

141. For miscarriage, including abortion, what period of Maternity leave may be granted?
a)6 weeks b) **45 days** c) 7 weeks d) 30 days

142. LAP shall be credited to a Railway servant at the rate of
a) 2 ½ days per month b) 3 days per month
c) 2 days per month d) 1 ½ day per month

143. How many days of LAP in a calendar year a permanent/temporary Railway employee shall be entitled to get?
a)20 days b) 15 days c) **30 days** d) 45 days

144. How many days of LHAP can be accumulated to an employee in his service life?
a)300 days b) 450 days c) 600 days d) **Unlimited**

145. Up to what limit, Maternity leave may be combined with any kind of leave?
a)One year b) Two years c) Unlimited
d) Six months

146. Maximum number of dependents can be included in a pass / PTO is
a)2 b) 3 c) 1 d) 4

147. Non-Gazetted employees with service less than 20 years are eligible for _____ set of post retirement complimentary passes every year.
a)2 b) 1 c) 3 d) **NIL**

148. Employee upto 5 years of initial service is eligible for _____ sets of Privilege passes in a calendar year.
a)3 b) 4 c)**1** d) 2

149. Employee after completion of 5 years of service is eligible for ___ sets of Privilege passes.
a)3 b) 4 c) 6 d) 5

150. Abbreviation of P.T.O is:
a)Personnel Ticket Order b) Permanent Ticket Order
c) **Privilege Ticket Order** d) Pass & Ticket Order

151. Attendants of Pass Holder is
a)Part time servant b) Servant
c) **Full time paid servant** d) Any person

152. When higher class pass can be issued:
a)On Scouts & Guide b) On sports
c) **On Medical grounds** d) Cultural functions

153. How many sets of P.T.O are issued to the Railway Employee?
a) 6 sets both for Gazetted and Non-Gazetted every year
b) 4 sets both for Gazetted and Non-Gazetted every year
c) 3 sets both for Gazetted and Non-Gazetted every year
d) 6 sets for Gazetted and 4 sets for Non-Gazetted every year

154. What is Pass?
a)Pass is a Privilege
b)To authority to travel in Railway
c)An authority given by Railway to a Railway employee or to a person authorizing him to travel in a train gratuitously.
d)None of the above

155. Break journey is not permissible in case of
a)Transfer Pass b) School Pass
c) **Settlement pass** d) Post retirement complimentary pass

156. Penalty for loss of 2nd class privilege pass is
a)Rs.25/- b) Rs.20/- c) **Rs.5/-** d) Rs.10/-

157. How much minimum service is required for Post Retired Complimentary Pass.
a)20 yrs b) 10 yrs c) 15 yrs d) 25 yrs

158. Issue of Privilege Pass/P.T.Os are admissible when a staff is on
a) Only Study Leave b) Only on LAP
c) Only on LC d) **Any kind of leave**

159. Penalty for loss of 1st Class Privilege Pass is
a) Rs.35/- b) Rs.30/- c) **Rs.10/-** d) Rs.20/-

160. How many break journeys are admissible in Privilege Pass?
a) 6 no's b) 7 no's c) no break journeys d) **Any number (En-route)**

161. What is the standard form used for issuance of Major Penalty Charge Sheet on D&AR proceedings?
a) **SF-5** b) SF-11 c) SF-10 d) None of these

162. What is the standard form used for issuance of Minor Penalty Charge Sheet on D&AR proceedings?
a) SF-5 b) **SF-11** c) SF-10 d) None of these

163. A Railway employee under suspension is entitled to
a) Dearness Allowance b) HRA c) **Subsistence Allowance**
d) none

164. Censure is a
a)Major Penalty b) **Minor Penalty** c) not a penalty d) none of these

165. Which penalty is not recorded in the Service Register
a) Stoppage of increment b) Stoppage of pass c) **Warning**
d) Censure

166. What is the permissible time limit for preferring a revision petition to the revising authority
a) 60 days b) **45 days** c) 90 days d) none

167. Which authority can impose cut in Pensionary benefit
a) GM b) Railway Board c) **President of India** d) PHOD

168. What is Rule – 6 of RS(DA&A) Rules 1968
a) **All Penalties** b) Removal c) Dismissal d) Compulsory Retirement

169. After retirement a charge sheet can be issued only by the
a) **President of India** b) Railway Board c) GM
d) None

170. RS(D&A) Rules came into force w.e.f
a) **1-10-1968** b) 1-01-1968 c) 22-08-1968
d) None

Question Bank for promotion to the post of Sr. Clerk in Level-5 in PCMM/O/SC

Procurement

Q1. What is AAC? Ans (d)
a. Average Annual Consumption
b. Annual Average Consumption
c. Annual Anticipated Consumption
d. Anticipated Annual Consumption

Q2. What is lead time? Ans (c)
a. It is a time lag between the placement of purchase order and receipt of supply against it.
b. It is a time lag between the placement of purchase order and inspection of supply at firm premises.
c. It is a time lag between the placement of demand and receipt of supply against it.
d. None of the above.

Q3. What is Mission PACE? Ans (d)
a. Mission Purchase And Control Economy
b. Mission Purchase Across Common Environment
c. Mission Procurement And Control Efficiency
d. Mission Procurement And Consumption Efficiency.

Q4. Methods of Recoupment are: Ans (d)
a. Fixed order quantity system
b. Fixed interval review system
c. Fixed level system
d. All of the above

Q5. Methods of Recoupment "Fixed Order Quantity System" is also known as Ans (c)
a. ABC Analysis
b. Pareto Analysis
c. Maximum & Minimum System
d. Fixed level system

Q6. In Maximum & Minimum system of Recoupment, what is meant by Maximum? Ans (c)
a. It is a maximum quantity that should be ordered at a time.
b. It is also known as Economic Order Quantity
c. Both a) and b)
d. None of the above

Q7. In Maximum & Minimum system of Recoupment, what is meant by Minimum? Ans (c)

a. It is also known as re-order level or re-order point.
b. It is a minimum quantity that that consider the lead time consumption and additional safety stock.
c. Both a) and b)
d. None of the above.

Q8. Category A items are: Ans (a)

a. Items of high annual consumption value.
b. Items of low annual consumption value.
c. Items of medium annual consumption value.
d. All of the above.

Q9. Category B items are: Ans (c)

a. Items of high annual consumption value.
b. Items of low annual consumption value.
c. Items of medium annual consumption value.
d. All of the above.

Q10. Category C items are: Ans (b)

a. Items of high annual consumption value.
b. Items of low annual consumption value.
c. Items of medium annual consumption value.
d. All of the above.

Q11. For a typical stores item:
Monthly consumption = 100 units, Lead time = 1 month, EOQ (Maximum) = 300 units, Safety stock = 100 units
Find out the stock order point or Minimum? Ans (c)

a. 50 units
b. 100 units
c. 200 units
d. 250 units

Q12. What is Interim period? Ans (b)

a. The time interval between the date fixed for sending the recoupment and receipt of payment by supplier.
b. The time interval between the date fixed for sending the recoupment and the beginning of the contract period.
c. The time interval between the date of place of purchase order and receipt of material.
d. None of the above.

Q13. Fixed Interval Review system is also known as: Ans (a)
a. Annual estimate sheet.
b. Maximum-Minimum System
c. Fixed Order System.
d. All of the above.

Q14. What is covered dues? Ans (b)
a. It is dues which have been indented by the depot but no purchase order has yet been placed.
b. It is dues against which the purchase order has been placed but the material is yet to be received in the depot.
c. It is dues against which the material is received but the payment is yet to be paid to supplier.
d. None of the above.

Q15. What is uncovered dues? Ans (a)

a. It is dues which have been indented by the depot but no purchase order has yet been placed.
b. It is dues against which the purchase order has been placed but the material is yet to be received in the depot.
c. It is dues against which the material is received in depot but the payment is yet to be paid to supplier.
d. None of the above.

Q16. What is CP requirement in Purchasing? Ans (c)
a. Central Purchasing
b. Central Procurement
c. Contract Period
d. All of the above

Q17. In terms of MUF …… Ans (c)
a. It is Monthly Usage Figure
b. 1AAC = 12xMUF
c. Both a) & b)
d. None of the above.

Q18. Net quantity required to be procured is…. Ans (c)
a. IP requirement + CP requirement
b. IP requirement + CP requirement – (Stock+Dues)
c. IP requirement + CP requirement – (Stock+Dues) + Buffer stock , if any
d. None of the above.

Q19. Fixed level system of procurement is applied for…. Ans (d)
a. Recoupment of emergency stores
b. Demand in not regular
c. Upper limit of stock holding is fixed.
d. All of the above.

Q20. A regular and periodical review of actual consumption, the forecast consumption, revision of limit, the quantities to be declared as surplus or excess done by PCMM personally of which category item? Ans (a)
a. Cat-A items
b. Cat-B items
c. Cat-C items
d. Cat-D items

Q21. What is PAC-c Certified item? Ans (b)
a. for the item, where it has not been possible to certify that a similar article, which could be used in lieu is not manufactured or sold by any other firm.
b. For the item, when it has been possible to certify that a similar article, which could be used in lieu is not manufactured / sold by any other firm.
c. Either a) or b)
d. None of the above.

Q22.What is PAC-a Certified item? Ans (b)
a. for the item, where it has been possible to certify that a similar article, which could be used in lieu is not manufactured or sold by any other firm.
b. For the item, when it has not been possible to certify that a similar article, which could be used in lieu is not manufactured / sold by any other firm.
c. Either a) or b)
d. None of the above.

Q23. What is full form of PAC? Ans (c)
a. Proprietary Articles
b. Property Article Certification
c. Proprietary Article Certificate
d. Proprietary Article Circular

Q24. What is function of Ledger Section? Ans (d)
a. Stock cards of the depot is maintained up to date
b. Receipt & registration of the requisition placed by indents.
c. Numerical accounting and recoupment of stock items.
d. All of the above.

Q25. If AAC is 3600 Nos. then monthly requirement is …. Ans (c)
a. 100 b. 200 c. 300 d.400

Q26. If CP for an A category item is 01.01.2022 to 31.12.2022 with AAC 4800 Nos. As on date of review i.e., on 01.04.2021 , SOH = 500 Nos., Covered dues = 1000 Nos., Un covered dues =500. Then find Net requirement ….. Ans (c)
a.4800 b. 5800 c. 6800 d.7800

27. Purchase power of AMM at HQrs. Ans (c)
a. Upto Rs. 3Lakhs b. Upto Rs. 4Lakhs c. Upto Rs. 5Lakhs d. Upto Rs. 6Lakhs

28. Minimum value limit of Tender committee cases… Ans (c)
a. Rs. 10Lakhs b. Rs. 25Lakhs c. Rs. 50Lakhs d. Rs. 1 Crore

29. What is the full form of GeM? Ans (d)
a. Government-e-Model
b. Global electronic Marketplace
c. Global energy Market
d. Government-e-Marketplace

30. What full form of iMMS … Ans (b)
a. Information Material Management System
b. Integrated Material Management System
c. Information Material Messaging System
d. India Material Management System

31. What is full form of IREPS? Ans (a)
a. Indian Railways E-Procurement System
b. Indian Railway E-Production System
c. Indian Railway E-Processing System
d. Indian Railways E-Policy System

32. What is full form of NIT…. Ans (a)
a. Notice Inviting Tender b. National Inviting Tender
c. Notice Information Technology d. National Information Technology

33. Full form of IPAS…. Ans (b)
a. International Payroll and Accounting System
b. Integrated Payroll and Accounting System
c. Integrated Payment and Accounting System
d. Integrated Payment and Advance System

34. Purchase through GeM is governed by Rule No of GFR 2017 .. Ans (a)
a. 149 b. 150 c. 148 d. 147

35. e-RA shall be followed for Stores Tender Valuing above Rs? Ans (a)
a. 10 Crores b. 5 Crores c. 10 Lakhs d. 75 Lakhs

36. Full form of UDM…. Ans (c)
a. Unified Dress Module
b. Uniform Division Module
c. User Depot Module
d. None of the above.

37. Purchase power of SMM at HQrs. Ans (b)
a. Upto Rs. 5Lakhs b. Rs.5- 10 Lakhs c. Rs.10-15 Lakhs d. Upto Rs. 25 Lakhs

38. Which part of the Constitution contains provisions regarding Official Language? ……. Ans (a)
a. Part XVII b. Part XI c. Part XII d. Part XV

39. Which article of the constitution contain provision regarding the official language of Union of India? Ans (c)
a. Article 343 b. Article 344 c. Both a& b d. None of the above.

40. At present how many languages are enlisted in the Eighth Schedule of the Constitution? Ans (a)
a. Twenty-two b. Twenty one c. Eighteen d. Fourteen

41. What are all the 3 Regions as classified under Official Languages Rules? Ans (b)
a. X,Y & Z Region b. A, B & C Region c. P,Q & R Region
d. None of the above

42. Which of the following state that come under Region 'A'? Ans (c)
a. Gujarat b. Maharashtra c. Uttar Pradesh d. West Bengal

43. Which of the following state that does not come under Region 'C'? Ans (d)
a. Tamilnadu b. Telangana c. Goa d. Haryana

44. Which Ministry takes important decisions pertaining to Official Language? Ans (a)
a. Ministry of Home Affairs b. Ministry of Finance c. Ministry of Railways
d. None of the above.

45. What is the target fixed for documents coming under Section 3(3) of Official Language Act? Ans (d)
a. 80 % b 90% c. 75% d. 100%

46. In which form the letter received in Hindi should be replied to? Ans (b)
a. In English only a. In Hindi only c. Either in English or Hindi
d. Both in English and Hindi

47. In which form subject on the Files/Registers are to be written? Ans (d)
a. In English only a. In Hindi only c. Either in English or Hindi
d. Hindi & English – Bilingual Form

48. According to Annual Programme, in which order Advertisement (Tender Notice etc.) of Central Offices are to be published in News Papers? Ans (d)
a. In English only a. In Hindi only c. Either in English or Hindi
d. Hindi & English – Bilingual Form

49. When 'World Hindi Day' is observed? Ans (a)
a. On 10th January b. On 10th February c. On 15th August
d. On 10th September

50. In which form the General Orders (Office Orders, Allotment orders, Memorandum, Circular etc.) are to be issued?
a. In English only a. In Hindi only c. Either in English or Hindi
d. Hindi & English – Bilingual Form

Paperless working & iMMS : (Answer is in bold letters)

1) Paperless office is a work environment in which the use of ---------- is eliminated or greatly reduced.
a) paper
(b) computes
(c) Pen
(d) None of the above

2) Paperless working is done by converting documents and other papers into ---------- form.
a) digital
(b) electrical
(c) Mechanical
(d) Electronic

3) "going paperless" can save money, boost productivity, save space, make documentation and information ..... easier
a) Sharing
(b) transfer
(c) storage
(d) None of the above

4) This is not a online payment method.
a) MPIS
(b) UPI
(c) MICR
(d) RTGS

5) Which Device is used to sign the digitized document?
a) Pen Drive
(b) DVD
(c) PDF
(d)e-token

6) A paperless office is one where documents are
a) Created electronically.
b) Stored electronically.
c) Sent electronically.
d) All of the above.

7) A paperless office requires
a) lightweight computers to display documents.
b) portable computer memory to store documents.
c) portable computer memory to transport documents.
d) All of the above.

8) In a network computer system, most if not all files from everyone on the network are filed
a) on individual computer workstations.
b) **on the Internet.**
c) on the central file server.
d) None of the above.

9) Those who have the right to see and access everything on the office network include
a) only the Managing Partner.
b) only the System Network Administrator.
c) Both of the above.
d) Neither of the above.

10) Acrobat Reader
a) is a graphics creation program.
b) **is used for viewing PDF documents.**
c) is a case management system.
d) is a translation program.

11) Government institutions generally use as a URL extension
a) .com
b) **.gov**
c) .org
d) None of the above.

12) Purchase Orders generated in iMMS system transmitted to vendor are in the format of.
a) .doc
b) .txt
c) .html
d) .pdf

13) in iMMS Label on button to sign the document digitally is
a) Save
b) **Authorise**
c) Document
d) Clear/Exit

14) What type of Digital Signature Certificate is required for e-Tendering, e-Procurement.
a) Class 0
b) Class 1
c) Class 2
d) **Class 3**

15) A ..... is a trusted entity that manages and issues security certificates and public keys that are used for secure communication in a public network.
a) Certificate authority (CA)
b) System Admin
c) CRIS
d) PHOD

16) ..... key can be shared widely as possible.
a) Private key
b) DSC
c) Public key
d) Password

17) ..... is website launched for Government of India's paperless office.

a) AIMS
b) iMMS
c) eOffice
d) eDAK

18) Tender Corrigendum can be issued from
a) iREPS-e-Tender
b) iMMS
c) Both
d) None of the above

19) For uploading of tender ..... key is used.
a) Signing Token
b) Encryption Token
c) Master
d) None of the above

20) Validity period of token is .....
a) Three years
b) Two years
c) Five years
d) Four years

21) PDF documents can be viewed in .....
a) MS Word
b) Acrobat Reader DC
c) Notepad
d) All above

22) Recommended browser for iMMS is .....
a) Google Chrome
b) Safari
c) Internet Explorer
d) Firefox

23) Power to update AAC is in the power of .....
a) Jr.Scale
b) Sr.Scale
c) JAG
d) SAG

24) Government of India's own e-commerce site?
a) iPASS
b) iMMS
c) GeM
d) AIIMS

25) Vendors bills are paid through ..... system
a) iMMS
b) iREPS
c) iPASS
d) GeM

26) How vendors can submit EMD?
a) Offline
b) Online
c) By hand
d) None of the above

27) mode of payment of EMD is .....
a) Cash
b) Cheque
c) Online
d) None of the above

28) Fullform of CRIS.
a) Centre for Railway Information System.
b) Centralise Railway Information System.
c) Central Railway Information System.
d) Centre for Railway Interim Supply.

29) How Non-stock demands are submitted
a) offline
b) online
c) no provision
d) None of the above

30) In which menu Purchase proposal is appears.
a) Tendering
b) Pur.Queries
c) Ordering
d) Stock-Demands

31) In which menu PO preparation is appears.
a) Tendering
b) Pur.Queries
c) Ordering
d) Stock-Demands

32) In which menu PO preparation is appears.
a) Tendering
b) Pur.Queries
c) Ordering
d) Stock-Demands

33) In which menu PO search is appears.
a) Tendering
b) Pur.Queries
c) Ordering
d) Stock-Demands

34) In which menu “Qty.working sheet” is appears.
a) Tendering
b) Pur. Queries
c) Ordering
d) Stock-Demands

Custody of Stores and working of wards (Ans is in Bold letters)

1	What is the frequency of Stock verification by Accounts of A Category items			
	a	12 months	**b**	**6 months**
	c	24 months	d	18 months
2	Material issued to other depots is			
	a	Issues **b. Depot Transfer**		
	c	Book Transfer	d	None of the above
3	What level of stock is considered as overstock for B category items			
	a	9 months	b	6 months
	c	**12 months**	d	24 months
4	DRR is maintained by			
	a	Respective ward	b	Ledger section
	c	**Receiving section**	d	Entry Gate
5	How paint is preserved in ward			
	a	By sprinkling water	b	By applying choke powder
	c	**By rolling down**	d	None of the above
6	Card code for DVS/Stock Verification Sheet			
	a	44	b	42
	c	**41**	d	45
7	Card code for book transfer receipts/Book transfer issue			
	a	45	**b**	**43**
	c	44	d	40
8	Card code 48 refers to			
	a	**DS-8 note**	b	Unconnected receipts
	c	Write off issue note	d	Purchase RO
9	Card code for rejection advice is			
	a	94	B	53
	c	**60**	d	57
10	Category of new ordinary PL is			
	a	20	**b**	**10**
	c	30	d	80
11	Surplus stores is indicated as category			
	A	80	b	70
	C	50	**d**	**60**
12	Category of scrap item is			
	a	40	b	90
	c	**80**	d	30
13	A safety item is considered out of stock if stock is below			
	a	3 months	**b**	**1 month**
	c	2 months	d	6 months

14	A tanker having diesel arrived at depot. How quantity will be measured			
	a	Weighment	**b**	**Dip measure**
	c	Calculating volume of tank	d	None of the above
15	BAR is changed after			
	a	Issue	**b**	**Receipt**
	c	Both	d	None of the above
16	Scrap PLs are under PL group			
	a	97	**b**	**98**
	c	90	d	93
17	Material is received in depot A as a transit depot for onward transfer to depot B. Such transfer is indicated as			
	a	**SINT**	b	SIT DT
	c	Return Stores	d	None of the above
18	BIN card is maintained in			
	a	Ledger section	b	Receiving section
	c	Gate office	**d**	**Ward**
19	Store rooms in a ward is to keep items like			
	a	**Copper cables**	b	Hardware
	c	Liquids	d	Batteries
20	Which of the following is a Shelf life item			
	a	Steel Rod	**B**	**Natural rubber strip**
	c	Both	D	C.I. pipe
21	A PL number is having			
	a	7 digits	**b**	**8 digits**
	c	9 digits	d	10 digits
22	3rd and 4th digits of a PL no indicates			
	a	Main group	b	Serial number
	c	Unit of the item	**d**	**Sub group**
23	The last digit of a PL no. is called			
	a	**Check digit**	b	Prominent digit
	c	Purchase indicator	d	None of the above
24	Material to other railways is issued on			
	a	Purchase order	**b**	**Sale order**
	c	Stock Requisition	d	None of the above
25	No material should leave a ward without			
	a	Gate pass	**b**	**Issue voucher**
	c	Bearer letter	d	Receipt voucher
26	Issue of material follows which of the following systems.			
	a	**FIFO**	b	FILO
	c	LIFO	d	None of the above

27	Issue of material to a consignee should be proportionate to			
	a	Consumption	**b**	**AAC**
	c	Stock	d	Quantity demanded
28	BAR of an item having stock 50 nos. is Rs. 100/-, if 20 nos are received and taken into stock with unit price of Rs. 120/-, whati is the new BAR.			
	a	Rs. 120/-	b	Rs. 100/-
	c	**Rs. 105.70/-**	d	Rs. 108/-
29	What is MUF			
	a	Material under fabrication	**b**	**Monthly Usage Factor**
	c	Material Usage Fund	d	None of the above
30	Over issue refers to			
	a	Issue more than demand	**b**	**Issue more than proportionate AAC**
	c	Issue of complete stock	d	None of the above

Accounts Procedure:

1	Who is the A/C department head in Railway Board?			
	a	**Finance Commissioner (FC)**	b	Finance Secretary
	c	Member Finance	d	Member Accounts
2	Who is the Head of Account for Zonal Railway?			
	a	**FA&CAO (Principal)**	b	FA&CAO (F&B)
	c	FA&CAO (Traffic)	d	Chief Account Officer
3	Finance Commissioner is vested with full power of Govt. Of India to sanction Railway Expenditure under General control of----------			
	a	**Finance Minister**		Railway Minister.
	c	Prime Minister		President of India.
4	Who is the Account Officer representing FA&CAO at the divisional level?			
	a	**Sr.DFM**	b	AFA
	c	DAO	d	Sr.DAO
5	Which branch of Account deal with the Accounting of Railway earning?			
	a	**Traffic Accounts**	b	Construction Accounts
	c	Stores Accounts.	d	Expenditure Accounts
6	No _____ should Prima facie be more than occasion demand and every Government servant shall exercise the same vigilance in respect of his own money			
	a	**Expenditure**	b	Income
	c	Purchase	d	Sale
7	_____ should not be utilised for the benefit of particular section or community unless the amount is insignificant.			
	a	**Public Money.**	B	Own Money
	c	Expenditure	D	Salary

8	Financial objective of Indian Railway is _____			
	a	**Advise Railway Administration Financial Matter**	b	Inspection
	c	Audit	d	Financial Audit
9	All major decision of Indian Railway are subject to approval of _____			
	a	**Finance Commissioner.**	b	Finance minister
	c	Finance Secretary.	d	Railway Minister
10	_____ check actual stock available and book balance.			
	a	**Stock Verifier**	b	CDMS
	c	Audit Inspector	d	Technical Inspector
11	Finance vetting is required for Non-stock demand value more than _____(safety & passenger necessary).			
	a	**Rs. 10 Lakh.**	b	. Rs. 8 Lakh
	c	Rs. 5 Lakh	d	Rs. 3 Lakh
12	Who is the signing authority of Non-stock demand value upto Rs. 15 Lakh?			
	a	**JAG**	b	Sr.Scale
	c	SAG	d	PHOD
13	Finance vetting is required for Non-stock demand value more than _____ (other than safety & passenger train).			
	a	**Rs. 2.5 Lakh**	b	Rs. 3 Lakh
	c	Rs. 3.5 Lakh	d	Rs. 5 Lakh.
14	Pre-check of purchase order required for value above Rs._____ (other than safety & passenger amenity).			
	a	**Rs. 8 Lakh.**	b	Rs. 7 Lakh
	c	Rs. 6 Lakh	d	Rs. 5 Lakh.
15	Pre-check of purchase order required for value above Rs._____ (safety and passenger amenity).			
	a	**Rs. 15 Lakh**	b	Rs. 10 Lakh
	c	Rs. 12 Lakh.	d	Rs. 8 Lakh
16	Pre-check of purchase order issued against _____ finalised by Board/Production Unit/Zonal Railways is not required.			
	a	**Rate Contract**	b	Indent.
	c	works contract	d	Low Value
17	Which section of Account Department control/check all works of stores Department.			
	a	**Sr.SO/PL UNIT**	b	ADFM
	c	WAO	d	ISA
18	What is the full form of ISA?			
	a	**Inspector of Stores Account**	b	Inspector of Stores Assistant
	c	Inspector of Stock Analyser	d	Inspection Stores Authority

19	An item of regular Consumption may continue to be a ----------			
	a	**Stock Item**	b	Surplus
	c	NS	d	Imprest
20	A Non-stock indent of value above Rs. 45 lakh will be sign by -----			
	a	**PHOD/CHOD**	b	JAG
	c	CMM	d	Sr.Scale
21	Sign of PAC by user department of value upto Rs. 25 lakh & above Rs. 15 lakh.			
	a	**CMM/ADRM/SAG**	b	SS
	c	JAG/SG	d	JS
22	The limit of vetting of indent by Associate firm is Rs.---------- for Safety/Passenger Amenity.			
	a	**Rs.15 lakh**	b	Rs.25 lakh
	c	Rs.20 lakh	d	Rs. 10 lakh
23	Work out (17 x 3 – 1) x 0			
	a	**0**	**a**	**51**
	c	50	c	60
24	Work out (4 x 24) ÷ 3			
	a	**32**	b	46
	c	96	d	72
25	Work out 0 ÷ 834346			
	a	**0**	b	23456
	c	4496	d	834346
26	Full form of GST			
	a	**Goods and service tax**	b	Government service tax
	c	Goods and sale tax	d	Government sales tax
27	The cost of an orange is Rs.20/- What is the cost of a dozen oranges ?			
	a	**240**	b	212
	c	200	d	220
28	What is the minimum qualifying service for Normal pension			
	a	**20**	b	15
	c	10	d	25
29	PF final withdrawal is permissible only after completion of --------- service			
	a	**15**	b	20
	c	10	d	25

30	Write full form of AAC			
	a	**Average annual consumption**	b	Acquired annual consumption
	c	Anticipated annual consumption	d	Assumed annual consumption
31	Full form of IREPS			
	a	**Indian Railway electricity process system**	b	Indian Railway electronic public system
	c	Indian Railway earning process service	d	Indian Railway electronic procurement system
32	In Indian Railways A category item represent what percentage of total consumption value			
	a	**70%**	b	65%
	c	80%	d	50%
33	Check digit for a PL No. Appearing at serial no 181 in sub group 02 and main group 00 will be			
	a	**7**	b	5
	c	8	d	6
34	In a PL number the sub group to which belongs to is represented by			
	a	**First two digits**	b	3rd & 4th digit
	c	5th & 6th digit	d	2nd & 3rd digit
35	The precheck of the purchase order for non-safety items by accounts department is necessary if the value is more than			
	a	**Rs.8 lakh**	b	Rs.12 lakh
	c	Rs.10 lakh	d	Rs.5 lakh
36	The precheck of the purchase order for safety items by accounts department is necessary if the value is more than			
	a	**Rs.15 lakh**	b	Rs.12 lakh
	c	Rs.8 lakh	d	Rs.10 lakh
37	EMD is not required upto tender Value			
	a	Rs. 5 lakh	b	**Rs.10 lakh**
	c	Rs.20 lakh	d	Rs.25 lakh
38	Security Deposit is not required purchase value upto			
	a	**Rs.25 lakh**	b	Rs.30 lakh
	c	Rs.20 lakh	d	Rs.50 lakh

39	The successful tenderer should submit SD within			
	a	**21 days**	b	12 days
	c	10 days	d	15 days
40	What is the retirement age of South Central Railway employee			
	a	**60 years**	b	58 years
	c	50 years	d	55 years
41	How many divisions are there in South Central Railway			
	a	05	b	04
	c	**06**	d	10
42	What is the power of AMM/HQ for invitation of single tender			
	a	**Rs.25000/-**	b	Rs.40000/-
	c	Rs.30000/-	d	Rs.50000/-
43	Recovery of LD should be levied @1/2% of the price--------during which delivery is accepted			
	a	**Per week**	b	Part thereof
	b	Per month	d	Every 15 days
44	The upper limit of recovery of LD in supply contract is---------- of the value of contract irrespective of delay			
	a	**10%**	b	2%
	b	5%	d	8%
45	Solve (6 X 105) + 30 =			
	a	**660**	b	460
	b	320	d	105
46	Solve (15 X 7 – 5) =			
	a	**100**	b	105
	b	90	d	128
47	The cost of an apple is Rs.15/-.What is the cost of a dozen?			
	a	**180**	b	172
	b	170	d	182
48	Solve (6 x 26) /3 =			
	a	**52**	b	42
	b	56	d	59
49	Solve (50 / 200) x 100 =			
	a	**25%**	b	50%
	b	30%	d	40%
50	Allocation code is in ------ digit			
	a	**8**	b	10
	b	6	d	12

51	What is the unit code for Mtr			
	a	**22**	b	32
	b	12	d	20
52	What is the unit code for Kgs			
	a	**13**	b	15
	b	14	d	16
53	Assistant Stock verifier does all entries of stock and other related details in ----			
	a	**Field book**	b	DS-8 register
	b	DRR register	d	Ledger book
54	The communication from Audit comprise specific reports, which are terms as ------- and -------- Audit inspection report			
	a	**Part I and part II**	b	P1 and P2
	b	L1 and L2	d	A1 and A2
55	Part I Accounts Inspection Report contains items of ---------- objections			
	a	**Major**	b	Important
	b	Minor	d	Nil
56	Part II Accounts Inspection Report contains items of ---------- objections			
	a	**Minor**	b	Nil
	b	Major	d	important
57	Provident fund,Pension and other Retirement benefits come under Demand No.-----			
	a	**13**	b	11
	b	12	d	10
58	The objection which deals with shortage/excess of stock is------			
	a	**Stock sheet**	b	Survey sheet
	b	Sale sheet	d	Inspection sheet
59	Stock verification is done as per the provisions of ---------			
	a	**Store code**	b	Sale code
	b	Purchase code	d	Accounts code
60	What is the full form of PDA			
	a	**Principal director of Audit**	b	Permanent director Accounts
	b	Principal developed area	d	Provisional dearness allowance

Depot Matters: Receipt, Inspection, TOR etc.:

1. INACTIVE ITEMS are items which are not drawn for more than ------ year

a)1 b)2 c)3 d)4 Ans (a)

2. Movable surplus comprises of items of stores, which have not been drawn for a period of ---- months

a)24 b)36 c)48 d)12 Ans (a)

3. Dead surplus comprises of item of stores, which has not been issued for the past ____ months and is not likely to be utilized on any Railway within the next 2 years.

a)24 b)36 c)48 d)12 Ans (a)

4. . Dead surplus comprises of item of stores, which has not been issued for the past _24___ months and is not likely to be utilized on any Railway within the next _____ years.

a)1 b)2 c)3 d)4 Ans (b)

5. Inventory turnover ratio is defined as : Ans (a)

a) Average value of stock of all materials held in stock/ Total value of issues made during the year x 100

b)) Average value of stock of all materials held in stock/ Total value of issues and receipts made during the year x 100

c) Average value of stock of all materials and scrap held in stock/ Total value of issues and receipts made during the year x 100

d) Average value of stock of all materials and scrap held in stock/ Total value of issues and receipts made during the year x 100

6) departmental stock verification is done by Ans (b)

a)Stock verifier

b)Depot officer

c)HQ officer

d)PCMM

7) The plan head for stores suspense is _____ Ans (b)

a)PH 69

b)PH 71

c)PH23

d)PH89

8) 9. Inspection of items placed in Annexure B items of RDSO vendor list for Mechanical wagon items can be done by : Ans (c)

a. RITES b. Consignee c. RDSO d. None of the above

9) In case of imported consignments, Bill of Lading is similar to

a. Railway Receipt b. Bill of Entry c. Letter of Credit d. None of the above Answer : a

10) Stock which provide for an emergency in case of default by the suppliers and also to take care of fluctuations in consumptions, is known as

a. Emergency stock b. Buffer stock c. Ordinary stores d. Custody stock Answer : b

11) What is the minimum value limit of the purchase order for purchase of item to be pre inspected by RITES: Ans (d)

(a)Rs 1 lakh (c)Rs 2 lakh (b) Rs 1.5 lakh (d) Rs 5 lakh

12) Which among following is not a material inspecting agency: Ans (b)

a) RDSO (b) DOI c) IRTS (d) RITES

13) Buffer Stock is also known as: Ans (d)

(a) Critical stock (b) Safety Stock (C) Inactive stock (d) emergency stock

14) In which form, Materials not required are returned to the nominated stores depot as per stores code ? Ans (a)

(a) S – 1539 (b) S-1739 (c) S-1549 (d) SS-11

15) 'A' category items are verified- Ans (c)

(a) Once in a year (b) Once in two years (c) Twice in a year (d) once in 9 months

16) M&P items are verified-

(a) Once in a year (b) Once in two year (c) Once in three years (d)Once in four year

17) Which of the following items need not to be verified- Ans (d)

(a) Dunnage (b) Petty consumable stores (c) Dead Stock, Tools & Plants of low value (d)All of the above

18) T.O.R. is the ratio of- Ans (a)

(a) Balance and issue (b) Issue and balance (c) Receipt and issue (d) Receipt and balance

19) Variety reduction is adversely affected by: Ans (d)

a) Lack of coordination amongst users and depots b) Improper classification /specification

c) Desire for variety. d) All the above.

20) First two digits in any price list No represent: Ans (d)

(a) Part Number (b) Specification Number (c) Drawing Number (d) Main Group Number

21) Number of digits in any price list No are: Ans (c)

a)6 b)7 c)8 d)9

22) Depot Transfers will be received on the special issue ____ for such transactions Ans (d)

a)S-948 b)S-1539 c)S-1531 d)S-1320

23) Number of digits in PO No are: Ans (b)

a)16 b)14 c)13 d)15

24) Gate passes should be prepared in ____ Ans (b)

a)Single b)Duplicate C)Triplicate d) None of the above

25) Which of the following exercise is being monitored by railway board on regular basis; Ans (c)

a)PL verification b) PL allocation c) PL unification d) PL duplication

26) In case of tender accepted by Railway Board or GM, the competent authority for granting DP extension is: Ans (a)

a. PCMM b. CMM c. GM d. None of the above

27) Outstanding quantities against all live purchase orders are termed as: Ans (a)

a. Covered dues b. Uncovered dues c. In process dues d. Dead dues

28) Time elapsed from the date of realization of need of recoupment to the physical receipt of material is termed as : Ans (d)

a. Buffer time b. Interim period c. Contract period d. Lead time

29) Purchase of imported WTA items is handled by: Ans (d)

a. RWF b. ICF c. Zonal Railways d. Railway Board

30) Stock which provide for an emergency in case of default by the suppliers and also to take care of fluctuations in consumptions, is known as : Ans (b)

a. Emergency stock b. Buffer stock c. Ordinary stores d. Custody stock

Preservation of material & Misc.

1] Preservation of Ferrous items –
A] Coated with water
B] Coated with used oil
C] Coated with sand
D] None of the above

ANS – B

2] Preservation of Non-Ferrous items –

A] Kept in open area
B] Kept in dark room
C] Kept in locked room
D] None of the above

ANS - B

3] Preservation of rust on tools –

A] Apply Linseed oil
B] Apply Kerosene
C] Wash with water
D] None of the above

ANS – A

4] Storage of electrical fittings –

A] Kept in closed room
B] Kept under lock and key
C] Kept in boxes
D] None of the above

ANS –B

5] Copper cable conductor –

A] Coated with oil
B] Kept in trunk
C] Kept in strong room
D] None of the above

ANS-C

6] Preservation of cement

A] Kept in open area
B] Kept in shed
C] Kept in closed room
D] None of the above

ANS –B

7] Fog signals should be stores –

A] In isolated spot
B] In central area
C] Over the roof
D] None of the above

ANS –A

8] Electrodes should be kept at –

A] Room temperature
B] High temperature
C] Cool temperature
D] None of the above

ANS –A

9] Paint should be stored in –

A] Kept in open drums
B] Air tight drums
C] Sealed condition
D] None of the above

ANS –B

10] Petrol should be stored in ----------

A] Cans
B] Drums
C] Underground tanks
D] Overhead tanks

ANS –C

11] Full form of FIFO is –

A] Fast in fast out
B] First in first out
C] Fine in first out
D] None of the above

ANS –B

12] Any accident of fire or explosion should be first reported to ---

A] Head of department
B] Police
C] Fire station
D] None of the above

ANS –C

13] In case of fire accident in petrol storage area we should use ----------
to extinguish fire
A] Sand
B] Water
C] Oxygen cylinder
D] None of the above

ANS –A

14] Shelf life items should be ----------

A] Marked
B] Preserved
C] Developed
D] All of above
ANS –A

15) PC and monitors should always be kept –

A] On
B] Off
C] Dry and Cool place
D] Hot and humid place

ANS-C

16] Books and form should be protected from ----------

A] Animals
B] Birds
C] Pest
D] None of above

ANS-C

17] It is the duty of the Depot Material Superintendent & his staff to take proper precautions for the protection of stores and Scrap materials against

A] theft ,
B] pilferage,
C] deterioration and loss,
D] rusting & powdering,

ANS-C

18] Valuable stores & fittings and materials which are of common household use should be kept in locked sheds and bins because ---

A] they are shelf life items,
B] they rust away ,
C] they are liable to pilferage,
D] None of the above

ANS-C

19] The Depot Material Superintendent is responsible for the –

A] the safe custody of all the stores and materials in that ward,
B] the release of the material from the ward,
C] the receipt of the returned stores in the ward,
D] All of the above,

ANS-A

20] The Depot Store-keeper incharge of materials should ensure before closing their wards that –
A] all lockers and strong rooms containing valuable materials are properly locked,
B] all wards are locked properly and carry the keys home,
C] all lockers and strong rooms containing valuable materials are properly locked, lock the ward & keep the keys in the safe.
D] All of the above,

ANS-A

21) Sufficient and easily accessible fire protection apparatus and fittings like_____ should be provided in the stores depots.
A] chemical fire extinguishers,
B] water and sand buckets,
C] water hydrants, hose pipes & portable water pumps,
D] all of the above,

Ans—D

22] After the material has been checked and placed in the bin, the ward-keeper should give the R.O. number on the---
A] receipt vouchers (all foils) and enter the same in the forwarding memo at the same time,
B] despatch receipts (all foils) and enter the same in the forwarding memo at the same time,
C] depot ledgers and enter the same in the forwarding memo at the same time,
D] none of the above,

Ans—A

23] All materials is received in the wards through the Receipt Section along with the relevant _____given on the registers of the Receipt Section.
A] vouchers and acknowledgement,
B] bincard and receipt note,
C] vouchers and bincards,
D] receipt note,

Ans—A

24] Departmental Stock Verification Sheets should be prepared in triplicate by the person making the verification and should be signed by a_____.
A] Gazetted Officer of the Stores Department,
B] Gazetted Officer of the Accounts Department,
C] Ward incharge of the Stores Department,
D] DMS incharge of the Stores Department,

Ans—A

25] ---------- date should be written on storage shelf.

A] Expiry date
B] Manufacturing date
C] Receiving date
D] Delivery date

ANS-A

SOUTH CENTRAL RAILWAY
Stores Department, Secunderabad.

MODEL QUESTION PAPER - ***ONLY FOR THE GUIDANCE OF THE CANDIDATES. Also a part of the Question Bank pl.***

1. There are --- Electric Loco Sheds in S.C. Railway. (b)
   a) 2 b) 3 c) 4 d) 5

2. Liquidated Damages for two and a half months is ---%. (d)
   a) 2 b) 3 c) 6 d) 5

3. The accountal unit code for pairs is – (a)
   a) 02 b) 03 c) 01 d) 15

4. S.C. Railway has --- number of Divisions. (d)
   a) 4 b) 3 c) 5 d) 6

5. Requisition of Non-Stock items will be prepared in Form No..(a)
   a) S-1302 b) S-1313 c) S-1830 d) S-716

6. RCF is located at-------- (a).
   a) Kapurthala b) Chennai c) Bangalore d) Gwalior

7. Main PL Group of K type brake blocks for Coaching stock is---. (b)
   a) 40 b) 30 c) 50 d) 60

8. The minimum value limit for pre-inspection of material by RITES / RDSO is ---- lakhs. (c)
   a) 4 b) 3 c) 5 d) 6

9. LAP can be accumulated up to ……. days. (d)
   a) 330 b) 360 c) 400 d) 300

10. The unit of accountal for Kgs. is ---. (b)
    a) 14 b) 13 c) 15 d) 16

11. Major Penalty Charge Sheet is issued by. (a)
    a) SF-5 b) SF-11 c) SF-1 d) SF-4

12. Welding Electrodes come under --- Main Group. (d)
    a) 74 b) 63 c) 85 d) 76

13. Indian Railway Stores Code is in -- Parts. (b)
a) 1 b) 2 c) 3 d) 4

14. EMD is collected @ ---% of estimated tender value. (b)
a) 1 b) 2 c) 5 d) 10

15. Surplus items come under -- Category. (d)
a) A b) B c) C d) D

16. Stock verification of T&P items is done in every --- years. (c)
a) 1 b) 2 c) 3 d) 4

17. DRR register is maintained in ……. (b)
a) Ledger Section b) Receipt Section c) C&F Section
d) Establishment Section.

18. ICF is located at (c)
a) Chittaranjan b) Varanasi c) Perambur d) Patiala

19. Which is / are the objective / s of purchasing ? (d)
a) right qty. at right time b) right quantity at right price
c) right source and delivery at right place d) all of the above.

20. Main group from 20-29 pertains to (b)
a) General Stores b) Electric Loco items c) C&W items d) none of the above

21. Official language of Nagaland (c)
a) Hindi b) Nagamese c) English d) Assamese

22. The Main Group of Paint Red Oxide (d)
a) 30 b) 25 c) 75 d) 77

23. PAC items are normally purchased through (d)
a) AT b) BT c) LT d) Single Tender

24. Depot Code of ELS/Kazipet is (c)
a) 11 b) 12 c) 16 d) 55

25. The purchase officers sign the purchase order on behalf of (d)
a) PCMM b) GM c) Prime Minister of India d) President of India

26. Depot Code of ECS/MLY is ……. (c)
a) 11 b) 12 c) 17 d) 55

27. Depot Code of CRS/TPTY is ……. (d)
a) 11 b) 12 c) 16 d) 55

28. Depot Code of M&E/LGD is …….. (a)
a) 11 b) 12 c) 16 d) 55

29. Depot Code of G&S/MFT is …….. (b)
a) 11 b) 22 c) 77 d) 55

30. Depot Code of M&G/GTPL is …….. (b)
a) 11 b) 88 c) 77 d) 55

31. There are --- Diesel Loco Sheds in S.C. Railway.(d)
a) 2 b) 3 c) 4 d) 5

32. There are --- C&W Work shops in S.C. Railway. (b)
a) 2 b) 3 c) 4 d) 5

33. Depot Code of Div./BZA is …….. (d)
a) 11 b) 12 c) 14 d) 15

34. Depot Code of Div./GNT is ……. (c)
a) 11 b) 12 c) 13 d) 14

35. Main group from 30-39 pertains to …….. (c)
a) General Stores b) Electric Loco items c) C&W items d) Diesel loco items

36. Main group from 10-19 pertains to … (a)
a) Diesel loco items b) Electric Loco items c) C&W items d) General Stores

37. Main PL Group of Medical items is---. (d)
a) 52 b) 62 c) 72 d) 82

38. For which value of tender NIT should be published in News Papers…(c)
a) Rs.10Lakh above b)Rs.20Lakh above c) Rs.25Lakh above d) Rs.50Lakh above

39. Western Railway Head Quarters located at … (c)
a) Vadodara b) Jaipur c) Mumbai d) Ahmedabad

40. East Central Railway Head Quarters located at … (b)
a) Bhubaneshwar b) Hajipur c) Jaipur d) Kolkata

41. South Western Railway Head Quarters located at … (d)
a) Bangalore b) Jaipur c) Mumbai d) Hubli

42. South Coast Railway Head Quarters located at … (b)
a) Bhubaneshwar b) Visakhapatnam c) Raipur d) Hyderabad

43. Which of the following is associated with Inventory Control (d)
a) ABC Analysis b) VED Analysis c) FSN Analysis d) All

44. What is AIS ------ (b)
a) Annual Intimation Sheet b) Advance Intimation Sheet
c) Auto generated Intimation Sheet d) Actual Intimation Sheet

45. MCF is located at…….. (b)
a) Chittaranjan b) Rai Bareli c) Perambur d) Patiala

46. AAC value of A category item…… (c)
a) Rs.20Lakh above b)Rs.30Lakh above c) Rs.40Lakh above d) Rs.50 Lakh above

47. AAC value of B category item…… (a)
a) Rs.6- 40Lakh b) Rs.10- 30Lakh c) Rs.40Lakh above d) Rs.5- 10Lakh

48. What is CP …. (b)
a) Current Period b) Contract Period c) Critical Period d) None of the above

49. What is IP …. (a)
a) Interim Period b) Interest Period c) Inclusive Period d) None of the above

50. Buffer stock for A category Safety items:---- (d)
a) 2 months b) 3 months c) 4 months d) 1 month.

51. Main PL Group of ICF EMU coach items is---. (b)
a) 30 b) 31 c) 32 d) 33

52. Which is the Official Language of Arunachal Pradesh? (a)
a) English b) Hindi c) Assamese d) Chakma

53. How many members are there in the Parliamentary Committee on Official Language? (d)
a) 20 b)10 c) 40 d)30

54. According to Official Languages Rules, Telangana falls under which region? (c)
a) Region ‘A’ b) Region ‘B’ c) Region ‘C’ d) None of the above

55. Who are all the employees classified under Category "A"? Whose mother tongue is (a)
a) Hindi b) English c) Telugu d) Punjabi

56. How many Hindi courses are prescribed for Central Govt. employees? (d)
a) One b) Two c) Three d) Four

57. Main PL Group of LHB coach items is---. (d)
a) 30 b) 31 c) 32 d) 33

58. Main PL Group of Bearings is---. (d)
a) 45 b) 55 c) 65 d) 85

59. Main PL Group of Electrical items is---.(b)
a) 32 b) 42 c) 52 d) 62

60. Main PL Group of Pipes & fittings is---.(c)
a) 60 b) 61 c) 62 d) 63

61. Main PL Group of Road Vehicles/motors is---.(b)
a) 65 b) 67 c) 75 d) 77

62. Main PL Group of Paints is---.(d)
a) 66 b) 67 c) 76 d) 77

63. South Eastern Railway Head Quarters located at …(c)
a) Bhubaneshwar b) Raipur c) Kolkata d) Lucknow

64. Eastern Railway Head Quarters located at …(c)
a) Bhubaneshwar b) Raipur c) Kolkata d) Lucknow

65. East Central Railway Head Quarters located at …(d)
a) Bhubaneshwar b) Raipur c) Kolkata d) Hajipur

66. PL Number consists of --- Numbers (c)
a) 6 b) 7 c) 8 d) 9

67. What is the Official Language of Union of India? (d)
a) Sanskrit b) English c) Urdu d) Hindi

68. When is "Hindi Day" celebrated every year? (a)
a) 14th September b) 13th September c) 12th September d) 11th September

69. What is the amount of Cash Award for Passing Praveen with 70% or more marks? (d)
a) Rs.800 b) Rs.1000 c) Rs.1200 d) Rs.1800

70. What is the name of the award given for writing Hindi poetry books? (b)
a) Lal Bahadur Shastri Technical Puraskar b) Mythili Sharan Gupta Puraskar
c) Prem Chand Award d) Prime Minister Award

71. What is the expansion for OLIC used by Dept. of Official Language? (b)
a) Official Language Instructions Committee
b) Official Language Implementation Committee
c) Official Language Institutions Committee
d) None of the above

72. Buffer stock for B category Vital items:---- (a)
a) 2 months b) 3 months c) 4 months d) 1 month.

73. Buffer stock for C category items:---- (a)
a) 2 months b) 3 months c) 4 months d) 1 month.

74. What is the time limit for taking Risk Purchase action against default firm for locally available item? (b)
a) 3 months b) 6 months c) 9 months d) 12 months.

75. In case of tender accepted by Railway Board or GM, the competent authority for granting DP extension is….(a)
a) PCMM b) CMM c) GM d) DRM

76. Convener of the tender committee in stores purchases is the ….(d)
a) Technical member b) Accounts member c) Mechanical member
d) Stores member

77. In case of imported consignments, Bill of Lading is similar to…(a)
a. Railway Receipt b. Bill of Entry c. Letter of Credit
d. None of the above

78. Inspection of items placed in Category- B items of RDSO vendor list for Mechanical wagon items can be done by…(c)
a. RITES b. Consignee c. RDSO d. DQA

79. As per Railway Board guidelines, provision for 30% quantity option clause has been made mandatory in tenders for fixed quantity contracts valuing above… (b)
a. Rs. 10 Lakhs b. Rs. 75 Lakhs c. Rs. 50 Lakhs d. Rs. 1.00 Cr

80. Time elapsed from the date of realization of need of recoupment to the physical receipt of material is termed as…(d)
a. Buffer time b. Interim period c. Contract period d. Lead time

81. Stock which provide for an emergency in case of default by the suppliers and also to take care of fluctuations in consumptions, is known as…… (b)
a. Emergency stock b. Buffer stock c. Ordinary stores d. Custody stock

82. Outstanding quantities against all live purchase orders are termed as …. (a)
a. Covered dues b. Uncovered dues c. In process dues d. Dead dues

83. Track fittings are purchased by: (c)
a. Stores Department b. Mechanical Department c. Engineering Department
d. Traffic Department

84. Dy.CMM at HQ. can accept Tender Committee recommendations for purchase of items valuing upto: (d)
a. Rs. 25 Lakhs b. Rs. 50 Lakhs c. Rs. 50 Lakhs- 1 Cr. d. Rs. 1- 10 Cr.

85. Which of the following exercise is being monitored by railway board on regular basis; (c)
a) PL verification b) PL allocation c) PL unification d) PL duplication

86. What full form of iMMS … (b)
a) Information Material Management System b) Integrated Material Management System c)Information Material Messaging System d)India Material Management System

87. What is full form of DSC? (b)
a) Divisional Signature Certificate b) Digital Signature Certificate
c) Depot Signature Certificate d) Digital Security Certificate

88. What is full form of IREPS? (a)
a) Indian Railways E-Procurment System b) Indian Railway E-Production System
c)Indian Railway E-Processing System d)Indian Railways E-Policy System

89. What is full form of eRA ….. (d)
a) Electronic Realtime Auction b) Electronic Railway Agency
c) Electrical Reverse Auction d) Electronic Reverse Auction

90. What is full form of NIT… (a)
a) Notice Inviting Tender b) National Inviting Tender
c) Notice Information Technology d) National Information Technology

91. What is the full form of GeM….(c)
a) General Electronic Mail b) General e-Marketplace
c) Government e-Marketplace d) Government e-Mumbai

92. Full form of IPAS…(b)
a)International Payroll and Accounting System b)Integrated Payroll and Accounting System c) Integrated Payment and Accounting System
d) Integrated Payment and Advance System

93. e-RA shall be followed for Stores Tender Valuing above Rs…. (a)
a)10 Crores b)5 Crores c)10 Lakhs d)75 Lakhs

94. CRAC in GeM means? (c)
a) Central Receipt and Acceptance Certificate b) Central Railway Acceptance Certificate c) Consignee Receipt and Acceptance Certificate
d) Central Reservation and Accounting Certificate

95. Vetting of Purchase orders is not necessary in cases of Purchase orders generated directly by iMMS based on electronically accepted TC Recommendations….(a)
a) True b) Vetting is necessary c)Finance Concurrence is required d) False

96. Who is the Account Officer representing FA&CAO at the divisional level? (a)
a) Sr.DFM b) AFA c) DAO d) Sr. DAO

97. Finance vetting is required for Non-stock demand value more than ____(safety &passenger necessary). (a)
a) Rs. 10 Lakh. b) Rs. 8 Lakh c) Rs. 5 Lakh d) Rs. 3 Lakh

98. Pre-check of purchase order required for value above Rs._____ (other than safety & passenger amenity). (a)
a) Rs. 8 Lakh. b) Rs. 7 Lakh c) Rs. 6 Lakh d) Rs. 5 Lakh.

99. Accounts Stock verifier does all entries of stock and other related details in ---- (a)
a) Field book b) DS-8 register c) DRR register d) Ledger book

100. Part I Accounts Inspection Report contains items of ---------- objections (a)
a) Major b) Important c) Minor d) Nil

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III. Define the following in one sentence.

1. Engine Kilometers : Distance travelled by engine in Kilometers.
2. Train Kilometers : Distance travelled by train in Kilometers.
3. Wagon Kilometers : Distance travelled by wagon in Kilometers.
4. Train Hours : Duration of time calculated from Train Departure to Train arrival
5. Engine Hours : Duration of time calculated from Engine Departure from Shed to arrival to shed.
6. GTKMS : Movement of one tone of vehicle and contents over a distance of one kilometer.
7. NTKMS : Movement of one tone of contents over a distance of one kilometer.
8. Local Traffic : Traffic originating and terminating at stations without passing over any other Railway.
9. Cross Traffic : Traffic which neither originates nor terminates but passes over the Railway.
10. Carried Traffic : Traffic which originates on the Railway as well as received from other Railway and also those crossing the Railway.
11. Operating Ratio : The ratio of working expenses to Gross earnings is called as Operating ratio.

IV. Write the full form of the following

Q1. DAR : Discipline & Appeal Rules - 1968

Q2: RCD : Railway Consumer Depot

Q3. HSD OIL: High Speed Diesel Oil

Q4. BPC : Brake Power Certificate

Q5. SFC : Specific Fuel Consumption

Q6. MRV : Medical Relief Van

Q7. HOER : Hours Of Employment and Regulation

Q8. POH : Periodical Over Hauling

Q9. PME : Periodical Medical Examination

Q10. ART : Accident Relief Train

Q11. SBF : Staff Benefit Fund

Q12. MBF : Mutual Benefit Fund

Q13. STC : Supervisors Training Center

Q14. LAP : Leave on Average Pay

Q15. LHAP : Leave on Half-Average Pay

Q16. HBA : House Buildings Advance

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Q17. IRCTC : Indian Railway Catering and Tourism Corporation

Q18. CRS : Commissioner of Railway Safety

Q19. CMD : Chief Medical Director

Q20. RCT : Railway Claims Tribunal

Q21 DLW : Diesel Locomotive Works

Q22 RCF : Rail Coach Factory

Q23 ZRTI : Zonal Railway Training Institute

Q24 DRS : Deficiency in Rolling Stock.

Q25 PCV : Passenger Carrying Vehicle.

Q26 MPR : Man power Ratio

Q27 MCDO :Monthly Confidential Demi Official

Q28 HRD : Hydraulic Rescue Device

Q29 SPART : Self Propelled Accident Relief Train

Q30 SP MRV: Self Propelled Medical Relief Van.

Q31. RDSO : Research of Design and standards organization

Q32 CAMTECH: Centre for Advanced Maintenance Technology.

Q33. GPS : Global Positioning System

Q34. WILD : Wheel Impact Load Detector

Q35. POET : Passenger Operated Enquiry Terminal.

Q36. RITES : Rail India Technical and Economic services

V. Match the following.

SNo	SUBJECT	Answer
1	Form used for placing a Rly. servant under suspension	SF1
2	Form used for issue of HSD oil	HSD9
3	Requisition for indenting Non-stock item	S1302A
4	Leave application form	GL11
5	Brake Power Certificate	RS6
6	Traveling Allowance Journal	GA31
7	Wheel and Axle Plant/Yelhanka/SBC	Wheels
8	ICF/Chennai	Coaches
9	Survey Sheet of HSD oil balances	F12
10	Monthly statement of receipts, issues and balance of HSD oil.	F25
11	Rail Coach Factory	Kapurthala
12	Looks after movement of Freight Trains	CFTM
13	Request is made to CCM for release of berths from	EQ

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14	Fuel Survey will be conducted in sheet	F25

V Fill in the Blanks

Q1. Permissible variation between ground balance and book balance of HSD oil 0.1%

Q2. P.L. No. of the material consists of 08 digits.

Q3. The remarks passed by disciplinary authority on explanation of delinquent employee is called Speaking orders.

Q4. The availability of the period for a privilege passes, if issued only half set 90 days.

Q5. Revision of imprest store is done every 06 months.

Q6. P.T.O shall be valid for 03 months from the date of issue.

Q7. First Class A Pass form shall be White in colour.

Q8. Maximum of the maternity leave admissible is 185 days

Q9. SF V form is used for imposition of major penalty

Q10. SF XI form is used for imposition of minor penalty.

Q11. CL shall not be combined with any other kind of leave since it is not Privilege Leave.

Q12. A female Government servant with less than 02 surviving children may be granted maternity leave.

Q13. A male Government servant with less than 02 surviving children may be granted paternity leave.

Q14. Maximum of the paternity leave is 15 days.

Q15. The paternity leave shall be availed of with in 06 months of the delivery of the child.

Q16. The Railway servants (Discipline & Appeal) Rules came into force in 1968.

Q17. SF-I form is used for placing a Railway employee under suspension.

Q18. SF-IV form is used for revocation of suspension.

Q19. Standard form for nomination of Enquiry Officer is SF7

Q20. Standard form for issue of Minor Penalty SF11

Q21. Standard form used for appointment of Presenting Officer SF8.

Q22. The time limit to submit a written statement by the charged employee is 10 days

Q23. A Railway employee cannot act as defence counsel if he had more than 3 cases.

Q24. The Inquiry Officer should complete the inquiry and submit his report to the disciplinary authority with in 60 days.

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Q25. An Order of Suspension shall not be valid after a period of 90 days

Q26. Form used for revocal from suspension SF4

Q30. Eligibility for First class pass starts from Rs.7250 Of Basic Pay.

Q31. Code 15 stands for Quintal.

Q32. Code 02 stands for Pair.

Q35. Censure is a Minor penalty.

Q36. Time limit for suspension of appeal to the Appellate Authority on the order of disciplinary Authority 45days

Q37. Major penalty charge sheet will be issued on standard Form No. SF V

Q38. The power of imposing penalty of Dismisal/Removal/Compulsary retirement lies on Appointing Authority.

VI. Write Yes or No/True or False

Q1. School Pass can be issued to the Railway Servant under suspension. (True / False)

Q2. Removal from service is a disqualification for future employment in Govt/ Rly Administration. (True / False)

Q3. With holding of increment for a period more than 3 years can be imposed on a minor penalty charge sheet . (True / False)

Q4. Settlement / kit passes may be issued to a Railway employee removed from service. (True / False)

Q5. An appeal lies against the order of Suspension (True / False)

Q6. Suspension is a penalty (True / False)

Q7. LAP can be granted in continuation to CL (True / False)

Q8. Leave can be claimed as matter of right (Yes/No)

Q9. Appellate authority can either reduce or increase punishment imposed by DA (Yes/No)

Q10. Issue voucher for miscellaneous issues of HSD oil is HSD-8 (Yes/No)

Q11. Compulsory retirement of an employee is a minor punishment (Yes/No)

Q12. SC/ST candidates are given a free pass to enable them to attend the written examination conducted by RRB. (Yes/No)

Q13. Mail & Express Drivers are non-running staff (Yes/No)

Q14.	Breathanalyser test is to test the driver whether he is breathing properly	(Yes/No)
Q15.	Washing allowance is an allowance payable to Group D staff who washes the plates, cups and saucers etc.	(Yes/No)
Q16.	Maternity Leave can be combined with any other kind of leave	(Yes/No)
Q17.	The maternity leave shall not be debited from the leave account	(Yes/No)
Q18.	Permission of the leave sanctioning authority is required to join duty Canceling the leave sanctioned to him.	(Yes/No)
Q19.	Willful absence from duty after expiry of leave renders a Railway Servant liable to disciplinary action.	(Yes/No)
Q20.	Suspension is a penalty under D&A Rules, 1968.	(Yes/No)
Q21.	SR means suitability record	(Yes/No)
Q22.	Asst. Officers are entitled for Bungalow Peon	(Yes/No)
Q23.	140 Tonne crane is based at Bellampally	(Yes/No)
Q24.	PRLI falls in SC Division.	(Yes/No)
Q25.	Metal passes are issued to Officers only	(Yes/No)
Q26.	S1313 Indent is prepared in 5 copies	(Yes/No)
Q27.	Premchand Award is of Rs.15000/-	(Yes/No)