QUESTION BANK FOR SELECTION TO THE POST OF OFFICE SUPDT/ LEVEL 6 against 20% LDCE Quota

Syllabus:

I. A. Office Procedure:
   a) Dak Handling
   b) Maintenance of files
   c) Record Keeping
   d) Maintenance of Statistics

   B. Writing Skills
   a) Letter/DO Writing.
   b) Notifications.
   c) Note writing
   d)Speaking orders.

II. Award of works in Works Programme.
III. Procedure for Stores Procurement.
IV. Railway Organisational Structure.
V. Railway Housing (Railway Quarters allotment) Policy.
VI. Uniform Policy.
VII. Booking of Running Staff and non-running travelling staff.
VIII. Discipline & Appeal Rules and Conduct Rules.
IX. Recognition of Trade Unions. Facilities to Office bearers of recognized unions/Associations. Dealing with Unrecognised Unions/Associations.
X. Medical Examination and facilities available to Railway employees.
XI. Audit and Accounts Narrative Report. Draft Paras and their disposal.
XII. Canons of Financial Propriety.
XIII. Classification of demands for grants.
XIV. Man-Power Planning.
- Vacancy Bank Register.
- Creation of Posts.
- Bench Marking.
- Supernumerary Posts.
- Redeployment of surplus staff.

XV. Pay and allowances.
XVI. Pass Rules.
XVII. Leave Rules.
XVIII. Railway Pension Rules, New Pension Scheme and Unified Pension scheme, Settlement.
XIX. General Conditions of Service.
XX. Hours of Employment Regulations.
XXI. Labour Laws (at least in their basic form)
1. Industrial Disputes Act, 1947
2. Contract Labour (Regulation & Abolition) Act
3. Payment of Wages Act, 1936
4. Minimum Wages Act, 1948
5. Workmen Compensation Act, 1923

XXII. Right to Information Act.

XXIII. Official Language Rules and Policy.
XXIV. Assessment of vacancy & Promotion
XXV. HRMS, E.Office, I.Pass, AIIMS, RESS, UMID, IRPSM
XXVI. Legal Machinery - dealing of Court Cases.
XXVII. Welfare Measures and facilities
XXVIII. Railway Service and Establishment Rule.
XXIX. HRMS, E-OFFICE, IPAS, UMID.

Note: Questions set in the paper will be normally to assess the analytical power of the candidates w.r.t. various topics as above which circumscribe various ministerial staff. Efforts should be not to tilt the balance in favour of one particular discipline.

I. Office Procedure:

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

22. The record classified as Class 'A' does not qualify for permanent preservation for administrative purposes. (say true or **false**)
23. The Class B record means _____. (keep but do not microfilm)
24. The class C record means _____(keep for specified period only)
25. Ephemeral files are destroyed as soon as they are _____old. (one year)

II. Award of works in Works Programme:

1. In case of open tenders, the minimum period required from date of publication to the date of opening the tender shall be _____. (1month)
2. Copies of tender notices may be displayed in the offices of field executives, HOD's offices for a period of not less than _____. (21 days)
3. For limited tenders, _____ days' notice shall be given. (Fifteen)
4. In case of quotation tenders, _____ days' notice shall be given. (seven)
5. The tender notice should be sent to CPRO's office _____ days in advance for publication in Hind and other national dailies. (Fifty)
6. List of Approved works (LAW) costing_____. (more than 30 lakhs & less than 50 lakhs)
7. Works for which budget grant was not provided in the sanctioned budget are called _____. (OOT)
8. _____is the nodal officer for preparation of Works Programme and sending it to Railway Board. (PCE)
9. SEMD accepted from the contractor borne on approved list for works costing 20 lakhs and 50 lakhs shall be Rs. _____-. (Rs. 50,000/-)
10. The security deposit to be paid by the contractor for works costing more than 2 lakhs and upto 2 crores shall be _____. (Rs. 5 lakhs)
11. Earnest Money to be deposited along with tenders for works above Rs. 50 lakhs is Rs. _____. (Max. 1 lakh)
12. Limited tenders are called through _____. (contractors from approved list)
13. _____is an example for piece work contract. (zonal works)
14. Deposit work means _____. (Works of other Government Department done by Railways)
15. Urgency certificate is necessary in the case of _____. (repairs to damages to line caused by floods)
16. The powers of Divisional Officers to accord administrative approval to Lumpsum works is upto _____. (Nil)
17. Powers of JAG Officers in granting technical sanction for tack renewal works is upto _____. (Rs. 1 crore)
18. What are the powers of JAG in calling open tenders? (Full Powers)
19. The powers of DRMs in inviting single tenders in case of accidents is upto _____subject to annual ceiling of Rs. 50 lakhs. (10 lakhs)
20. The powers of JAG officers in accepting open tenders is upto _____. (upto 30 lakhs)
21. Revenue/Bankers solvency certificate is not required while calling tenders above 10 lakhs upto one crore. (say **true** or false)
22. Monetary value of Revenue/Banker's solvency certificate required while calling open tenders above one crore is _____. (40% of tender value of advertised work)
23. Limited tenders can be invited from contractors borne on the approve list. (say **true** or false)

24. Limited tenders can be called upto a monetary ceiling of Rs. _____. (Rs. 1 crore)
25. The lowest authority competent to approve calling of limited tenders upto Rs. 10 lakhs is _____. (SAG Officer)
26. Limited tenders in the range of more than 10 lakhs upto 25 lakhs can be invited with the approval of the authority of the rank of _____. (DRM)
27. PHOD is competent to approve calling of limited tenders of _____. (more than 25 lakhs and upto Rs. 50 lakhs)
28. CAOR is competent to approve calling of limited tenders of _____. (more than Rs. 50 lakhs and upto Rs. 75 lakhs)
29. The monetary slab for Class D contractor is _____. (upto Rs. 10 lakhs)
30 The monetary slab for Class C contractor is _____. (more than 10 lakhs & upto Rs. 25 lakhs)
31. The monetary slab for Class B contractor is _____. (more than 25 lakhs & up upto Rs. 50 lakhs)
32. The monetary slab for Class A contractor is _____. (more than 50 lakhs & upto Rs. 1 crore)
33. The number of monetary slabs fixed for categorizing the contractors in the approved list is _____. (four)
34. The validity of approved list of contractors is _____. (three years)
35. There will be separate approve lists for Open Line and Construction Organisations for each identified category of works. (say **true** or false)
36. Approved list of Class A contractors in constructions organization is maintained by _____. (CAOR)
37. The accepting authority for enlistment in the approved list of Class A contractors in Open Line is _____. (PHOD)
38. The accepting authority for enlistment in the approved list of Class D contractors in Construction Organisation is _____. (Dy. CE/C)
39. The fee chargeable for registration in the approved list of Class A contractors is Rs. _____-. (Rs. 15,000/-)
40. The fee chargeable for registration in the approved list of Class B contractors is Rs. _____-. (Rs. 10,000/-)
41. The fee chargeable for registration in the approved list of Class C contractors is Rs. _____-. (Rs. 7,500/-)
42. The fee chargeable for registration in the approved list of Class D contractors is Rs. _____-. (Rs. 5,000/-)
43. The standing earnest money for works costing upto Rs. 10 lakhs is Rs. _____. (Rs. 15,000/-)
44. The standing earnest money for works costing between Rs. 10 lakhs & Rs. 25 lakhs is Rs. _____. (Rs. 35,000/-)
45. The standing earnest money for works costing between Rs. 25 lakhs & Rs. 50 lakhs is Rs. _____. (Rs. 75,000/-)
46. The standing earnest money for works costing between Rs. 50 lakhs & 1 crore is Rs. _____. (Rs. 1,50,000/-)
47. The authority competent to approve for works of urgent nature before calling special limited tenders under two pocket system of tendering is _____. (GM)
48. The authority competent to approve for works of special nature before calling special limited tenders under two pocket system of tendering is _____. (PHOD)
49. Minimum number of contractors/agencies for calling quotations is ___. (three)
50. For calling single tender finance concurrence is necessary. (say **true** or false)
51. Preliminary Works Progaramme is divided into _____volumes. (four)
52. Works Programme is prepared under Demand No. _____. (16)

53. LSWP works costing less than 30 lakhs shall be approved by _____. (DRM)
54. List of works costing more than 15 lakhs and below 30 lakhs require the administrative approval of _____. (PHOD/HOD)
55. LsWP works costing less than 15 lakhs require administrative approval of _____. (DRM)
56. Works having no budget grant and not appearing in pink book/Green Book/LSWP is called _____. (Out of turn works)
57. Nodal officer for processing out of turn works is _____. (CPDE/CGE)
58. Sanctioning authority for processing out of turn works is _____. (GM)
59. Power of GM to sanction safety related works under out of turn works is _____. (upto RS. 50 l;akhs)
60. Power of GM to sanction other than safety related works under out of turn works is _____. (upto RS. 30 lakhs)
61. Safety related works have to be completed from the date of sanction with in _____months. (eight months)
62. Sponsoring authority for works under Plan head of 'Gauge Conversion' is _____. (COM)
63. Sponsoring authority for works under plan head of 'Doubling' is _____. (COM)
64. Sponsoring authority for works under plan head of 'Rail Electrification Projects' is _____. (CEE)
65. Sponsoring authority for works under plan head of 'Staff Quarters' is _____. (CPO/PCE)
66. Sponsoring authority for works under plan head of 'amenities of Staff' is _____. (CPO)
67. Sponsoring authority for works under plan head of 'Other specified works' is _____. (PCE)
68. Sponsoring authority for works under plan head of 'Bridge Works' is _____. (PCE)
69. Sponsoring authority for works under plan head of 'Labour Welfare facilities' is _____. (CPO)
70. Sponsoring authority for works under plan head of 'Passenger amenities' is _____. (CCM)
71. Sponsoring authority for works under plan head of 'Tack Renewal Works' is _____. (PCE)
72. Sponsoring authority for works under plan head of 'Workshops including production units' is _____. (PCE, CME,CBE)
73. Sponsoring authority for works under plan head of 'New Line Works' is _____. (COM)
74. Sponsoring authority for works under plan head of 'Road Safety Works – ROB/RUB' is _____. (PCE)
75. Sponsoring authority for works under plan head of 'Medical Facilities' is _____. (CMD, CPO)
76. Sponsoring authority for works under plan head of 'Metropolitan Railway Projects' is _____. (COM,CCM)
77. List of approved works are the works costing _____. (more than 30 lakhs and below 50 lakhs)
78. Lumpsum work are the works costing _____. (less than 30 lakhs)
79. List of works pertaining to MP and Rolling Stock are included under plan head _____. (Other Specified works)
80. A profit center is the office responsible for both _____. (Costs and Revenue)

III. Procedure for Stores Procurement.

1. Procurement of safety items are done through suppliers approved by _____ (RDSO)
2. Stock verification for T&P items is done once in two years. (say true or **false**)
3. PAC items are purchased on _____tender basis. (single)
4. In a rate contract, not only rate but also quantity of item is fixed.(say true or **false**)
5. Sales Tax/VAT is applicable on packing charges. (say **true** or false)
6. All payments towards security deposit should be in favour of _____only. (Chief Cashier)
7. In running contracts, quantity is fixed but rate is not fixed. (Say true or **false**)
8. Full form of PAC is _____. (Propriety Articles Certificate)
9. The authority to finalise Rate Contract/Running Contract is ___. (Railway Board)
10. The prescribed form for placing indents for procurement of Non-stock items is _____. (S.1313)
11. DGS&D stands for _____.
12. PO stands for _____.
13. CST stands for _____.
14. MODVAT stands for _____.
15. FOR stand for _____.

IV. Railway Organisational Structure.

1. There are _____centralized training institutions on Indian Railways (five)
2. Railway Staff College is situated at _____. (Vadodara)
3. Indian Railways Institute of Civil Engineering is situated at _____. (Pune)
4. Indian Railways Institute of Signal Engineering & Telecommunications is situated at _____. (Secunderabad)
5. Indian Railways Institute of Mechanical & Electrical Engineering is situated at _____. (Jamalpur)
6. Indian Railways Institute of Electrical Engineering is situated at _____.(Nasik)
7. Indian Railways Institute of Mechanical & Electrical Engineering also provides Apprenticeship training to the _____Apprentices. (Special Class Railway)
8. RRT has no jurisdiction in respect of classification of any commodity. (say **true** or false)
9. RRT has jurisdiction in respect of fixation of lump sum rates. (say true or **false**)
10. RRT has no jurisdiction in respect of fixation of wharfage and demurrage. (say **true** or false)
11. RRT has been given the work in connection with the exercise of revisionary powers of General Manager in regard to dismissal, removal and compulsory retirement from service of Class III employees. (say **true** or false)

12. RITES has been set up as a Limited Company registered under Companies Act. (say **true** or false)
13. RITES renders consultation and management services. (say **true** or false)
14. RITES renders consultation services both abroad and in India only in respect of Railways. (say true or **false**)
15. RITES renders consultation/management services in respect of Roads, Ports and Harbours also. (say **true** or false)
16. The headquarters of RRT is at _____. (Chennai)

V. Railway Housing (Railway Quarters allotment) Policy.

1. Staff in pay range of _____are eligible for allotment of type IV quarters.
2. Quarter can be retained for a period of _____ on normal rent during leave. (four)
3. Railway quarters can be retained for a period of _____ on normal rent during sick leave. (indefinite period)
4. Railway quarters can be retained for a period _____ on normal rent during suspension. (without any time limit)
5. Railway quarters can be retained for a period of _____ on normal rent on resignation/removal/dismissal from service. (one month)
6. Quarter can be retained for _____on normal rent in the event of death. (24 months)
7. Quarter can be retained for a period of _____on normal rent on retirement. (four)
8. In no case retention of accommodation should exceed _____from the date of retirement or date of school season which ever is earlier. (08 months)
9. Railway quarters can be retained during entire period of leave ex India provided that it is certified that he would be __. (reposted to his original place on expiry of his leave)
10. Quarter can be retained for __on normal rent on transfer. (two months)
11. Retention of Railway quarters in case of death is permissible for _____months.
12. Special license fee is _____times the normal license fees.
13. The staff rendered surplus and posted to another station are permissible
14. When a Railway servant is transferred from one station to another, retention of quarters is permissible on account of sickness of his/her widowed mother. (say true or false).
15. The occupier of Railway accommodation is charged rent either at the rate of __ of his pay or the assessed rent whichever is less. (10%)
16. Water charges recoverable from a Group C employee for Type IV quarter is Rs. _____p.m. (Rs. 35/-)
17. Water charges recoverable from a Group C employee for Type III quarter is Rs. _____p.m. (Rs. 25/-)
18. Water charges recoverable from a Group C employee for Type II quarter is Rs. _____p.m. (Rs. 15/-)
19. The staff/officers who refused to accept accommodation offered to him on the new zone are eligible for retention of quarters at the old station. (say true or **false**)
20. Retention of Railway accommodation on medical grounds beyond the permissible period as a special case requires the approval of _____. (Railway Board)
21. Railway employees rendered surplus and posted to new stations necessitating change of residence may be permitted to retain Railway accommodation at the previous place of posting for a period of _____. (03 years)

VI. Uniform Policy:

1. Helmets may be issued as a T&P item to 10% of strength of Gangmen working at Bridge construction sites in tunnels. (say **true** or false)
2. Railway employees in other than public image categories should be given cloth instead of stitched uniform. (say true or **false**)
3. Assistant Guards are included in the public image categories for purpose of supply of cloth for uniform. (say **true** or false)
4. Luminiscent vests may be issued as T&P items to staff in the category of yard masters. (say **true** or false).
5. Canteen staff are to be supplied woolen pant/salwar once in _____years. (two)
6. Gangmen should be supplied luminescent vests once in _____years. (two)
7. Loco Pilots are included in the public image categories. (say **true** or false)
8. Waiters are included in the public image categories. (say **true** or false)

VII. Booking of Running and non-running railway staff:

1. The running duty of Loco and Traffic running staff should not ordinarily exceed _____hours at a stretch. (ten)
2. Loco and Traffic running staff is entitled to claim rest after performing _____ hours of duty provided they have given 02 hours notice to the controller. (twelve)
3. The duty at a stretch should be computed from _____ for the purpose of computing duty of ten hours. (actual departure of the train)
4. For the purpose of overtime payment, the hours of work shall be calculated from _____to _____. ('signing on' to 'singing off')
5. Loco Running staff is entitled to engine attendance allowance of _____minutes before the departure from engine shed and _____ minutes after arrival in the engine shed. (45 minutes; 15 minutes)
6. Traffic Running staff is entitled to train attendance allowance of _____minutes before the departure of the passenger train and __minutes after the arrival of the train. (30 minutes; 30 minutes)
7. Traffic Running staff is entitled to train attendance allowance of _____ minutes before the departure of the goods train and _____ minutes after the arrival of the train. (45 minutes; 30 minutes)
8. Running staff should not normally be away from headquarters for more than _____days at a stretch. (three or four days)
9. Night duty should not normally be performed by the running staff for more than _____nights at a stretch. (six)
10. Loco and Traffic Running staff are allowed _____ hours rest at headquarters after a running duty of less than 08 hours. (12 hours)
11. Loco and Traffic Running staff are allowed _____ hours rest at headquarters after a running duty of 08 hours or more. (16 hours)
12. The running staff shall not be called upon to go out before availing _____hours rest unless it is absolutely necessary in case of accidents and breakdowns. (six)
13. The interval between the short trips shall be treated as _____if it is equal to or less than one hour plus time allowed for train/engine allowance. (duty)
14. Running staff shall be granted each month a rest of at least four periods of not less than _____ consecutive hours each or five periods of not less than consecutive hours each including a full night. (30; 22)
15. Travelling Ticket Examiners are classified as _____workers under HOER.

16. The duty hours of other running staff like traveling van clerks should be limited to _____hours a week on the average. (54)
17. Periodic rest to other running staff like Travelling Ticket Examiners may be given on the scale in the manner laid down for local and traffic running staff. (say **true** or false)
18. When a worker not provided with crew rest van travels on duty as passenger, all time spent for traveling beyond a radius of 08 kms from place of his duty shall be treated as _____. (duty)
19. When a worker does not travel on any day beyond a radius of 08 kms from the place of duty, the time spent as passenger on duty will not count at duty. (say **true** or false)
20. When a worker is provided with crew rest van, the time spent as passenger on duty will not count as duty. (say **true** or false)
21. In case Railway employees who have to travel occasionally on duty outside their jurisdiction, _____of travel time shall be credited towards duty hours. (50%)
22. Saloon attendants are classified as _____under HOER. (essentially intermittent)
23. When saloon attendants are required to move out on line with saloon, _____ period of their traveling will be treated as duty. (whole)
24. Loco running staff deputed to accompany dead engines may be allowed credit of _____of the time spent during such journey. (2/3)
25. In case of non-running staff, efforts should be made to provide at least one break in continuous night duty in _____days in addition to weekly rest. (10)

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

1. The Railway servants (Discipline & Appeal) Rules came into force on _____.
2. _____form is used for placing a Railway employee under suspension.
3. Suspension is a penalty under D&A Rules, 1968. (say true or false)
4. _____form is used for revocation of suspension.
5. _____form is used for imposition of minor penalty.
6. _____form is used for imposition of major penalty.
7. _____form is used for nomination of Inquiry Officer.
8. _____form is used to appoint a presenting officer.
9. Subsistence allowance is equal to leave salary, which the employee would have drawn had he been on _____.
10. In case the suspension period is prolonged beyond three months for reasons not attributable to the employee, the subsistence allowance may be increased by an amount not exceeding _____% _____.
11. In case the suspension period is prolonged beyond three months for reasons attributable to the employee, the subsistence allowance may be decreased by an amount not exceeding _____% _____.
12. A retired Railway servant can act as a defense helper (say true or false)
13. Retired Railway servants cannot act as defense helper in more than _____cases at a time.
14. The defense helper should be from the same Railway as that of the delinquent employee. (say true or false)
15. An official of a recognized trade union may assist in more than three pending disciplinary cases. (say true or false)

16. Termination of an employee on reduction of establishment is a penalty under D&A Rules, 1968. (say true or false)
17. Withholding of increments for failure to pass any departmental examination is not a penalty under D& A Rules, 1968. (say true or false).
18. Reversion of a Railway servant officiating in higher service on the ground that he is considered to be unsuitable for such higher grade is a penalty under D&A Rules, 1968. (say true or false)
19. No appeal lies against any order of an _____nature or of the nature of _____of the final disposal of a disciplinary proceedings.
20. Appeal lies against the order of suspension. (say true or false)
21. Any order interlocutory in nature passed by the inquiry can be appealed against. (say true or false)
22. While disposing of an appeal, the appellate authority can order re-appointment of the delinquent employee. (say true or false).
23. No appeal shall be entertained unless preferred within _____days.
24. The period of 45 days for preferring an appeal is reckoned from _____. (the date on which a copy of the order appealed against is delivered to the appellant)
25. The appeal against an order of the disciplinary authority can be preferred by the appellant in his own name. (say true or false)
26. The appeal shall be preferred to any higher authority than the disciplinary authority. (say true or false)
27. The appeal shall not contain any _____.
28. No order imposing/enhancing a penalty shall be made by any revising authority unless the Railway Servant concerned has been given _____ against the penalty proposed.
29. No proceeding for revision shall be commenced until after the expiry of the period of limitation for _____.
30. No proceeding for revision shall be commenced until after _____ of the appeal preferred.
31. Rule 25.A of the RS(D&A) Rules deal with _____.
32. Every order or notice under RS (D&A) Rules, 1968 shall be served in person on the Railway servant concerned or communicated to him by _____.
33. An authority not lower than _____shall impose the penalties of dismissal/Removal/Compulsory retirement.
34. While putting up the case to revision authority, the authority competent thereto can suggest the specific penalty to be imposed. (say true or false)
35. If DRM functions as Disciplinary/Appellate authority, _____ shall be the appellate/revision authority.
36. The disciplinary proceedings should be closed immediately on the death of the charged employee. (say true or false).
37. _____ inquiry is ordered, if necessary, to find out prima facie whether there is any case under DAR.
38. Disciplinary Authority decides to conduct inquiry either by _____ or by _____or by _____.
39. _____authority fixes the date for inquiry and advises the charged employee.

40. The inquiring authority may refuse the request of the delinquent employee for documents, if they are _____to the case.
41. The inquiring authority may refuse the request of the delinquent employee for documents, if they would be against _____or _____.
42. The inquiring authority, where it is not itself the _____, shall forward to the disciplinary authority the records of inquiry.
43. Charges framed against a delinquent employee should not be _____ . They should be _____and definite to convey exact nature of the alleged misconduct.
44. The disciplinary authority cannot impose major penalty without conducting enquiry proceedings subject to the exceptions given under Rule _____ of the RS(D&A) Rules, 1968.
45. If no presenting officer is appointed, _____ authority will perform the functions of the presenting officer in an inquiry.
46. A railway servant on leave preparatory to retirement cannot be nominated as a defence counsel. (say true or false).
47. The trade union official nominated as defence counsel should be a member of the recognized trade union for at least _____(period) at the time of nomination.
48. If no presenting officer is nominated, _____ will commence the proceedings by reading out the articles of charge.
49. If no presenting officer is nominated, _____will examine and re-examine the prosecution witnesses.
50. What is the time limit for submission of written statement of defence by the delinquent railway servant?
51. If the documents cited in the charge sheet are not enclosed to it at the time of serving the same, it shall lead to procedural lapse. (say true or false).
52. What is the time limit allowed for the delinquent employee for completion of inspection of the documents?
53. Show cause notice is necessary before imposing minor penalty after dropping the major penalty proceedings. (say true or false)
54. Recognised trade union official can assist a gazetted railway servant to present his case before the inquiring authority. (say true or false).
55. The trade union official who assists the delinquent employee in an inquiry should take nominal fees only. (say true or false)
56. A legal practitioner can act as a defence assistant. (say true or false)
57. If _____ authority is a legal practitioner, the defence assistant can also be a legal practitioner.
58. The ten days time allowed for submission of the written statement may be extended by the _____ authority, if he satisfies that there is enough justification to do so.
59. In case the alleged charge is assault, _____filed in the police station can be one of the relevant documents to be attached to the charge sheet.
60. In case the alleged charge is unauthorized absence, _____can be one of the listed documents.
61. If the charge is unauthorized absence, _____can be one of the witnesses.
62. A railway servant under suspension can be granted leave. (say true or false)

63. A railway servant under suspension can be given _____sets of privilege passes in a calendar year at the discretion of the authority not lower than DRM.
64. A railway servant under suspension can be given one set of privilege pass in a calendar year at the discretion of the authority not lower than _____.
65. In case of removal/dismissal, the cost of privilege passes given to a railway servant under suspension should be recovered. (say true or false)
66. Employees under suspension may be given not more than _____sets of PTOs per year at the discretion of _____.
67. The discretion to issue PTOs to employees under suspension may also be exercised by _____.
68. PF amount can be recovered from Subsistence allowance. (say true or false)
69. Amount due to court attachment cannot be recovered for subsistence allowance. (say true or false).
70. Appeal shall be entertained unless preferred within _____days.
71. Rule No. _____ of RS (D&A) Rules, 1968 deals with communication of orders to Railway servants.
72. Schedule III of RS (D&A) Rules, 1968 deals with _____.
73. Special provisions to Group C and D are contained in Rule _____ of RS(D&A) Rules, 1968.
74. The authority competent to reduce of increase the subsistence allowance after a period of three months of suspension is _____.
75. After a period of three months of suspension, the subsistence allowance may be increased or reduced by _____.
76. Railway Servants (D&A) Rules, 1968 apply to casual labour. (say true or false)
77. Inquiry is not required to be held in case of DAR proceedings for minor penalty. (say true or false)
78. The disciplinary authority can never act as an inquiry officer. (say true or false)
79. A typical charge sheet for major penalty necessarily contains _____annexures.
80. A trade union official can act as _____in a DAR Case.
81. Trade Union member can act as Defence counsel in a DAR case against Gazetted Officers. (say true or false)
82. Rule 13 of D&A Rules deals with common proceedings. (say true or false)
83. No appeal shall lie against any order passed by an Inquiry Officer in the course of an inquiry under Rule 9 of RS (D&A) Rules, 1968. (say true or false)
84. Rule 25 of RS (D&A) Rules, 1968 deals with special provisions for Group C & D staff. (say true or false)

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

1. One card pass in favour of _____ office bearers shall be issued to each branch of a trade union. (any four)
2. The card pass issued to the branches of trade unions are available over the jurisdiction of the branch and to the _____. (divisional headquarters)
3. The authority competent to take a decision in regard to the request for allotment of land for construction of branch offices of a recognized union is _____. (GM)
4. In case of transfer of office bearer to another office located at a distance in the same area at the same station, there is no need to give notice to the union before hand. (say true or **false**)
5. In case of transfer of office bearers from one section to another in the same office, there is no need to give notice to the union before hand. (say **true** or false)

6. The procedure laid down for transfer of office bearers need to be followed even in the case of employees to be transferred on SPE/Vigilance cases.(say true or **false**)
7. In case employee is transferred on his own request, there is no need to follow usual procedure. (say **true** or false)
8. Prior permission of administration would be needed for use of Railway premises for holding meetings of recognized unions. (say **true** or false)
9. The requests for use of railway premises for holding meeting of recognized unions should reach the administration _____days before the meeting. (three)
10. Political subjects can also be discussed at the meetings of recognized unions in the Railway premises for which permission is granted. (say true or **false**)
11. Administration may insist on the copy of agenda of the meetings of recognized unions before granting permission. (say true or **false**)
12. A railway telephone may be provided to the branch offices of the recognized unions also. (say **true** or false)
13. General Secretary of a recognized union may be provided with a railway telephone at his residence only when the residential accommodation is within Railway premises. (say **true** or false)
14. Divisional Secretaries of recognised unions are not entitled to railway telephone at residence. (say true or **false**)

X. Medical Attendance & Medical Examination:

1. Group A of the vision test is in the interest of _____(public Safety)
2. Group A of the vision test is subdivided into _____classes. (three)
3. Foot Plate staff are medically tested for fitness in _____class of Vision Test. (A/1)
4. Station Masters are medically tested for fitness in _____class of Vision Test. (A/2)
5. Inspectorial staff of Loco, Traffic and Signal Department are medically tested for fitness in _____class of Vision Test. (A/3).
6. Group B of the vision test is in the interest of _____(employee himself and the fellow workers)
7. Group B of the vision is subdivided into _____classes. (two)
8. Give two examples of staff medically tested for fitness in B/1 class: Gangmen, Gang mates, Trains clerks, P Way Mistries, TXRs, RPF staff.
9. TTEs are medically tested for fitness in _____class. (B/2)
10. Group C of the vision test is in the interest of _____(administration)
11. Group C of the vision test is subdivided into _____classes. (two)
12. Welfare Inspectors are medically tested for fitness in _____class. (C/1)
13. Clerical staff are medically tested for fitness in _____class. (C/2)
14. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held after every _____years upto the age of 45 years. (three)
15. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in _____years upto the age of 40 years. (two)
16. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held once in _____years after the age of 45 years. (a year)
17. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in _____years after the age of 40 years. (a year)
18. Periodical Medical Examination in B/1 and B/2 classes is held at the age of _____ years and again at the age of _____years. (45 and 55)
19. No periodical medical examination is held for _____and ____classes.(C/1 and C/2)

20. The time spent in journey for PME is treated as _____(duty)
21. The time taken by an employee to equip himself with spectacles etc., without which he is not considered fit for duty should be treated as _____. (leave due)
22. The amount payable for joining RELHS at the time of retirement is _____.
23. Medical allowance is granted @ Rs. 100/- p.m. to Railway Pensioner/Family Pensioner residing beyond _____away from Railway Hospitals.
24. _____qualifying service in the Railways is necessary for joining RELH Scheme.
25. Supply of diet is free to employees whose basic pay does not exceed Rs. _____.

XI. Audit and Accounts Narrative Report. Draft Paras and their disposal.

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

XII. Canons of Financial Propriety.

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

XIII. Classification of demands for grants.

1. The proposals of Government in respect of sums required to meet expenditure from the Consolidated Fund of India are to be submitted in the form of _____. (Demands for Grants)
2. The demands shall be for _____expenditure. (gross).
3. The Demands No. 1,2 & 3 are in the nature of _____. (general on cost).
4. The Demands for Grants are to be presented in _____parts. (two)
5. Each part of the Demands for grants will have 3 sub-division called _____, _____and _____. (sub-heads, detailed heads and primary units).
6. Sub-heads of the Demands represent _____(major functions/activities)
7. Detailed heads of the Demands represent _____(break up of the activity of classification)
8. The expenditure under Repairs and Maintenance of Plant & Equipment of all Departments shall be charged to Demand No. _____. (7-Abstract E)
9. Operating Expenses of Rolling Stock & Equipment shall be charged to _____. (Demand No, 8)
10. Operating Expenses – Fuel shall be charged to _____. (Demand No. 10)
11. Expenditure under Staff Welfare & Amenities shall be charged to _____. (Demand No. 11)
12. Charged expenditure required the sanction of President. (say **true** or false)
13. Voted expenditure requires approval of Parliament. (say **true** or false)

14. Vote on Account represents Grants sanctioned by the Parliament in advance for the short period. (say **true** or false)
15. Annexure-J indicates statement of mis-classification. (say **true** or false)
16. Annexure-K indicates defects in budget. (say **true** or false)
17. Demand 3-13 is known as ordinary working expenses. (say **true** or false)
18. Repairs to staff quarters is booked to Demand No. 11(say **true** or false)
19. Cost of training is booked to Demand No. 12 (say **true** or false)
20. TA to PWI is booked to Demand No. 4 (say **true** or false)
21. Payment of DCRG is booked to Demand No. 13 (say **true** or false)
22. Salary of CPO is booked to Demand No. 3 (say true or false)
23. Salary of GM is booked to Demand No. 3 (say true or false)

XIV. Man-Power Planning.

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

XV. Pay and allowances.

1. Waiting duty allowance is paid to _____staff.
2. Waiting duty allowance is paid to the running staff due to detention at the station on account of _____or _____after they have reported for duty.
3. Trip allowance is paid to the Running staff working on _____ and _____trains for completion of trips.
4. _____% of the running allowance is reckoned as ay for passes/PTOs.
5. _____staff who are detained at any station other than their HQrs., due to an accident for a period exceeding 08 hours shall be paid accident allowance.
6. _____staff deputed to work temporarily at stations outside their HQrs., either on running duties or stationary duties shall be entitled to outstation allowance.
7. Breach of Rest allowance is paid to _____staff when the rest falls short of the prescribed hours of rest as per HOER.
8. National Holiday Allowance is paid to staff drawing pay upto Rs. _____.
9. NPA stands for _____which is paid to _____.

10. Employees joining training institutions as faculty members are entitled to _____ allowance.
11. The staff who are paid nursing allowance are not entitled to NDA for the duty performed during nights. (say **true** or false)
12. The classification of cities for the purpose of HRA are ___.(A1, A, B1, B2 and C)
13. The classification of cities for the purpose of CCA are _____. (A1, A, B1 and B2)
14. Hyderabad is classified as _____for HRA and _____for CCA.
15. The quantum of rent paid is linked to payment of HRA (say true or **false**)
16. Dual charge allowance will be admissible only if the additional charge is held for a period exceeding _____days. (45 days)
17. For the purpose of dual charge allowance, the aggregate of the pay and additional pay shall not exceed Rs. _____p.m. (26,000/-)
18. Transport allowance shall not be included for the purpose of computation of Overtime allowance. (say true or **false**)
19. NPA is taken into account for determining the TA entitlements (say **true** or false)
20. Leave availed by the officer looking after full duties of another post shall be taken into account for counting the period of dual charge allowance. (say **true** or false)
21. Blind and orthopaedically handicapped employees are not entitled to transport allowance if they are availing I Class residential Card pass. (say true or **false**)
22. A railway servant is not entitled to HRA if his spouse is allotted with Government accommodation at the same station. (say **true** or false)
23. NPA is treated as ay for the purpose of sanctioning advances. (say **true** or false)
24. The rate of washing allowance to Group D employee is _____per month.
25. Hyderabad city is classified as _____for the purpose of HRA.
26. Calcutta city is classified as _____for the purpose of CA.
27. The %age of DA payable as on 01.01.2006 is _____.
28. Rate of transport allowance payable to the employees drawing pay in scale RS. 6500-10500 at a class city is RS. _____-.
29. Breach of rest allowance is paid to running staff. (say true or false)
30. Night duty allowance is payable to all Group C employees. (say true or false)

(B) **Leave Rules**.

1. What are the two categories of strikes?
2. Conversion of one kind of leave into another shall be considered if received within _____days.
3. Leave ordinarily begins on the day on which _____is effected and ends on the day preceding that in which _____.
4. CL shall not be combined with any other kind of leave since it is not _____.
5. A railway servant on leave may not take any service in India without previous sanction of _____.
6. No railway servant shall be granted leave of any kind for a continuous period exceeding _____.
7. Leave shall not be granted to a railway whom a competent authority has decided to _____, or _____or _____from service.
8. Permission of the leave sanctioning authority is required to join duty canceling the leave sanctioned to him. (say true or false)
9. A railway servant who has taken leave on medical certificate may not return to duty until he has produced a _____from _____.
10. Willful absence from duty after expiry of leave renders a railway servant liable to disciplinary action. (say true or false)

11. A railway servant other than one who is working in a railway school shall be entitled to _____days leave on average pay in a calendar year.
12. The leave account of every railway servant shall be credited with leave on average pay in advance in _____ instalments of _____ each on the first day of _____and _____every calendar year.
13. The leave at the credit of a railway servant at the close of every half year shall be carried forward to next half year subject to the condition that the closing balance does not exceed _____ days.
14. Ordinarily the maximum leave on average pay that may be granted at a time to a railway servant shall be _____ days.
15. In the year of appointment, LAP shall be credited to the leave account of an employee at the rate of __days for each completed calendar month of service.
16. In the year of retirement/resignation of a railway employee, LAP shall be credited at the rate of __days for each completed calendar month of service.
17. In case of removal/dismissal/death of a railway servant, credit of LAP shall be allowed at the rate of _____days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
18. During extra ordinary leave, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by _____of the period of such leave subject to a maximum of _____days.
19. During absence treated as dies non, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by _____ of the period of such dies non subject to a maximum of ____days.
20. A permanent/temporary railway servant shall be entitled to leave on half average pay of _____days in respect of each completed year of service.
21. The amount of leave on half average pay that can be availed of in one spell shall be limited to _____.
22. The leave on half average pay shall be credited to the leave account of a railway servant on 1st of _____and _____at the rate of 10 days each in advance.
23. In the year of appointment, LHAP shall be credited to the leave account of an employee at the rate of __days for each completed calendar month of service.
24. In case of removal/dismissal/death of a railway servant, credit of LHAP shall be allowed at the rate of _____days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
25. In case of retirement/resignation, credit of LHAP shall be allowed at the rate of _____days per completed month upto the date of retirement/resignation.
26. While calculating the completed months of service, the month may be rounded off to the next higher if it exceeds more than 15 days (say true or false)
27. In case the period of absence is treated as dies non, the credited to the LHAP account shall be reduced by _____ of the period of dies non subject to a maximum of 10 days.
28. There is no limit to the number of days of commuted leave to be availed of during the entire service.
29. Commuted leave may be granted at the request of the employee even when leave on average pay is due to him.(say true or false)
30. Grant of Leave not due shall be limited to the leave on half average ay he is likely to earn thereafter. (say true or false)
31. Leave not due during the entire service shall be limited to _____ days on medical certificate.
32. Leave not due is debited against the _____ leave he is likely to earn subsequently.

33. In case a railway servant who has been granted leave not due resigns from service or permitted to retire voluntarily, the retirement/resignation takes effect from _____.
34. If the retirement is _____ on the railway employee, no leave salary for the period of leave not due availed shall be recovered from the employee.
35. No temporary railway servant shall be granted extra ordinary leave in excess of three months without a medical certificate. (say true or false)
36. A railway servant who proceeds on LAP is entitled to leave salary equal to the pay drawn before proceeding on leave on average pay. (say true or false)
37. The increment due on a day during the leave period shall not be drawn till the employee resumes duty. (say true or false)
38. A railway servant on extraordinary leave is not entitled to any leave salary. (say true or false)
39. The payment of cash equivalent of leave salary shall be limited to a maximum of _____days of leave on average pay.
40. Entire leave on half average pay at the credit of railway servant who retire on superannuation, shall be allowed to be encashed subject to the condition that _____.
41. A female Government servant with less than _____ children may be granted maternity leave.
42. Maximum of the maternity leave admissible is _____days.
43. Maternity Leave can be combined with any other kind of leave (say true or false)
44. Total period of Maternity Leave on account of miscarriage/abortion should be restricted to _____days in entire career of a female servant.
45. The maternity leave shall not be debited from the leave account (say true or false).
46. A male Government servant with less than _____ children may be granted paternity leave.
47. Maximum of the paternity leave is _____days.
48. The paternity leave shall be availed of with in _____months.
49. The paternity leave shall be availed during _____.
50. The paternity leave shall be availed during confinement of his wife i.e., _____ days before or upto _____months from the date of delivery of the child.
51. In case the paternity leave is not availed off with in 6 months it shall be treated a lapsed. (say true or false).
52. Paternity leave is granted to a Casual Labour who has been granted _____.
53. _____ leave is granted to a Railway servant who is disabled by injury inflicted or caused in or in consequence of due performance of his official duty or in consequence of his official position.
54. Special disability leave shall be combined with any other kind of leave (say true or false).
55. Maximum period of Special Disability Leave granted in consequence of any one disability shall be _____ .
56. Leave salary payable during the first 120 days of Special Disability leave shall be equal to leave salary while on _____.
57. Leave salary payable beyond 120 days of Special Disability leave shall be equal to leave salary while on _____.
58. Hospital Leave shall be granted to a railway servant other than _____.
59. Total period of Hospital Leave, including other kinds of leave combined with it, shall not exceed _____.
60. Study Leave shall be granted to Railway servants in accordance with the rules prescribed in _____to Indian Railway Establishment Code, Vol.I.

61. Study leave shall count as service for increment. (say true or false).
62. Study leave shall count as service for pension. (say true or false)
63. Study leave shall count as service for seniority. (say true or false)
64. Study leave shall count as service for promotion. (say true or false)
65. Study Leave for study out side India shall be granted by _____.
66. Apprentice Mechanics are entitled to leave on full stipend for a period not exceeding _____days in any year of apprenticeship. (16 days).
67. Apprentice Mechanics are entitled to leave on half stipend on medical certificate for a period not exceeding _____days in any year of apprenticeship. (20 days).
68. Trade apprentices may be granted leave on full stipend for a period not exceeding _____days in any year of apprenticeship. (12 days).
69. Trade Apprentices may be granted leave on half stipend on medical certificate for a period not exceeding _____days. (15 days).
70. Pro. ASMs and Commercial Clerks who are trained for appointment and not put on the time scale during the period of training may be granted leave as applicable to _____. (Apprentice Mechanics).
71. Workshop staff are allowed to take leave for periods of not less than _____ (half a day).
72. Leave for half a day means authorised absence from duty for over _____ (period) before interval or the second period of any day on which the workshop remains open for both the periods. (half an hour)
73. The concession of granting half day leave to workshop staff is limited to occasions in a year. (six)
74. Advance of leave salary is permissible if the railway servants proceeds on leave for a period not less than _____days. (thirty)
75. The advance of leave salary granted shall be adjusted in full from the _____ in respect of the leave availed of. (leave salary bill)
76. In a year _____ days of CL is entitled to an employee appointed in an administrative office
77. Paternity leave came into effect from _____.
78. A Railway servant who resigns or quits service shall be entitled to cash equivalent in respect of LAP on the date of cessation of service to the extent of _____of such leave at credit.
79. Extra Ordinary Leave on medical grounds does not qualify for grant of increments. (say true or false)
80. Casual leave can be combined with joining time. (say true or false)
81. Trade apprentices may be granted leave on full stipend for a period not exceeding 12 days in a calendar year. (say true or false)

XVI. Railway Pension Rules.

1. Under Pension Rules, Child means son or unmarried daughter of a railway servant under _____years of age.(25)
2. Under Pension Rules, minor means a person who has not completed the age of _____years. (18)
3. In case of a Railway servant who retires voluntarily after completing 20 years of qualifying service, the date of retirement shall be treated as _____. (non-working day).
4. The day on which a railway servant retires shall be treated as his last working day. (say **true** or false)
5. A railway servant shall not earn two pensions in the same service or post at the

same time. (say **true** or false)

6. Re-employed pensioners are entitled to a separate pension or gratuity for the period of his re-employment. (say true or **false**)
7. Future good conduct shall be an implied condition of every grant of pension or its continuance. (say **true** or false)
8. The _____ authority may, by order in writing, withhold or withdraw a pension, if the pensioner is convicted of a serious crime or is found guilty of grave misconduct. (appointing)
9. Where the President orders recovery of pecuniary loss from pension, the recovery shall not ordinarily be made at a rate exceeding _____ of the pension admissible on the date of retirement. (1/3)
10. In respect of a retired railway servant against whom departmental or judicial proceeding are pending, the Accounts Officer shall authorise provisional pension not exceeding _____. (the maximum pension)
11. No gratuity shall be paid to the railway servant until the conclusion of the departmental or judicial proceedings. (say **true** or false)
12. If the departmental proceedings are initiated for imposing any of the penalties specified in clauses _____of Rule 6 of RS (D&A) Rules, 1968, the payment of gratuity shall be authorised to be paid. (Clause i, ii, iii(a) and iv).
13. Payment of provisional pension made shall be adjusted against _____ sanctioned. (final retirement benefits)
14. No recovery shall be made if the pension finally sanctioned is less than the provisional pension. (say **true** or false)
15. A Group 'A' officer shall obtain previous sanction of the Government to accept any commercial employment before the expiry of _____ years from the date of retirement. (two)
16. All railway servants shall obtain previous sanction of the Government to accept any commercial employment after retirement. (say true or **false**)
17. Where the Government does not communicate the refusal to grant permission to take up commercial employment to the applicant within __days of receipt of the application, the Government shall be deemed to have granted permission. (60)
18. Period of service treated as dies-non shall be treated as service for pensionary benefits. (say true or **false**)
19. Period of unauthorized absence shall not be treated as service for pensionary benefits. (say **true** or false)
20. Unpaid holidays granted to railway workshop staff shall be treated as qualifying service. (say **true** or false)
21. Period of employment in a part-time capacity shall also constitute service for pensionary benefits. (say true or **false**)
22. In case where railway accommodation is not vacated by a railway servant after superannuation or after cessation of service, full amount of retirement gratuity shall be withheld. (say **true** or false)
23. A temporary railway servant who seeks voluntary retirement after completion of _____years of service shall be eligible for retirement pension. (20)
24. In the event of death in harness of a temporary railway servant, his family shall be eligible to family pension on the same scale as admissible to family of permanent railway servants. (say **true** or false)
25. Terminal gratuity shall be admissible in case where the railway servant concerned resigns his post. (say true or **false**)
26. Terminal gratuity shall not be admissible to a probationer discharged for failure to pass the prescribed test. (say **true** or false)

27. Service rendered as substitute shall be counted for pensionary benefits if followed by absorption in a regular post without any break. (say **true** or false)
28. The period of suspension shall qualify for pensionary benefits only if it had been treated as _____. (duty or leave due as the case may be)
29. Period spent on training immediately before appointment to service shal count as qualifying service. (say **true** or false)
30. The period of interruption in service between the date of removal and the date of reinstatement shall not count at qualifying service unless regularized as duty. (say **true** or false)
31. Dismissal of a railway servant from service shall not lead to forfeiture of his past service. (say true or **false**)
32. Resignation of a railway servant from service shall lead to forfeiture of his past service. (say **true** or false)
33. Any deficiency in the qualifying service of a railway servant shall not be condoned. (say **true** or false)
34. A pension granted or awarded under the Railway Services (Pension) Rules, 1993 shall not be less than _____per month. (Rs. 1250/- + DP=Rs. 1875/-)
35. A railway servant who is dismissed or removed from service shall forfeit his pension and gratuity. (say **true** or false)
36. The authority competent to dismiss or remove a railway servant from service sanction compassionate allowance in case deserving of special consideration. (say true or false)
37. The compassionate allowance shall not exceed _____ of pension or gratuity or both. (2/3)
38. Compassionate allowance sanctioned shall not be less than _____ per month. (Rs. 1250/-)
39. At any time after completion of _____ years of qualifying service, a railway servant may retire from service voluntarily. (20)
40. The qualifying service on the date of voluntary retirement of a railway servant shall be increased by the period not exceeding _____years. (5)
41. Added years of weightage to the qualifying service of a railway servant retired voluntarily does not in any case exceed __years. (33).
42. Weightage of 5 years shall also be admissible in the case of those railway servants who prematurely retired under Rules 1802 to 1804 of the Indian Railway Establishment Code, Vol.II. (say true or false)
43. The amount of service gratuity shall be calculated at the rate of _____month's emoluments for every completed six-monthly period of service. (half)
44. Maximum Pension is limited to _____per month.
45. Minimum service to get the eligibility for pension is _____years. (ten)
46. In calculating the length of qualifying service fraction of a year equal to 3 months and above shall be treated as a completed one half year. (say **true** or false)
47. The amount of pension finally determined shall be in whole rupees. (say **true** or false)
48. Where the pension contains a fraction of a rupee it shall be rounded off to the next higher rupee. (say **true** or false)
49. In the case of a railway servant retiring after completing qualifying service of not less than _____years, the amount of pension shall be calculated at _____% of average emoluments subject to a maximum of _____. (33, 50% and)
50. Maximum of Death-cum-retirement gratuity shall be _____. (3.5 lakhs)
51. If a railway servant dies while in service after putting in 20 years or more qualifying service, the death gratuity payable shall be _____of emoluments for

every completed six monthly period of qualifying service subject to a maximum of __times the emoluments provided that the amount of gratuity payable shall be limited to _____. (half, 33, 3.5 lakhs)

52. In case no nomination exists and if there are one or more surviving members of the family, the gratuity shall be paid to all such members in __shares. (equal)
53. The minimum family pension payable shall be _____% of the minimum of the scale. (30%).
54. The Pension Scheme was introduced in Railway on _____.
55. The Family Pension Scheme was introduced in Railways on _____.
56. The maximum amount of Pension that can be commuted is _____.
57. Pensioners would be entitled to have commuted portion of Pension restored to them on expiry of _____years from the date of retirement.
58. DCRG payable on retirement to a Railway servant who has put in 15 years of service is _____times the emoluments.
59. An employee who had 34 years of qualifying service dies while in service, his widow is entitled to the Death Gratuity for _____months.
60. Minimum Family Pension is Rs. _____.
61. The maximum amount of Deposit linked insurance admissible is Rs. _____.
62. The minimum service required to sanction of Pension is _____years.
63. Formula for calculating monthly pension of the employee on retirement is _____.
64. The qualifying service required for pensionable staff to accept voluntary retirement is _____years.
65. The minimum Pension is _____.
66. _____% of pension can be commuted on retirement.
67. The relief is payable on _____pension.
68. The family pension shall not be less than _____% of the minimum of the scale held by the employee at the time of retirement/death.
69. The pension shall not be less than _____% of the minimum of the scale held by the employee at the time of retirement.
70. The deposit linked insurance scheme is linked to _____.
71. Maximum amount of gratuity payable to a retired railway employees is _____.
72. DCRG payable depends on the rate of DA admissible (say true or false)
73. Pay for the purpose of Gratuity is the last pay drawn plus DP (say true or false)
74. Maximum amount of pension payable shall be Rs. _____.
75. Commuted value payable is linked to the age of the employee retiring from service (say true or false)
76. Minimum qualifying service for payment of retirement gratuity is _____years.
77. Minimum qualifying service required for payment of pension is _____years.
78. Minimum qualifying service for accepting request for voluntary retirement is _____years.
79. Maximum qualifying service reckoned for fixing the pension is _____years.
80. One may choose to receive monthly pension by money order (say true or false)
81. The account for drawl of pension can a joint account with wife. (say true or false)
82. An employee removed from service is entitled for pension (say true or false)
83. An employee dismissed or removed from service is entitled to draw compassionate allowance at the discretion of the _____authority.
84. The pension becomes payable to the retired employee from the last working day of his service (say true or false)
85. The entire gratuity can be withheld if the employee does not vacate the Railway quarter (say true or false)

86. The widows and dependent children of deceased CPF retires who had retired from service prior to 01.01.1986 shall be granted ex-gratia w.e.f._____. (01.01.1986)

87. The ex-gratia payment shall not be payable to more than one member of the family at the same time. (say true or false)

XVII. General Conditions of Service.

i. Absorption of Medically decategorised Staff.
ii. Advances.
iii. Casual Labour and Substitutes
iv. Confidential Reports
v. Compassionate Ground Appointment
vi. Fixation of Pay & Drawl of increments.
vii. Group Insurance Scheme
viii. Joining Time Rules
ix. Pass Rules
x. Promotions
xi. Provident Fund
xii. Recruitment Rules
xiii. Reservation Rules
xiv. Selections
xv. Seniority Rules.

(i) Absorption of medically decategorised staff:

1. The committee to assess suitability of medically decategorised staff for absorption in alternative posts should include a medical officer. (say true or false)
2. Absorption of medically incapacitated staff in alternative posts in departments other than the one in which he was working at the time of incapacitation should be considered only if it is not possible to absorb him in other wings of the same department. (say true of false).
3. Absorption of medically decategorised staff in alternative posts carrying lower grades is contravention of the Disabilities Act. (say true or false)
4. No option is available to a medically decategorised employee to decline the alternative employment if offered in equal grade. (say true or false)
5. A Railway servant who fails in a vision test by virtue of disability acquired during service becomes physically incapable of performing the duties of the post which he occupies shall be discharged from service duly arranging settlement dues. (say true or false)
6. The medically decategorised/incapacitated staff should be shifted to some other post with the same pay scale and service benefits. (say true or false)
7. Modification of the scheme of absorption of medically decategorised staff in alternative employment is necessitated due to the enactment of _____. [Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995]
8. Consequent on enactment of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the then existing

instructions on the subject of absorption of medically decategorised staff had ben amended vide Correction slip No. _____. (77)

9. The rules in connection with absorption of medically decategorised staff in alternative posts are contained in paragraphs _____ to _____ of Chapter _____of the Indian Railway Establishment Manual, Vol.I (1989 edition). (1301 to 1315 or Chapter XIII)
10. Railway servants declared medically unfit are classified into _____groups. (2)
11. The two groups of staff declared medically unfit are (i) _____and (ii) _____. [(i) those who cannot be declared fit even in C medical category and (ii) those disabled for further service in the post they are holding but fit in a lower medical category and eligible for retention in service in posts corresponding to the lower medical category]
12. No officer has the authority to permit the Railway servant if he is declared medically unfit for the post held by him. (say **true** or false)
13. The Railway servants declared medically unfit cease to perform the duties of the posts held by them from _____. (the date they are medically declared unfit)
14. If a medically decategorised Railway servant cannot be immediately absorbed in any suitable alternative post, he may be kept on a _____post of equal grade. (special supernumerary post)
15. The special supernumerary post created to accommodate medically decategorised staff shall stand abolished as soon as _. (the alternative employment is located)
16. While absorbing medically decategorised staff in alternative posts, it shall be ensured that _____. (interests of other staff in service are not adversely affected)
17. The committee to adjudge the suitability of the medically decategorised staff for absorption in alternative post shall consist of _____. (two or three officers)
18. If there is no immediate prospect of employment in the unit/division concerned, the details of the Railway servant shall be circulated to _____ where suitable employment is likely to be found. (all other officers/establishments)
19. To determine the scale of pay for absorption of medically decategorised running staff in alternative posts, _____ shall be added to the maximum and minimum of the scale of pay of running staff. (an amount equal to such %age of pay in lieu of running allowance)
20. The staff who get their cases recommended for a change of category on medical grounds are treated as transferred on own request. (say **true** or false)
21. The medically decategorised employee who is kept on special supernumerary post has a right to decline the alternative employment of equal grade to which he is posted. (say true or **false**)
22. Absorption of medically decategorised staff in a grade lower than the one held by them at the time of decategorisation is in contravention of the provision of Persons with Disabilities Act, 1995. (say **true** or false)
24. The requests of medically decategorised employees with less than 20 years of service to quit Railways may be accepted and their cases settled under Rule _____of Manual of Pension Rules. [R. 55 read with R.69(2)(b)]
25. Employees who are offered alternative posts in the same grade but are unable to perform duties attached to the posts owing to physical condition may be referred

for _____ and _____ may be given. (review, job counseling for adaptation to new jobs)

26. Absorption of medically decategorised staff in other departments be considered only when it is not possible to absorb them in _____ of the same department. (other wings)
27. The committee to assess suitability of the medically decategorised staff for absorption in alternative posts should include a medical officer. (say **true** or false)
28. Employees declared medically disabled/decategorised on or after _____ upto _____ and absorbed in lower grades than the one held by them on regular basis may be reviewed and decided at the level of GM. (07.02.96, 28.4.99)
29. Drivers who are medically decategorised upto Class A-3 are eligible to be considered for the post of _____. (Loco Inspectors)
30. The surplus staff who are superannuating within the next three years who cannot be redeployed at the same station for any reason shall be placed against _____posts forthwith. (special supernumerary)

(ii) Advances:

1. _____, _____and _____are called advances for conveyance.
2. Rules regarding Conveyance advances are contained in _____ chapter of the Indian Railway Establishment Manual.
3. Cycle advance is admissible to non-gazetted employees drawing Pay plus DP less than _____.
4. The amount of cycle advance payable shall be ___or _____whichever is less.
5. The maximum instalments permissible for recovery of cycle advance are _____.
6. Cycle advance at II time is permissible after _____years.
7. Scooter/Motor Cycle advance is admissible to Railway employees drawing Pay plus DP of Rs. _____or _____.
8. The amount of Scooter/Motor cycle advance payable shall be _____ or _____or _____whichever is less on the first occasion.
9. Maximum instalments permissible for recovery of Scooter/Motor cycle advance are _____.
10. Second or subsequent Scooter/Motor Cycle advance is restricted to _____or _____or _____whichever is less.
11. Second/subsequent Scooter/Motor Cycle advance is not permissible unless _____.
12. The Railway servant who has availed the advance of Scooter/Motor Cycle shall produce the registration certificate of vehicle on his own name with _____.
13. Rate of interest collected on Scooter/motor Cycle is _____.
14. Motor Car advance is admissible to employees drawing Pay plus DP of Rs. _____.
15. The amount of Motor Car advance payable shall be _____ or _____ whichever is less on the first occasion.
16. Maximum instalments permissible for recovery of Motor Car advance are _____.
17. Second or subsequent Motor car advance is restricted to _____ or _____or _____whichever is less.
18. Second or subsequent Motor car advance is permissible only after _____ years from the date of drawl of last advance.
19. Vehicle should be purchased within _____from the date of drawl of advance.
20. Rate of interested collected on Motor Car advance is _____.
21. Table fan advance is admissible to _____staff only.
22. The table fan advance admissible is _____or _____whichever is least.

23. The maximum instalments permissible for recovery of fan advance is ___.
24. There is no provision of fan advance for second time (say true or false)
25. Warm Clothing advance is admissible to Group C & D staff posted to ___stations.
26. The staff posted to hill stations either on first appointment or on transfer for a period of not less than one year is entitled to _____advance.
27. The amount of warm clothing advance is Rs. _____.
28. The warm clothing advance is payable once in _____years.
29. The warm clothing advance is recoverable in _____instalments.
30. PC advance is admissible to staff drawing pay of Rs. _____.
31. The maximum amount of PC advance admissible on first occasion is _____ or _____whichever is less.
32. The amount of PC advance admissible on second or subsequent occasion is _____or _____which ever is less.
33. Maximum number of instalments permissible for recovery of PC advance is ___.
34. Advance on transfer is admissible if the transfer is in _____interest.
35. The interest recovered on transfer advance is _____.
36. The amount of transfer advance payable is _____.
37. The pay for the purpose of transfer advance is _____.
38. The transfer advance is recoverable in _____.
39. Transfer advance can be drawn at the old station or new station (say true or false)
40. The transfer advance is not admissible in mutual transfers (say true or false).
41. The advance of TA payable shall be _____.
42. The advance of TA is adjusted through _____.
43. The flood advance is recoverable in _____instalments.
44. Flood advance is permissible on certification about floods by _____authorities.
45. Festival advance is payable to staff drawing pay of RS. _____.
46. The amount of festival advance payable is Rs. _____.
47. The festival advance is recovered in _____instalments.
48. The interest recovered on festival advance is _____.
49. Festival advance is paid once in a _____.
50. Temporary employees have to produce _____ from permanent railway employees for drawl of Festival advance.
51. A temporary Railway servant is entitled for House Building advance after having put in _____years of continuous service.
52. Motor Car advance to SAG officers can be sanctioned by _____.
53. The amount of funeral advance payable to the families of Railway servants is _____or _____whichever is less.
54. The funeral advance is recoverable in _____instalment/s from _____.
55. Fan advance can be sanctioned to a Jr. Clerk. (say true or false)

(iii) Appointment on compassionate grounds:

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

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

(iv) Fixation of Pay & Drawl of increments:

1. Allowance in lieu of Kilometerage is admissible to the medically decategorised drivers drafted to perform the duties of Power Controllers/Crew Controllers. (say true or **false**)
2. The benefit of addition in basic pay for computation of retirement benefits admissible to running staff is admissible to the medically decategorised drivers drafted to work as Power Controllers/Crew Controllers. (say true or **false**)
3. Grant of officiating pay to the incumbents of the vacancies of short duration is admissible subject to the condition that the vacancy lasts over _____days and is caused by factors that could not be foreseen. (30)
4. Option for fixation of pay under R.1313, IREC., Vol.II is not admissible to Gp. B officers on promotion to Gp. A Sr. Scale on ad hoc basis. (say **true** or false)
5. Railway servants who were on sick leave on 01.01.1996 and whose services had been terminated due to medical invalidation, without resuming their duty are to be

allowed the benefits of revised scales of pay from _____. (1.1.96)

6. The pay/stipend of Railway servants selected against GDCE and undergoing training may be regulated under the provisions of Rule _____ of IREC, Vol.II. (R. 1315)
7. The date of effect of the instructions to allow the minimum fixation benefit of Rs. 100/- on promotion is _____. (01.01.1996)
8. The special pay of Rs. 70/- granted to Sr. Clerks on or after 01.01.1996 would not be counted for fixation of pay in the scale of Rs. 5000-8000. (say **true** or false)
9. The pay of an employee holding a post substantively and seeking transfer to another post in lower grade will be protected subject to the condition that _____. (maximum of pay of lower post is not exceeded).
10. Fixation of pay in cases of appointment from one ex-cadre pot to another ex-cadre post should be made with reference to pay in the _____post only. (cadre)
11. In the cases where two scales have been merged to a single grade in V PC, the promotions taken place from a lower to a higher scale during the period from 01.01.96 to 08.10.97 stand nullified. (say true or false).
12. Whenever a promotion order is issued to any railway employee a clause should be incorporated in the promotion order regarding availability of option for fixation of pay. (say **true** or false)
13. Group B officers who acquired the higher qualifications on or after _____ are governed by one time lumpsum incentive scheme. (05.07.95)`
14. The minimum fixation benefit of _____ on promotion is allowed w.e.f. 01.01.1996. (Rs. 100/-).
15. Advance increments granted to sports persons are to be treated as pay for _____purposes. (all).
16. Advance increments granted to sports persons on medal winning performance would take effect from _____. (the first day of the following month of the concluding day of the championship).
17. Increments granted to stenos for acquiring higher speed in shorthand on or after 1.1.96 in revised scales shall be termed as _____. (special allowance).
18. The increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in the revised scales will not count as pay for allowances. (say **true** or false)
19. The increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in the revised scales will count as emoluments for pension/ gratuity. (say true or **false**)
20. The advance increments granted to stenographers for acquiring higher speed in shorthand shall be termed as special allowance w.e.f. _____. (the date on which the employee draws pay in the revised scale of pay).
21. The services of a substitute for allowing annual increment shall be counted from the date of _____. (attaining temporary status).
31. The nursing staff possessing b.Sc., degree and enjoying the benefit of two advance increments in IV PC Scales as on 1.1.96 shall be fixed in the revised scale excluding the quantum of tw advance increments. (say **true** or false).
32. The two advance increments enjoyed by nursing staff possessing B.Sc., degree are allowed in V PC as additional increments at the revised rates. (say **true** or false)
33. The additional increments allowed at the revised rates in V PC to nursing staff possessing B.Sc., degree are to be treated as pay for the purposes of allowances. (say true or **false**).
34. Stagnation increment is admissible only to an employee stagnating at the maximum of the scale for _____years. (two)

35. Granting of stagnation increment will be restricted to posts, maximum of which does not exceed _____. (Rs. 22,400/-).
36. Stagnation increment is treated as Personal Pay and will count for DA, HRA and CCA. (say **true** or false)
37. Stagnation increment will not count as emoluments for pensionary benefits. (say true or **false**)
38. Stagnation increment is not taken into account for fixation of pay on promotion. (say **true** or false)
39. The stagnation increment shall be equal to _____. (increment last drawn).
40. Maximum _____increments can be granted on stagnation account. (three).
41. For granting stagnation increment, the period of two years would count from _____. (the date one reached the maximum of the scale).
42. Annual increment accrues automatically on the due date unless withheld y a specific order. (say **true** or false)
43. Increment is granted from _____in which it falls. (first of the month).
44. When the increment is withheld with cumulative effect, the postponement will have effect of postponing future increment also. (say **true** or false)
45. EOL on medical grounds shall be considered as qualifying service for granting increment. (say **true** or false)
46. Period of suspension shall be qualifying for increments if _____ is allowed for such period. (full pay)
47. Unpaid holidays enjoyed by workshop staff wil not count for increment unless _____. (converted in to LAP/LHAP at employee's request)
48. _____ increments will be granted by General Manager for gold medal winning performance during the National Championships.
49. With effect from _____training period shall be counted for increments.
50. Family planning allowance granted under small family norms shall be equal to the _____in the revised scales of pay.
51. In technical departments for acquiring higher qualifications of AMIE/BE lumpsum incentive of _____ will be paid to the employee.

(v) Group Insurance Scheme:

1. The new Group Insurance scheme for regular employees of Central Government came into force w.e.f. _____. (01.01.1982)
2. The new Central Government Employees Group Insurance scheme has become compulsory for the employees who enter into service already in service as on _____and optional to those in service as on _____. (01.11.80)
3. The rates of subscription under the new Group Insurance scheme are Rs. __, Rs. _____, Rs. _____and Rs. _____in respect of Group D, Group C, Group B and Group A staff respectively.
4. The subscription for Group Insurance scheme will be apportioned @ __% is Insurance Fund and __% is Savings Fund. (30%, 70%).
5. Under the Group Insurance scheme, the apportionment of savings/insurance fund @ 30% and 70% respectively came into force w.e.f. _____. (01.01.1988)
6. The insurance coverage under the Group Insurance scheme to the families of Group D, Group C, Group B and Group A staff is Rs. _____, Rs. _____, Rs. _____and Rs. _____respectively.
7. The Group Insurance scheme is based on mortality rate of _____ per thousand per annum. (3.60)
8. In case of regular promotion to a higher group, the subscription under Group

Insurance scheme shall be increased from _____. (first January of next year).

9. In case an employee was on EOL, during which no subscription to the Group Insurance could be recovered, the same shall be recovered in arrears with interest. (say true or false)
10. In the absence of a valid nomination under the Group Insurance scheme, the nomination made under _____may be accepted. (PF Rules)
11. In case of no nomination under the scheme of Group Insurance/PF Rules, the insurance money shall be payable in equal shares to _____. (wife/wives, minor sons and unmarried daughters).
12. A subscriber having a family can nominate anybody to receive the insurance money under Group Insurance scheme. (say true or false)
13. In case an employee's whereabouts are not known, the accumulation from the savings fund becomes payable under Group Insurance scheme to the nominee/heirs after _____period. (one year)
14. It is legally permissible to adjust the Government dues against the payments due to the employees/nominees under the Group Insurance scheme. (say true or false)
15. Subscriptions under the Group Insurance scheme shall not be recovered during the last three months of service. (say true or false)

(vi) Joining Time Rules:

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

of 30 days by _____. (Head of the Departments)

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

(vii) Promotions:

1. All vacancies in Group B are filled by promotion of Group C employees on the basis of ____and _____wherever the scheme is in force. (selection and LDCE)
2. Where the scheme of LDCE is in force selection is held to fill up _____% of vacancies and LDCE is held to fill up _____% of vacancies. (70 and 30)
3. Selection for appointment to Group B should be held once in_____years (2)
4. Selection committee for selection to the Group B posts shall be constituted with the orders of _____. (General Manager)
5. The selection committee for selection the Group B posts shall consists of _ HODs including _____and the _____. (3 HODs, CPO and the HOD of the department concerned)
6. If none of the committee members for selection to Group B posts belongs to SC/ST communities, another officer belonging to SC/ST community not below the rank of _____shall be nominated. (JA Grade)
7. In case of selection to a Group B post the assessment of vacancies shall for _____years. (02)
8. _____ % of the cadre including construction reserve shall be added while assessing vacancies for selection to a Group B post. (20%)
9. In Group B selections, if it is felt that inclusion of 20% of cadre would lead to an inflation in the size of the panel, _____may restrict the assessment. (GM)

10. Post based rosters shall be followed for implementation of reservation policy in selections to Group B posts. (say true or false)
11. Group C employees working in grade the minimum of which is Rs. _____in the revised scale and in the higher Group C grades on a regular basis who have rendered not less than _____ years of non-fortuitous service are eligible to appeal for the selection.
12. Notwithstanding the position that the seniors do not fulfil the requisite minimum service conditions, they are eligible to appear for selection to a Group B post if _____. (a junior is considered by virtue of satisfying the relevant condition)
13. In a Group B selection for one vacancy, the zone of consideration shall be _____. (05 employees)
14. In a Group B selection for two vacancies, the zone of consideration shall be _____. (08 employees)
15. In a Group B selection for three vacancies, the zone of consideration shall be ___.
16. The formula for deciding the zone of consideration for filling up 04 or more Group B vacancies by selection shall be _____. (3xV – where V is the number of vacancies)
17. Where employees of different streams are eligible to appear for Gp. B selections, their _____seniority list should be drawn and circulated before selection.
18. The integrated seniority list of eligible staff for selection to a Group B post is based on the length of non-fortuitous service in scale Rs. _____. (6500-10500)
19. If adequate number of SC/ST employees are not available in the normal zone of consideration against reserved points, the field should be extended to __times the vacancies to pick up the SC/ST candidates. (five)
20. In case of selection to the post of APO, all employees who are eligible and volunteer for the selection should be considered without _____. (limitation to the number)
21. The selection to the Group B posts is based on __(a written test to adjudge the professional ability, viva voce and assessment of records by selection committee)
22. For selection to Group B posts other than accounts Department, the maximum marks and qualifying marks under the head 'Professional ability' are _____and _____respectively. (50, 30)
23. For selection to the Group B posts other than accounts department, the maximum marks and qualifying marks under the head 'Personality, Leadership etc.,' are and _respectively. (25, 15)
24. For selection to the Group B posts other than Accounts Department, the maximum marks and qualifying marks under the head 'Record of Service' are _____and _____respectively. (25, 15)
25. In written test for selection to the Group B posts, the questions on Official Language Policy and Rules should not be compulsory. (say true or false)
26. In a selection to the Group B posts, the successful candidates securing 80% and above shall be graded _____ and placed _____ of the panel. (outstanding; on the top)
27. In a selection to the Group B posts, the successful candidates securing marks between 60% and 79% shall be graded as _____. (good)

28. In selections to the Group B posts, the recommendations of the selection committee should be put up to _____for approval. (General Manager)
29. If the General Manager does not approve of the recommendation of the selection committee, he will record his reasons in writing there for and order _____(a fresh selection)
30. Once a panel for Group B post is approved by the General Manager, no amendment or alteration in the panel should be made except with the prior approval of _____. (Railway Board)
31. The Group B panels shall be current for a period of _____. (02 years)
32. The panel for filling up the Group B posts shall be current for a period of two years from _____ or _____ whichever is earlier. (the date of approval of the competent authority; till a fresh panel on the basis of next selection becomes available)
33. In Group B selections, where provisional panels are drawn the currency will count from _____. (the date of approval of the provisional panel)
34. In Group B selections, if the operation of an approved panel has been held in abeyance either wholly or partly as a result of injunction from the Court of Law, the currency of the panel should be reckoned after excluding _____. (the period covered by the Court's directive)
35. After vacation of injunction/disposal by the Court of Law, Operation of the Group B panel should be with the personal approval of _____. (General Manager)
36. In exceptional circumstances, promotion to Group B posts with relaxed medical standards, should have the approval of _____. (Railway Board)
37. Promotion to Group B posts with relaxed medical standards with the approval of Railway Board will be purely on _____basis.
38. In cases where employee eligible to take the selection are abroad on deputation, the selection may be finalized without waiting for them. (say true or false)
39. Not more than _____ supplementary selection/s should be held to cater to the absentees. (one)
40. An employee empanelled for promotion to Group B refusing promotion, should be debarred for promotion for _____period. (one year)
41. If an employee refuses promotion when considered after a lapse of one year after his first refusal, his name should be deleted form the panel. (say true or false)
42. The rules governing the promotion of Group C staff are contained in Section __ of Chapter __ IREM, Vol.I. (Section B of Chapter II)
43. As per the definition of promotion under para 211 of IREM, Vol. I, Promotion includes promotion from a _____ to a _____, form _____ to _____ from _____ to _____. (lower grade to a higher grade, from one class to another class, from one group to another group)
44. 'Non-selection posts' are _____, _____or _____which have not been declared as 'selection posts'. (posts, grades or classes)
45. The posts are declared as selection or non-selection for the purpose of promotion by _____. (Railway Board)
46. Unless specifically provided otherwise, the promotion shall be made without any regard for _____or _____. (communal or racial consideration)

47. Non-selection posts shall be filled by promotion of the senior most suitable Railway servant. (say true or false)
48. Suitability for non-selection post being determined by _____on the basis of the record of service and/or departmental tests if necessary. (the competent authority)
49. In a non-selection post, a senior Railway servant may be passed over only if he has been declared _____for holding the post in question. (unfit)
50. For promotion to non-selection post, staff in the immediate lower grade with a minimum of _____years of service in that grade will only be eligible. (02 years)
51. The service for the purpose of minimum 02 years in lower grade includes service rendered on ad hoc basis followed by _____without break.(regular service).
52. The condition of two years service should stand fulfilled at the time of _____ and not necessarily at the stage of consideration. (actual promotion)
53. The number of eligible staff for consideration for promotion to a non-selection post shall be equal to _____-. (number of vacancies assessed)
54. The assessment of vacancies for non-selection post shall include existing vacancies plus anticipated during the next _____months. (six)
55. The anticipated vacancies are vacancies that arose due to _____ i.e., retirement/ superannuation.
56. An employee who has passed the suitability test for promotion to a non-selection post need not be called for the test again. (say true or false)
57. A suitability test for non-selection post should be held at the interval which should not be less than _____months. (six)
58. The period of six months for holding suitability test for non-selection post is reckoned from the date of _____of the previous suitability test.
59. ACP scheme is made effective from _____.
60. ACP scheme is not applicable to officers belonging to _____service and to ____.
61. No second ad hoc promotion shall be allowed under any circumstances. (say true or false)
62. A junior should not be promoted on ad hoc basis ignoring a senior unless _____. (the competent authority considers him unsuitable)
63. There shall be no ad hoc promotions in _____posts. (non-selection)
64. Ad hoc promotions may be made in leave/short duration vacancies upto _____ months only. (04 months)
65. Beyond the permissible period of 04 months, personal approval of _____ is required for continuance on ad hoc promotion. (CPO)
66. The notification regarding ad hoc promotion shall consist of protection clause that _____. (the promotion is ad hoc and does not give him any prescriptive right to hold the post on regular basis or for regular promotion)
67. The ACP scheme became operational w.e.f. _____. (01.10.1999)
68. The ACP scheme requires creation of new posts for the purpose.(say true or false)
69. The posts above the pay scale of _____ shall be filled strictly on vacancy based promotions. (Rs. 14300-18300)
70. The highest pay scale upto which the financial upgradation shall be available is _____. (Rs. 14300-18300)
71. The financial benefit under ACP scheme shall be granted from _____ or _____ whichever is later. (date of completion of eligibility period or from 1.10.99)

72. The first financial upgradation under the ACP scheme shall be followed after _____years of regular service. (12)
73. If any employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of _____ years of regular service under the ACP scheme. (24)
74. Financial upgradation under the ACP scheme shall be given to the next higher grade in accordance with the _____in a cadre. (existing hierarchy)
75. In the absence of defined hierarchical grades, financial upgradation shall be given in the _____standard pay scales. (immediate next higher)
76. The financial upgradation under ACP scheme shall be purely _____ to the employee and has no relevance to his/her _____position. (personal, seniority)
77. A senior employee can claim for stepping up of pay on the ground that the junior has got higher pay scale under the ACP scheme. (say true or false)
78. On upgradation under ACP scheme, pay of an employee shall be fixed under normal Rules under 1313(1)(a)(i) of IREC, Vol.II subject to a minimum financial benefit of Rs. _____. (100)
79. Pay fixation benefit shall normally accrue at the time of regular promotion against a functional post in higher grade to an employee granted upgradation under ACP scheme. (say true or **false**)
80. The reservation orders/roster shall apply to the up-gradations under ACP scheme. (say true or **false**)

(viii) Provident Fund:

1. The State Railway Provident Fund Rules are contained in _____ of IREC., Vol.I. (Rules 901 to 946 of Chapter IX)
2. The amount of subscription payable for any month shall be _____% of the Subscriber's emoluments in case of SRPF(Contributory) staff. (10%)
3. Arrears of subscription to Provident Fund shall be recovered, if the Railway servant is admitted to the fund with _____effect. (retrospective)
4. Interest of PF balances shall be credited with effect from _____every year. (31st March)
5. The authority competent to sanction an advance/withdrawal from PF in case of Group A or Group B Officer upto JA Grade is _____. (CPO)
6. The authority competent to sanction an advance/withdrawal from PF in respect of Group D staff is _____. (APO or an officer of equal rank)
7. Dearness Pay shall be treated as pay for grant of advance/withdrawal from PF. (say true or false)
8. PF Advance/Withdrawal is sanctioned even after the incident as a special case subject to fulfillment of certain conditions. (say true or false)
9. On satisfying the conditions for grant of final withdrawal from PF, the outstanding balance of advance can be converted into final withdrawal. (say true or false)
10. PF Advance can be sanctioned on more than one account simultaneously. (say true or false)
11. A new advance from PF shall not be granted unless _____ of the previous advance has been repaid.
12. Normally Railway servants who have completed _____years of service may be granted final withdrawal from Provident Fund.
13. Withdrawal from PF on marriage account may be granted as a special case upto _____months' emoluments in the case of marriage of a female.

14. The advance from PF granted for purchase of motor car shall be refundable in not more than _____instalments. (36)
15. As a special case, advance from PF for purchase of motor car/scooter etc., shall be granted if the service falls short of _____months to 15 years. (6 months)
16. To meet the cost of legal expenses, advance from PF equal to _____shall be granted. (three months' pay or half the amount of PF balance whichever is less)
17. To purchase consumer durables like TV, VCR etc., an advance from PF equal to _____ shall be granted. (three months' pay or half the amount of PF balance whichever is less)
18. An advance from PF for construction of a house or flat will be granted only on submission of _____. (a plan duly approved by local municipal body)
19. In the case of marriage of a male dependent family member of the subscriber, the advance granted shall be limited to _____. (three months' pay)
20. In the case of marriage of a female dependent family member of the subscriber, the advance granted shall be limited to _____. (six months' pay)
21. Confinement is not covered under the term 'illness' under PF Rules. (say true or false)
22. Advances from PF are permitted for betrothal ceremonies also. (say true of false)
23. Withdrawals from PF for Educational expenses are permitted once in _____ months. (six months)
24. Withdrawl from PF for meeting expenses in connection with illness of subscriber shall be limited to _____. (six moths' pay of 50% of the balance at credit)
25. The pay limit for grant of PF withdrawal for purchase of motor car shall be _____(Rs. 10,500/-)
26. The amount of withdrawal from PF for purchase of motor case shall be limited to _____(Rs. 1,10,000/-)
27. The amount of withdrawal from PF for purchase of motor cycle shall be limited to _____. (Rs. 20,000/-)
28. Final withdrawal for purchase of conveyance is allowed on one occasion only. (say true of false)
29. Final withdrawal for purchase of conveyance is allowed on completion of _____ years of service. (15 years)
30. The amount of subscription with interest standing to the credit of a subscriber in the fund may be withdrawn to meet a payment towards a policy of Life Insurance. (say true or false)
31. The new deposit linked insurance scheme came into force from _____ (1.1.89)
32. The additional amount payable under the scheme shall not exceed _____.
33. The subscriber should have put in _____ years of service at the time of his death to become eligible for payment under the new Deposit Linked Insurance Scheme. (05 years)
34. The average balance for the purpose of DLI shall be worked out on the basis of the balance at the credit at the end of each of the _____ months preceding the month in which the death occurs. (36 months)
35. The PF scheme does not apply to persons appointed on contract basis. (say true or false)
36. Part final withdrawal of __% of the balance at credit of a subscriber is permitted if applied within 12 months before retirement on superannuation. (90)
37. Part final withdrawal of % of balance at the credit of a subscriber within 12 months before retirement is permitted without assigning any reason. (90)
38. The rate of interest on SRPF balances for the year 2004-05 is _____% p.a. (8%)

39. The amount of Deposit linked insurance payable to the successors even if the death of the subscriber is by committing suicide. (say true or false)
40. The amount of deposit linked insurance is payable to successors in case of missing employees whose whereabouts are not known after a lapse of __years. (7)
41. The additional amount payable under DLI scheme shall not exceed Rs. _____. (Rs. 60,000/-)
42. The additional amount payable under DLI scheme shall not exceed Rs. 60,000/- w.e.f. _____. (25.04.1998)
43. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs. 12,000/- or more shall not have fallen below Rs. _____ to make him eligible for payment of additional amount. (Rs. 25,000/-)
44. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs.9,000/- or more but less than Rs.12,000/- shall not have fallen below __to make him eligible for payment of additional amount. (Rs. 15,000/-)
45. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs.3,500/- or more but less than Rs.9,000/- shall not have fallen below to make him eligible for payment of additional amount. (Rs.10,000/-)
46. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is less than Rs. 3,500/- shall not have fallen below Rs. _____to make him eligible for payment of additional amount. (Rs. 6,000/-)

(ix) Recruitment Rules & Training:

1. GDCE stands for _____.
2. Employees working in the lower post only should be allowed to appear for GDCE. (say true or false)
3. Cases of sports persons for recruitment and for out of turn promotion from Group D to C if other wise eligible, but does not possess the minimum educational qualification should be referred to _____. (Railway Board)
4. RPF staff are not debarred from appearing in GDCE and other Departmental selections for promotion in Departments other than RPF/RPSF. (say true or false).
5. The prefix "Apprentice" should not be used in the notifications published by RRBs for recruitment from open market except in the categories of Apprentices appointed in _____and _____Departments. (Traffic and Commercial)
6. GMs are empowered to re-engage retired para-medical staff on daily rates basis upto the age of _____years. (62)
7. Replacement panel against shortfall from RRB can be asked by the Railways within the _____in normal cases. (currency of the panel)
8. Normally currency of the panels issued by RRB shall be for __year/s. (one year)
9. The currency of the panels issued by RRB for Group C can be extended beyond one year for one more year with the approval of _____(GM)
10. The operation of the replacement panel should be ensured during the currency of the panel or latest upto _____months of the expiry of the panel. (3 months)
11. The annual quota for recruitment of Sports persons for Group C on S.C. Railway through open advertisements is _____(15).
12. The annual quota for recruitment of Sports persons for Group D on Zonal Hqrs., S.C. Railway through open advertisements is _____(4).
13. The annual quota for recruitment of Sports persons for Group D on each division of S.C. Railway through open advertisements is _____(3)
14. The vacancies under sports quota can be carried forward. (say true or false).

15. The annual quota for S.C. Railway for recruitment of sportspersons to Group C under talent scouting is _____(10)
16. The annual quota for recruitment of sportspersons to Group D for each division under talent scouting is _____(2)
17. The annual quota for Zonal Hqrs., of S.C. Railway for recruitment of sportspersons to Group D under talent scouting is _____(2)
18. The annual quota for recruitment against Scouts & Guides in Group C for S.C. Railway is _____(02).
19. The annual quota for recruitment against Scouts & Guides in Group D for each division of this Railway is _____(02).
20. The annual quota for recruitment against Cultural events in Group C for S.C. Railway is _____(02).
21. The annual quota for recruitment against Cultural events in Group D for each division of this Railway is _____(nil).
22. The examination fees for the examinations conducted by RRB is _____.
23. _____% of posts in Group C & D are reserved for persons with disabilities.
24. The minimum age limit for recruitment in Railways is _____.
25. General Manager can relax the lower age limit by _____.
26. Upper age limit for CG appointment be relaxed freely. (say true or false)
27. Upper age limit for appointment to Group C services in the lowest scale in Railways is _____for general , _____for OBC and _____for SC/ST candidates.
28. During 2000, Railway Board have directed that recruitment to Group D posts shall henceforth be undertaken by _____themselves.
29. General Managers are empowered to engage Group D staff only as _____.
30. Currency of panels issued by RRBs is _____extendable by _____by GM.
31. LDCE stands for _____.
32. Railway Board have introduced LDCE in the categories of OS/Gr.II and PI/Gr.I to an extent of _____of the posts.
33. The scheme of restructuring of the cadres is effective from _____.
34. During restructuring suitable number of posts were required to be surrendered since the scheme of restructuring is _____.
35. The new Pension scheme is effective from _____.
36. A reservation of _____ % of vacancies has been provided for recruitment of the physically challenged person.
37. _____% of vacancies are reserved for orthopaedically challenged.
38. ____% of vacancies of ASMs in scale Rs.4500-7000 are filled by Direct Recruitment.
39. _____% of the vacancies of Sr. Clerks are filled by promotion from amongst the Junior Clerks in the order of seniority.
40. _____% of the vacancies of Sr. Clerks are filled by LDCE from amongst graduates working as Clerks in Scale Rs. 3050-4590. (13 1/3 %)
41. _____% of vacancies of Sr. Clerks are filled by Direct Recruitment.
42. Promotion through LDCE to an extent of 20% of the _____(vacancies/posts) in the category of Office Superintendent/Gr.II has been introduced.
43. A matriculate recruited as Artisan (Skilled III) has to undergo the period of training for _____years.
44. In direct recruitment _____vacancies of Group D _____ vacancies of Group C ae reserved for ex-servicemen.
45. In case of blind, deaf and orthopaedically handicapped relaxation in age shall be granted upto _____years.
46. The educational qualification for direct recruitment of skilled artisan is _____.

47. The maximum age limit for appointment of Group C employees belonging to general community is _____years.
48. _____no. of posts are filled in Group D services against Scout Quota in a year.
49. _____no. of posts are filled in Group D services against Cultural Quota.
50. _____no. of posts are filled in Group D services against sports quota.
51. Recruitment against Scouts, Sports and Cultural Quotas is to be completed by _____for every year.
52. Reservation to SC/ST/OBC is applicable in sports quota. (say true or false)
53. General Manager is competent to constitute the recruitment committee for group C and D posts against sports quota at Headquarters level. (say true or false)
54. The age limit for recruitment of sports persons against Group D is between 18 to 33 years. (say true or false)
55. The upper age limit for sports persons against sports quota for appointment in Group C and D is relaxable by 5 years an d 2 years against advertisement quota. (say true or false)
56. General Manager may relax the upper age limit in deserving and meritorious cases of sports persons against talent scout quota. (say true or false)
57. Outstanding sports persons can be appointed in intermediary grades with the approval of General Manager. (say true or false)
58. Sports persons promoted on out of turn basis can be allowed to count their seniority only when they come up for promotion in their turn. (say true or false)
59. The quota for each division against cultural quota recruitment is two. (say true or false)
60. The cultural quota recruitment can be carried forward to next year if not completed by the end of each financial year. (say true or false)
61. Rule of reservation for SC/ST/OBC is applicable for appointments against cultural quota. (say true or false)
62. Only the General Manager is competent to make appointments against cultural quota. (say true or false)
63. The quota against Cultural events for South Central Railway in Group C is just 02 per annum. (say true or false)
64. The recruitment in cultural quota will be done in pay scale of Rs. 4500-7000 and above. (say true or false)
65. The minimum educational qualification required for cultural quota appointment besides certificate course in music/dance etc., is a graduation. (say true or false)
66. Who is competent to declare a post as suitable for appointment of physically handicapped persons?
67. Post of SE/PW can be filled by physically disabled person. (say true or false)
68. The quota meant for each group of physically challenged, i.e., hearing impaired, visually challenged and orthopedically disabled can be exchanged at the end of three years. (say true or false)
69. Can a candidate to be appointed on compassionate grounds but found to be orthopaedically disabled be charged against the quota for physically handicapped? (say true or false)
70. Candidate appointed on physically handicapped quota should not be promoted to next higher grade, as there is no reservation for them in promotions. (say true or false)
71. The PH quota, if not filled will lapse at the end of the recruitment year. (say true or false)
72. DRM/CWM is competent to appoint a physically challenged candidate on compassionate grounds. (say true or false)

73. The upper age limit for physically challenged persons in recruitment of Group C and D is set at 15 years above the normal upper age limit. (say true or false)
74. There are _____Railway Recruitment Boards in the country.
75. The quota of reservation for recruitment of ex-servicemen in Group C is __.
76. _____is competent to appoint a Group D servant on compassionate grounds.
77. _____ is the competent authority to relax or modify the age limits and educational qualifications prescribed for recruitment to non-gazetted posts.
78. _____ is the minimum educational qualification for appoint to Group D posts in Engineering Department.
79. The minimum educational qualification prescribed for a Group D employee in TTM Organisation is _____.
80. All the railway recruitment boards can recruit ex-service men for Railway service. (say true or false)
81. General Manager can appoint 4 persons against Cultural Quota, every year in either Group C or D categories. (say true or false)

(x) Reservation Rules

1. _____is competent to issue caste certificates in Andhra Pradesh.
2. Reservation for SC/ST in allotment of quarters is _____.
3. _____% of reservation is provided to OBCs in recruitment.
4. As a concession to SC/ST employees _____% of vacant quarters should be earmarked in allotment of quarters.
5. A single vacancy in a selection may be reserved for SC only. (say true or false)
6. Single post in a _____ cadre may be filled on regular basis without applying reservation. (single post)
7. Instructions regarding post based roster for promotion in Group C and D categories are also apply for promotion from Group C to _____ and within _____categories. (Group B, Group B)
8. Any fresh creation of work charged or revenue posts of Assistant Officers may be added to the fixed cadre strength of _____and rosters expanded. (Group B)
9. The basic principle of post based reservation is _____. (that the number of posts filled by reservation by any category in a cadre should be equal to the quota prescribed for that category).
10. After introduction of post based reservation, it is still permissible to fill up a post reserved for ST by a SC candidate by exchange. (say true or **false**)
11. There is a ban on dereservation of vacancies reserved for SCs,ST and OBCs in direct recruitment. (say **true** or false)
12. If the vacancies reserved for SCs/STs/OBCs cannot be filled recruitment, they shall be carried forward as backlog vacancies to the subsequent recruitment years without any limitation. (say true or false)
13. The income limit to exclude socially advanced persons from the purview of reservation for OBCs has been revised to _____ gross annual income. (2.5 laks)
14. Before appointing a person belonging to OBC category, the appointing authority should ensue that the person does not belong to _____ on the crucial date. (creamy layer)
15. The %age reservation for SC/ST/OC for each Railway in recruitment of all Group C and will be __, _____and _____respectively. (15%, 7.5% and 27%)
16. As and when the Railway servants are summoned by the National Commission to attend any hearing, they may be spared as on duty. (say true or false)
17. When SC/ST candidates apply for the non-reserved posts, the applications of

candidates with only _____as postal charges may be allowed. (Rs. 10/-)

18. When SC/ST candidates apply for the non-reserved posts, age relaxation is not allowed. (say **true** or false)
19. When SC/ST candidates apply for the non-reserved posts, are they eligible for the free pass facility? (Yes)
20. The ceiling of _____ % reservation for SC/ST on total number of vacancies will apply only on vacancies that arise in the _____year. (50, current)
21. In respect of backlog/cary forward of vacancies, the ceiling of 50% will not apply. (say true or false)
22. The duration of pre-selection coaching for SC/ST candidates for selection to Group B posts should be for _____weeks. (3 to 4 weeks)
23. SC/ST employees empanelled through selection/LDCE without relaxation will be treated as _____ vis a vis those SC/ST employees empanelled with relaxed standards. (senior)
24. Recognition to more than one SC/ST association may be considered favourably. (say true or **false**)

(xi) Selections:

1. _____is competent to extend the currency of the selection panel.
2. _____% of marks are allotted for Professional ability if there is no viva voce.
3. _____% of marks are allotted for Professional ability if there is viva voce.
4. The currency of the panel can be extended for a period of _____ with the approval of _____.
5. _____ is the competent authority to permit second supplementary written test in a selection post.
6. The candidates who secure _____ % of marks or above in aggregate shall be classified as outstanding in a selection.
7. For selection to the post in scale Rs. 5500-9000, the selection board shall consist of _____.
8. For selection to the post in scale Rs. 5000-8000, the selection board shall consist of _____.
9. The trade test shall be conducted by _____.
10. Selection posts are filled in on the basis of the rule of seniority cum suitability. (say true or false)
11. Filling up of a single post in single post cadre without applying reservation on ad hoc basis is permissible. (say true or false)
12. Selection posts shall be filled by a _____ of selection made by selection board from amongst the staff eligible for selection. (positive act)
13. The positive act of selection shall consist of only _____ to assess the professional ability of the candidates. (written test)
14. In case of selection to the post of Teachers the positive act of selection consist of both _____and (written test and viva voce test)
15. A reasonable _____notice should be sent to the candidates before the date of examination. (advance)
16. The staff in the immediate lower grade with a minimum of _____service in that grade only will be eligible for promotion. (02 yars)

17. If a junior is eligible for promotion, his senior also will be eligible for such promotion, although _____. (he might not have put in a total service of two years or more)
18. The positive act of selection for promotion to Loco Pilot (Passenger) will consist of _____ only to assess the professional ability of the candidates after passing the prescribed promotional course. (viva voce)
19. Eligible staff upto _____ times the number of staff to be empanelled will be called for the selection. (three)
20. Persons who have expressed _____should not be reckoned in the zone of consideration. (unwillingness)
21. The assessment of vacancies for a selection post will include the existing vacancies and those anticipated during the course of next _____months. (15)
22. In case of selection to ex-cadre posts, actual vacancies plus those anticipated in the next _____ should be taken into account for the purpose of assessment. (02 years)
23. The vacancies that arise due to likely acceptance of voluntary retirement/resignation shall be counted as anticipated for assessment of vacancies. (say true or false)
24. The vacancies that arise due to staff likely to go on transfer to other Railways/Divisions during the period under consideration shall be counted as anticipated for assessment of vacancies. (say true or false)
25. In regard to selection posts, it is essential that all the selections are conducted _____in a regular manner. (annually)
26. In case holding of next selection becomes necessary, the same may be held after a minimum gap of _____from the date of approval of the pervious panel. (six months)
27. In case of filling up of selection posts in safety categories, if it becomes necessary to hold the next selection within a gap of six months, the same may be held with the personal approval of _____. (General Manager)
28. Selection Board may be constituted under the orders of _____or _____or _____ not lower than a DRM/ADRM/CWM. (GM, HOD, other competent authority)
29. Selection Boards shall consist of not less than _____officers. (three)
30. One of the selection board members shall be a _____ and one of the members shall be from a department other than _____. (Personnel Officer; that for which selection is held)
31. For selection posts in scale Rs. 5500-9000 and above, the selection boards shall consist of officers of _____. (JA Grade)
32. The answer books in a selection are invariably evaluated by a member officer of the department _____. (for which selection is being held)
33. In written test held as part of the selection for promotion to the _____ grade selection post in a category, objective questions should be set for _____% of the total marks.
34. In the written test held as part of the selection for promotion to other lower grade selection posts, objective type questions should be set to the extent of about __% of the total marks. (25%)

35. Grace marks may be allowed by the paper evaluating officer in individual cases. (say true or false)
36. Correction in the evaluation sheet for selection, should be attested by at least one of the committee members. (say true or false)
37. Maximum marks allotted in selections to posts within Group C for professional ability shall be _____(50)
38. Maximum marks allotted in selections to posts within Group C for record of service shall be _____(30)
39. Maximum marks allotted in selections to posts within Group C for seniority shall be _____(20)
40. The qualifying marks for professional ability in selections to posts within Group C shall be _____. (30)
41. Candidates must obtain a minimum of _____% marks in professional ability and _____% marks in of the aggregate for being placed on the panel. (60, 60)
42. In cases where both written and viva voce are part of selection, criteria for written test should not be less than _____marks and the candidates must secure _____ % of marks in written for being called for viva voce. (35, 60)
43. In cases of selections where both written and viva voce tests are prescribed for selection, notional seniority marks are added to decide the eligibility for _____. (viva voce only)
44. In case of selections to ex-cadre posts and posts filed by calling for volunteers, _____ marks will not be added to decide the eligibility for viva voce. (notional seniority)
45. The names of the candidates should be arranged on the panel in the order of __. (seniority)
46. The candidates securing _____% or more marks in a selection are graded as outstanding. (80)
47. The candidates graded as outstanding and are allowed to supersede not more than _____% of total field of eligibility. (50)
48. The panels drawn by Selection Boards and approved by the competent authority shall be current for _____years. (02)
49. The selection panels are current for 02 years from _____ or _____ whichever is earlier. (the date of approval by the competent authority, till they are exhausted)
50. In case a senior person in a selection panel does not officiate in the higher grade for reasons of his own, it is implied that he has refused the promotion (say true or false)
51. Removal of a Railway servant's name from the panel would require the approval of _____. (the authority next above that approved the panel initially)
52. For automatic empanelment, the original Group C post, the intermediate Group C selection post and the present post held by the employee are all in the same _____. (avenue of promotion)
53. For automatic empanelment, none of the posts in question is a _____ post for which several categories of staff are eligible. (general post)
52. Not more than _____ supplementary selection/s should normally be held to cater to the needs of absentees. (one)

53. A second supplementary selection should be held rarely with the personal approval of _____based on merits of each case. (CPO)
54. The employee refusing promotion expressly or otherwise is debarred for future promotion for _____. (one year)
55. Promotion after one year will be subject to continued validity of the panel in which he is borne, otherwise he will have to appear again in the selection. (say true or false)
56. At the end of one year if the employee again refuses promotion at the outstation, his name may be deleted from the panel. 9say true or false)
57. Deletion of the name from the panel, due to refusal of promotion at outstation at the end of one year of refusal period, shall be automatic and no approval is needed. (say true or false)
58. The employee refused promotion will rank junior to those promoted from the same panel earlier to him. (say true or false)
59. The employee refused promotion will rank junior to those promoted during the refusal period from a panel as a result fresh selection subsequently held during the refusal period. (say true or false)
60. Refusal of promotion has no relevance to a particular post at a particular station. (say true or false)
61. Refusal to officiate on promotion at the same station may be taken as _____. (refusal to work)
62. Refusal to officiate on promotion at the same station may be taken as refusal to work and attracts disciplinary action. (say true or false)
63. An employee may officiate in higher grade on ad hoc basis for _____ weeks without passing trade test. (six)
64. Trade Test may comprise of both oral and practical to be held simultaneously. (say true or false)
65. There shall be no separate oral test not forming part of trade test for artisan categories for the purpose of screening them. (say true or false)
66. Exemption may be given from passing a prescribed promotional course in deserving cases. (say true or false)
67. In case promotional course has been prescribed as a pre-requisite condition to promotion, the employee may be allowed __chances to pass the course at the cost of administration. (3)
68. In case promotional course has been prescribed as a pre-requisite condition to promotion, any chances allowed beyond three is at the cost of employee. (say true or false)
69. Staff promoted to rectify the administrative error may be on __basis. (proforma)
70. In case of proforma promotion, the pay may be allowed from _____. (the date of actual promotion)
71. In case of proforma promotions, arrears are not admissible since the employee concerned shoulder _____. (the duties and responsibilities of higher post prospectively)
72. The question whether the promotion/appointment of a particular Railway servant to a post was erroneous or not should be decided by an authority _____than the appointing authority. (next higher)

73. Whether the appointing authority is the President or Railway Board, the decision regarding erroneous promotion should rest with _____. (the President)
74. In selection posts of a cadre, the marks allotted under the head seniority is _____. (20)
75. In selection posts of a cadre, the marks allotted under the head record of service is _____. (30)
76. The head 'personality, leadership etc.,' for assessment of the suitability of a candidate in selections is done away with. (say true or false)

(xii) Seniority Rules.

1. The general principles that may be followed in determining the seniority of non-gazetted Railway servants are enumerated in Chapter _____of the IREM, Vol.I. (Chapter III)
2. The seniority among the incumbents of a post in ;a grade is governed by the _____. (the date of appointment to the grade)
3. Grant of pay higher than initial pay should not confer on a Railway servant seniority above those who are already appointed regularly. (say true or false)
4. The criterion for determination of seniority of a direct recruit should be _____. (the date of joining the working post after due process)
5. The criterion for determination of seniority of a promotee should be _____. (the date of regular promotion after due process)
6. When the dates of entry into a grade of the promotees and direct recruits are the same, they should be put in _____positions, the promotees being senior to the direct recruits. (alternate)
7. In case training period is curtailed, the date of joining the working post in case of direct recruit shall be _____. (the date he would have normally come to a working post after completion of the prescribed training)
8. The seniority of the candidates recruited through RRB and sent for initial training is to be fixed in the order of _____. (merit at the examination held at the end of training)
9. In case no initial training is prescribed, the seniority of the candidates recruited through RRB is fixed in the order of _____. (merit assigned by RRB)
10. When two or more candidates are declared of the equal merit at one and the same examination, their relative seniority is determined by the _____. (date of birth)
11. In case date of birth becomes the criterion for determining the seniority, the _____candidate becomes the senior. (older)
12. In case of mutual transfer to a different seniority unit, their seniority is based on the _____of the railway servant with whom they have exchanged, which ever of the two may be lower. (date of promotion)
13. In case of transfer to a different seniority unit in the interest of administration, the seniority is regulated by _____ (date of promotion/appointment to the grade as the case may be)
14. The Railway servants transferred at their own request from one seniority unit to another shall be placed _____ the existing confirmed, temporary and officiating Railway servants in the _____grade. (below, relevant)
15. Transfer at own request to a different seniority unit is permitted if there is _____. (element of direct recruitment)

16. Transfer on request shall not be allowed in _____ grades in which all posts are filled entirely by promotion of staff from lower grades. (intermediate)
17. When dates of appointment to a grade is the same, _____ shall determine the seniority. (the dates of entry into grade next below it)
18. In case the dates of entry into grade next below that in which the seniority is being determined also coincide, the dates of entry into each of the _____ shall determine the seniority. (lower grades in order down to the lowest grade in the channel of promotion)
19. If the dates of entry in each of the lower grades in the channel also are identical, then the _____shall determine the seniority. (relative dates of birth)
20. The relative seniority of the Railway servants passing the examination/test in their due turn and on the same date shall be determined with reference to their _____. (substantive or basic seniority)
21. When a post is filled by considering staff of different seniority units, the total length of continuous service in the _____ or _____ grade held by the employees shall be the determining factor for assigning seniority. (same, equivalent)
22. While deciding the relative seniority of employee in an intermediate grade belonging to different seniority units, _____ service only should be taken into account. (non-fortuitous)
23. Non fortuitous service means the service rendered after the date of _____after _____. (regular promotion, due process)
24. Railway servants may be permitted to see the seniority list in which their names are placed. (say **true** or false)
25. In case the seniority lists cannot be conveniently arranged for perusal by the concerned Railway servants, they may be informed of their position in the seniority list on _____. (request)
26. Staff concerned may be allowed to represent about the assignment of their seniority position within a period of _____after the publishing of the seniority list. (one year)
27. No cases of revision in seniority lists should be entertained beyond one year. (say **true** or false)
28. Reduction in pay _____affect a Railway servant's position on the seniority list. (Choose correct answer – does or **does not**)
29. If the period of reduction to a lower service, grade or post is not specified in the order imposing the penalty, the person loses his _____ in the higher service, grade or post. (original seniority)
30. The seniority of a Railway servant, who is reduced to a lower service, grade or post for an unspecified period, should be determined by _____without regard to the service rendered by him in such service, grade or post. (the date of re-promotion)
31. Where staff is appointed to Railway service below the prescribed minimum age limit, the underage service will also count for the purpose of seniority. (say **true** or false)
32. The seniority of the medically decategorised staff will be fixed with reference to the _____. (length of service in equivalent grade prior to medical decategorisation)
33. The staff who get their cases recommended for change of category on medical

grounds will be treated as _____. (transferred on own request)

34. Sr. Clerks in scale Rs. 4500-7000 and Stenos in scale Rs. 4000-6000 are treated on par for the purpose of preparing integrated seniority for Welfare Inspectors.(say **true** or false)

(xiii) Transfer/Transfer Grant:

1. Group D staff recruited prior to _____ without the condition of qualification will be eligible to seek transfer on request in recruitment grade on bottom seniority. (04.12.1998)
2. Group D staff recruited after _____ with relaxation of qualification will be eligible to seek transfer on request in recruitment grade on bottom seniority. (04.12.1998)
3. 50% of DA is taken into account as Dearness Pay for arriving at the quantum of composite transfer grant, in case of staff transferred prior to 01.04.2004 but relieved after that date. (say **true** or false).
4. Staff transported their luggage at their own on transfer without availing the facility of Kit Pass are entitled to the Composite Transfer Grant without any cut in the quantum. (say **true** or false)
5. In case the Railway accommodation is permitted to be retained by the family of the deceased for a period of 02 years, the time limit for availing the Composite transfer grant is _____. (30 months)
6. Claims for composite transfer grant can be entertained and paid along with settlement dues to the retiring staff. (say **true** or false)
7. Requests for transfer of sports persons recruited against sports quota form one Railway/unit/Division to another Railway/Unit/Division may be considered if the sports person has completed _____years of service. (10 years)
8. The requests of the sports persons for transfer on mutual basis from one Zone/Division/Unit to another provided both are _____. (sports persons)
9. Cases involving inter Railway transfers of sports persons shall be referred to _____for approval. (Railway Board)
10. All communications regarding transfer should be signed by _____with his name and designation appearing below the signature. (a Gazetted Personnel Officer)
11. The memorandum/order sparing the employee on transfer should have the _____, _____and _____of the employee duly attested by the officer signing the memorandum/order of relief. (photograph, signature and LTI)
12. Staff qualified in GDCE and get posted to a station of their choice are entitled to Transfer Grant. (say **true** or false)

XVIII. Hours of Employment Regulations.

1. Staff of essentially intermittent category must have a minimum of _____ consecutive hours of rest in a week include a full night.
2. The staff whose daily hours of duty include periods of inaction aggregating to _____hours or more are declared as essentially intermittent.
3. The intensive worker must have a minimum of _____hours of rest in a week.
4. The rostered hours of duty of an intensive worker in a week shall be _____hours.

5. Rostered hours of duty of essentially intermittent worker in a week shall be _____.
6. Railway servants employed in a confidential capacity are classified as _____.
7. Asst. Surgeons, matrons, sisters-in-charge & mid-wives are classified as _____.
8. Continuous staff are allowed a period of rest of _____hours each week.
9. Casual Labour are governed under HOER. (say true or false)
10. In calculating the period of overtime, fraction of an hour less than 30 minutes shall be dropped. (say true or false).
11. Principles of averaging will not apply to Running staff. (say true of false)
12. Principles of averaging will apply to shift workers. (say true of false)
13. The period of averaging will be _____ in case of EI workers other than C class gatemen, caretakers of rest houses and saloon attendants etc.,
14. In case of C class gatemen, Care takers of rest houses & saloon attendants classified as Essentially Intermittent, the period of averaging shall be _____.
15. No leave reserve shall be provided for staff in Railway schools. (say true of false).
16. In the category of Permanent Way Inspectors the leave reserve shall be ___%.
17. The weekly rest for essentially intermittent staff shall be _____continuous hours in a week including one full night in bed.
18. When an employee work overtime beyond statutory limits, the payment of OT will be made _____times the ordinary rate of pay.
19. PR under HOER cannot be spread over two calendar days. (say true or false)
20. The staff excluded are eligible for night duty allowance. (say true or false)

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

1. Casual workers who have attained temporary status can be terminated for their misbehaviour/misconduct by giving show cause notice and DAR proceedings need not be followed. (say true or false)
2. Railway schools and Railway training schools are not covered under the provisions of Industrial Disputes Act, 1947. (say true or false)
3. Dispute between workmen and workmen which is connected with the employment or non-employment is called industrial dispute. (say true or false)
4. Casual labour in Railway Projects are workmen in terms of Industrial Disputes Act,, 1947. (say true or false)
5. Break in service involves forfeiture of all leave earned upto the day of strike. (say true or false)
6. A workman shall be deemed to have completed one year of continuous service in the industry, if he has actually worked for not less than _____ days during a period of 12 calendar months.

3. The Payment of Wages Act, 1936

1. The Payment of Wages Act, 1936 applies to the persons appointed through a Sub-contractor by persons fulfilling a contract with a Railway administration. (say true or false)
2. The Payment of Wages Act, 1936 provides for a remedy for wages earned but not paid. (say true or false)
3. The Payment of Wages Act, 1936 does not provide for a remedy for investigation of a dispute as to whether the employee should be retained in one job. (say true or

false)

4. The Payment of Wages Act, 1936 applies to a persons whose wages in respect of a wage period average below Rs. _____per month.
5. The term wages under Payment of Wages Act, 1936 include any remuneration payable under any award of a court. (say true or false)
6. The term wages under Payment of Wages Act, 1936 include any remuneration to which the person employed is entitled to in respect of any leave period. (say true or false)
7. Any Bonus, which does not form part of remuneration payable under the terms of employment, is not wages in terms of Payment of Wages Act, 1936? (say true of false)
8. Wages under Payment of Wages Act, 1936 does not include mileage allowance payable to running staff. (say true or false)
9. Normally _____is nominated a pay master in the divisions.
10. No Wage period shall exceed _____.
11. Wages hall be paid within _____ days of the last day of the wage period in an establishment where less than 1000 are employed.
12. Wages hall be paid within _____ days of the last day of the wage period in an establishment where more than 1000 are employed.
13. If the employment of any person is terminated by the employer, the wages earned by him shall be paid before _____ from the day on which his employment is terminated.
14. All wages shall be paid in _____or _____or _____.
15. The employer may pay the wages by cheque or credit the wages in a bank account after _____.
16. Fines imposed on an employee can not be deducted from the wages. (say true or false).
17. The total amount of deduction from wages in a wage period shall not exceed _____ % in case whole or part of such deduction is made for payment to Co-operative Societies.

4. The Minimum Wages Act, 1948:

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

5. The Workmen Compensation Act, 1923

1. The Productivity Linked Bonus forms part of wages within the meaning of Workmen's Compensation Act. (say true or false)
2. The cost of agreement, if any, so executed by dependents of deceased railway servant under Workmen's Compensation Act shall be borne by _____.
3. Cost of agreement, if any, executed by surviving railway servant under Workmen's Compensation Act shall be borne by _____.
4. National Holiday Allowance is inclusive in the term wages under the Workmen

Compensation Act, 1923. (say true of false)

5. Value of clothing supplied to the staff is not wages for the purpose of compensation under Workmen Compensation Act, 1923. (say true or false) (false)
6. Casual Labour are governed under WC Act, 1923. (say true or false)
7. The category of pay clerk would not fall within the definition of workman under the Workmen Compensation Act, 1923. (say true of false)
8. Vendors/waiters employed in catering department are not covered under the definition of workman under WC Act, 1923. (say true of false).
9. Disablement which reduces temporarily the earning capacity of a workman in any employment in which he was engaged at the time of accident resulting in disablement is called _____.
10. Disablement which permanently reduces the earning capacity of a workman in every employment which he was capable of undertaking at the time of accident resulting in disablement is called _____.
11. Disablement not only reduces earning capacity of workman but incapacitates him from all work which he was capable of performing at the time of accident is called _____.
12. Amount of compensation payable for death resulting from the injury is equal to __ % of monthly wages multiplied by the relevant factor or an amount of Rs. _____whichever is more.
13. The amount of compensation payable for permanent total disablement resulting from the injury is equal to _____ % of monthly wages multiplied by the relevant factor or an amount of Rs. _____whichever is more.
14. Half monthly payments under WC Act shall be payable on _____day from the date of disablement, if it lasts for a period of 28 days or more.
15. Half monthly payments under WC Act shall be payable on _____day from the date of disablement, if it lasts for a period of less than 28 days.
16. Any payment or allowance received from employer for medical treatment is not called payment towards compensation under WC Act, 1923. (say true or false).
17. Employer is liable to pay compensation to workman, if a personal injury is caused to the workman by accident arising _____his employment.
18. The employer shall not be liable to pay compensation in respect of an injury caused by an accident which is directly attributable to the workman under the influence of drinks/drugs at the time of accident. (say true or false).
19. The employer shall not be liable to pay compensation in respect of an injury caused by an accident which is directly attributable to the workman under the influence of drinks/drugs at the time of accident even when such injury results in his death. (say true or false).
20. Wilful disregard/removal of any safety guard which leads to an accident in which the workman is injured, no compensation shall be payable by the employer when such injury results in his death. (say true or false).
21. Payment of compensation shall be made through _____ in respect of a workman whose injury has resulted in death.
22. Appeal against the orders of the Commissioner for Workmen Compensation shall lie to _____if a question of law is involved.

XXIII. Right to Information Act

1) When the RTI Act came into force?
2) What is time limit prescribed where the information sought for concerns the life or liberty of a person?
3) What is the term of office of the Chief Information Commissioner?
4) What is the minimum and maximum penalty that can be imposed at the time of deciding any complaint or offence for not providing the information or refusal to receive any application under RTI Act.
5) Which are the organizations the RTI Act do not apply?
6) Say True or False –

    a) An applicant making request under RTI Act shall require to give any reasons for the request.
    b) The Chief Information Commissioner is eligible for re-appointment under the RTI Act.

7) Who appoints the State Chief Information Commissioner and State Information Commissioner?

Multiple Choice Questions

Question Bank OS & S&WI Level-6

1. Centralised training Institute of IRPS is:
    a. IRICEN , Pune
    b. Railway Board
    c. IRIFM, Secunderabad

d. IRITM, Lucknow

Answer: C
Authority# IREM Vol I, Para 102, Revised Edition 1989 and Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

2. Centralised training Institute of IRTS is:
    a. Railway Board
    b. IRIEEN, Nasik
    c. NAIR, Varodara
    d. IRITM, Lucknow

Answer: D
Authority# IREM Vol I, Para 102, Revised Edition 1989 and Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

3. Centralised training Institute of IRAS is:
    a. IRIFM , Secunderabad
    b. IRIEEN, Nasik
    c. NAIR, Varodara
    d. Railway Board

Answer: A
Authority# Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

4. Centralised training Institute of IRSE is:
    a. IRICEN , Pune
    b. Railway Board
    c. NAIR, Varodara
    d. IRITM, Lucknow

Answer: A
Authority# IREM Vol I, Para 102, Revised Edition 1989 and Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

5. Centralised training Institute of IRSS is:
    a. IRICEN , Pune
    b. Railway Board
    c. IRIEEN, Nasik
    d. IRITM, Lucknow

Answer: C
Authority# IREM Vol I, Para 102, Revised Edition 1989 and Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-

160321.pdf

6. Centralised training Institute of IRSEE is:
    a. Railway Board
    b. IRIEEN, Nasik
    c. NAIR, Varodara
    d. IRITM, Lucknow

Answer: B
Authority# IREM Vol I, Para 102, Revised Edition 1989 and Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

7. Centralised training Institute of IRSME is:
    a. IRICEN , Pune
    b. Railway Board
    c. NAIR, Varodara
    d. IRIMEE, Jamalpur

Answer: D
Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

8. Centralised training Institute of IRSSE is:
    a. Railway Board
    b. IRIEEN, Nasik
    c. NAIR, Varodara
    d. IRIESET, Secunderabad

Answer: D
Authority# IREM Vol I, Para 102, Revised Edition 1989 and Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

9. Centralised training Institute of IRPFS is:
    a. JRRPF , Lucknow
    b. Railway Board
    c. NAIR, Varodara
    d. IRITM, Lucknow

Answer: A
Authority# Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

10. Number of organised Group ‘A’ service in Indian railways:
    a. 8
    b. 9
    c. 10
    d. None of the above

Answer: C
Authority# IREM Vol I, Para 102, Revised Edition 1989 and
Indian Railway Protection Force Service, (IRPFS), Group _A‘ Rules, 2020

11. Total Period of Probation of IRHS:
    a. 1 year
    b. 2 years
    c. 3 years
    d. None of the above

Answer: A
Authority# RB L. No. 99/E(GR)II/4/47 dated 26.07.2000

13. Total Period of Probation of IRPS:
    A) 1 year
    B) 2 years
    C) 3 years
    D) None of the above

Answer: B
Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of
https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

14. Total Period of Probation of IRAS:
    A) 1 year
    B) 2 years
    C) 3 years
    D) None of the above

Answer: B
Authority# RB L. No. E(Trg)/92(20)2/IRAS dated 5.11.96 andPara 2 of
https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

15. Total Period of Probation of IRTS:
    A) 1 year
    B) 2 years
    C) 3 years
    D) None of the above

Answer: C
Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of
https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

16. Total Period of Probation of IRSS:

A) 1 year

B) 2 years

C) 3 years

D) None of the above

Answer: C

Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

17. Total Period of Probation of IRSME:

A) 1 year

B) 2 years

C) 3 years

D) None of the above

Answer: C

Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

18. Total Period of Probation of IRSE:

A) 1 year

B) 2 years

C) 3 years

D) None of the above

Answer: C

Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

19. Total Period of Probation of IRSEE:

A) 1 year

B) 2 years

C) 3 years

D) None of the above

Answer: C

Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

20. Total Period of Probation of IRSSE:

A) 1 year

B) 2 years

C) 3 years

D) None of the above

Answer: C

Authority# RB L. No. E(TRG)/89(3)/3 dated 15.9.92 andPara 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

21. Total Period of Probation of IRPFS:

A) 1 year

B) 2 years

C) 3 years

D) None of the above

Answer: B

Authority# Para 11(1) of Indian Railway Protection Force Service, (IRPFS), Group _A' Rules, 2020 andPara 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

22. Probation period on Training of Railway organised Group 'A' services except IRHS:

A) 48 weeks

B) 78 weeks

C) 36 weeks

D) None of the above

Answer: B

Authority# Para 2 of https://indianrailways.gov.in/railwayboard/uploads/directorate/mgt_ser/2021/Modified-terms-160321.pdf

23. Probation period on Training of IRHS:

A) 48 weeks

B) 78 weeks

C) 14 weeks

D) 36 weeks

Answer: C

Authority# https://nair.indianrailways.gov.in//view_section.jsp?id=0,5,763

24. Duration of Combined Service Foundation Course of Railway organised Group 'A' services except IRHS:

A) 78 weeks

B) 14 weeks

C) 10 weeks

D) None of the above

Answer: C

Authority# https://nair.indianrailways.gov.in//view_section.jsp?id=0,5,763

25. Duration of Induction Course of Railway organised Group 'A' services except IRHS:

A) 78 weeks

B) 14 weeks

C) 10 weeks

D) 4 weeks

Answer: D
Authority# https://nair.indianrailways.gov.in//view_section.jsp?id=0,5,763

26. Combined Service Foundation Course of Railway organised Group 'A' services was earlier held at:

A) NAIR, Varodara

B) Railway Board

C) LBSNAA, Mussoorrie

D) None of the above

Answer: A
Authority# https://nair.indianrailways.gov.in//view_section.jsp?id=0,5,763

27. Which of the following is the first zone in India to be fully electrified ?

(A) WesternCentral Railway
(B) South- Central Railway
(C) Western Railway
(D) East Coast Railway

Answer: D

28. Standard Form for issuing Minor penalty chargesheet:

A) SF-2

B) SF-4

C) SF-5

D) SF-11

Answer: D
Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

29. Standard Form for issuing Major penalty chargesheet:

A) SF-2

B) SF-4

C) SF-5

D) SF-11

Answer: C
Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

30. Standard Form for issuing Suspension:

A) SF-2

B) SF-1

C) SF-5

D) SF-11

Answer: B

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

31. Suspension comes under:

A) Minor Penalty

B) Major Penalty

C) Administrative Action

D) None of the above

Answer: D

Authority: Para 601.2 of IRVM 2006

32. Displeasure comes under:

A) Minor Penalty

B) Major Penalty

C) Administrative Action

D) None of the above

Answer: C

Authority: Para 808 of IRVM 2018

33. Counselling comes under:

A) Minor Penalty

B) Major Penalty

C) Administrative Action

D) None of the above

Answer: C

Authority: Para 808 of IRVM 2018

34. "Warning" or "Recorded Warning" comes under:

A) Minor Penalty

B) Major Penalty

C) Administrative Action

D) None of the above

Answer: C

Authority: Para 808 of IRVM 2018

35. Following is placed on a Railway Employee's Confidential Report:

A) Show Cause Notice

B) Recorded Warning

C) Oral Warning

D) None of the above

Answer: B

Authority: Para 807 of IRVM 2018

36. Standard Form for "Revocation of Suspension":

A) SF-2

B) SF-1

C) SF-5

D) SF-4

Answer: D

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

37. Standard Form for "Deemed Suspension":

A) SF-2

B) SF-1

C) SF-4

D) SF-11

Answer: A

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

38. Amount given for "Subsistence Allowance":

A) 25%

B) 100%

C) 50%

D) Both 'A' and 'B'

Answer: D

Authority: Part III(A) of Master Circular 64

39. Which deductions are prohibited from Subsistence Allowance:

A) Provident Fund

B) Bank Loan

C) House Rent

D) Income Tax due

Answer: A

Authority: Part III(D) of Master Circular 64

40. Standard Form used for claiming Subsistence Allowance:

A) SF-2

B) SF-1

C) SF-4

D) SF-3

Answer: D

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

41. The highest Disciplinary Authority in India:

A) Cabinet Secretary

B) President

C) Prime Minister of India

D) Vice President

Answer: B

Authority: Rule 7 of RS(D&AR), 1968

42. Period for Appeal under D&AR Rules, 1968:

A) 30 Days

B) 45 Days

C) 60 Days

D) 90 Days

Answer: B

Authority: Rule 20 of RS(D&AR), 1968

43. Standard Form for appointment of Inquiry Officer:

A) SF-2

B) SF-7

C) SF-4

D) SF-11

Answer: B

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

44. Standard Form for Refusing Permission to inspect Document:

A) SF-6

B) SF-7

C) SF-4

D) SF-11

Answer: A

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

45. Standard Form for appointment of Presenting Officer:

A) SF-8

B) SF-7

C) SF-4

D) SF-11

Answer: A

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

46. Standard Form for taking disciplinary actions in common proceedings:

A) SF-10

B) SF-7

C) SF-4

D) SF-11

Answer: A

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

47. Standard Form for appointing Inquiry officer in common proceedings:

A) SF-10

B) SF-10A

C) SF-10B

D) SF-11

Answer: B

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

48. Standard Form for appointing Presenting officer in common proceedings:

A) SF-10

B) SF-10A

C) SF-10B

D) SF-11

Answer: C

Authority: Chapter 9 of "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

49. Process for imposing Major Penalty is covered by:

A) Rule 27 of D&AR, 1968

B) Rule 9 of D&AR, 1968

C) Rule 4 of D&AR, 1968

D) Rule 20 of D&AR, 1968

Answer: B

Authority: Rule 9 of RS(D&AR), 1968

50. How many annexures are attached with charge sheet for imposing major penalty:

A) 3

B) 4

C) 5

D) 6

Answer: B

Authority: Rule 9(6) of RS(D&AR), 1968

51. IRPS Recruitment Rules were notified in the Gazette of India in the year:

A) 1970

B) 1975

C) 1976

D) 1980

Answer: B

Authority# https://irps.in/web/brief_history.php

52. When was the first recruitment of IRPS conducted by UPSC?

A) 1970

B) 1975

C) 1976

D) 1980

Answer: D

Authority# https://irps.in/web/brief_history.php

53. Railway Group A service recruitment is conducted by:

A) SSC

B) Railway Board

C) UPSC

D) GATE

Answer: C

Authority# Para 201 of IREC Vol1, fifth edition 1985

54. All first appointments to a Group A post in Railway service shall be made by:

A) The Prime minister

B) CRB
C) The President
D) UPSC

Answer: C
Authority# Para 201 of IREC Vol1, fifth edition 1985

55. The PHOD of Personnel department in Zone is:
A) GM
B) AGM
C) PCPO
D) PFA

Answer: C
Authority# https://irps.in/web/brief_history.php

56. Which one of the below is not a Senior scale post of Personnel department:
A) RPO
B) SPO
C) WPO
D) DPO

Answer: A
Authority# https://irps.in/web/brief_history.php

57. Which one is not a function of Personnel department?
A) Man Power Planning
B) Welfare of staff
C) Training
D) Operation of Trains

Answer: D
Authority# https://irps.in/web/what_do_we_do.php

58. The Training centres in Indian railways have been redesigned as:
A) ZRTIs
B) DTIs
C) MDZTIs
D) None of the above

Answer: D
Authority# RB L No E(MPP)/2020/3/3Pt. dated 04.03.2020

59. Where is the headquarters of South Central Railway?
(A) Chennai (B) Secundarabad (C) Kolkata (D) Hubli

Answer: B

60. SAG officer heading the MDZTIs and MDDTIs report to GM through:
A) PCPO
B) AGM
C) PFA
D) PHOD

Answer: A

Authority# RB LNo E(MPP)/2020/3/3Pt. dated 04.03.2020

61. NBR stands for:
A) Next Benchmark Remark
B) Next Below Rule
C) New Benchmark Rate
D) Next Benchmark Rate
Answer: B
Authority# IREC Vol2 1987, Rule 1316 (F.R. 22C)

62. NBR is applicable when:
A) A junior is getting higher pay on account of MACP
B) A Junior is getting higher pay on account of allowances
C) An officer is under punishment of withholding of increment and junior draws higher pay after getting increment
D) All the staff senior to the officer have been given promotion and officer next below him has been promoted.
Answer: D
Authority# RBE 203/2018

63. NBR is applicable when:
A) Officer is in ExCadre post
B) Officer is on deputation
C) An officer is under punishment
D) None of the above
Answer: B
Authority# RBE 203/2018

64. Nomenclature of the Annual Confidential Report was modified as Annual Performance Assessment Report from _____reporting period:
A) 2007-08
B) 2008-09
C) 2009-10
D) 2010-11
Answer: B
Authority# RB L No.2009/SCC/3/6 dated 18.08.2009

65. In case of staff, being considered for promotion from Group C to Group B, _____ is filled:
A) SECTION I
B) SECTION II
C) SECTION III
D) SECTION IV
Answer: B
Authority# RBE 32/88

66. Benchmark grading of APAR for MACP is:

A) Average
B) Good
C) Very Good
D) Outstanding

Answer: C
Authority# RBE 155/2016

67. Representation against APAR below benchmark should be submitted within _____ from the date of receipt of APAR:

A) 15 Days
B) 30 Days
C) 45 Days
D) 60 Days

Answer: A
Authority# RB L No 2010/SCC/3/8 dated 09.07.2010

68. APAR should be recorded within _____ of the expiry period of the reporting period:

A) 15 Days
B) 30 Days
C) 45 Days
D) 60 Days

Answer: B
Authority# RB L N. E(NG)II/78/CR/2 dated 10.11.1978

69. Writing of APAR for GP-1900(Level-2) was introduced from year:

A) 2015
B) 2016
C) 2017
D) 2018

Answer: A
Authority# RB L No. E(NG)I-2013/CR/1 dated 30.12.2014

70. Writing of APAR for GP-1800(Level-1) was introduced from year:

A) 2015-16
B) 2016-17
C) 2017-18
D) 2018-19

Answer: D
Authority# RBE 09/2019

71. Which Annexure is used for staff working in Level-5?

A) Annexure-II
B) Annexure-III

C) Annexure-IV
D) Annexure-V
Answer: D
Authority# RBE 83/87

72. Which Annexure is used for Teachers / instructors in Teaching / Training institutions?
A) Annexure-II
B) Annexure-III
C) Annexure-IV
D) Annexure-V
Answer: C
Authority# RBE 83/87

73. When was a new entry i.e. Reviewing Authority was introduced at the bottom of APAR format of GP 1900?
A) 2015
B) 2017
C) 2019
D) 2020
Answer: C
Authority# RBE 83/2019

74. Time period for recording comments by Reporting officer, in case he retires or demits office is:
A) 1 month
B) 2 months
C) 3 month
D) None of the above
Answer: A
Authority# RB L No. E(NG)II/78/CR/2 dated 10.11.1978

75. Time period for recording comments by Reviewing officer, in case he retires or demits office is:
A) 1 month
B) 2 months
C) 3 month
D) None of the above
Answer: A
Authority# RB L No. E(NG)II/78/CR/2 dated 10.11.1978

76. Power to forward applications of JAG officers for posting outside Railways on deputation basis lies with:
A) PHOD
B) PCPO
C) AGM
D) GM
Answer: D
Authority# MSOP 2018, Part F(I) Para 5

77. All powers delegated to PHODs in the Model SOP are also delegated to:
A) HOD
B) CHOD
C) PCPO
D) PFA
Answer: B
Authority# MSOP 2018, Part F, NOTE 2

78. Powers on establishment matters for staff of accounts department is exercised by:
A) GM
B) PHOD
C) PCPO
D) PFA
Answer: D
Authority# MSOP 2018, Part F, NOTE 4

79. Power to permit change of name of an officer in original records including SRs lies with:
A) GM
B) PHOD
C) PCPO
D) PFA
Answer: B
Authority# MSOP 2018, Part F(II) Item No 35 and Part F, NOTE 1

80. Power to issue NOC for obtaining passport to Group C Employees in a division lies with:
A) Sr DFM
B) Sr DPO
C) Concerned Branch Officer
D) None of the above
Answer: B
Authority# MSOP 2018,Part F(II) Item No 46

81. Finance concurrence is needed in:
A) Sanction of LAP
B) Sanction of Leave encashment
C) Extension of temporary posts
D) None of the above
Answer: C
Authority# MSOP 2018,Part F(II) Item No 1(C)

82. Finance concurrence is needed in:
A) Sanction of LAP
B) Sanction of Leave encashment
C) Study Leave
D) None of the above
Answer: C
Authority# MSOP 2018,Part F(I) Item No 1(E)

83. Power to transfer of non-gazetted Level -1 staff within the seniority unit lies with:
A) Junior Scale Officer

B) Senior Scale Officer
C) JAG Officer
D) All of the above
Answer: D
Authority# MSOP 2018,Part F(II) Item No 10A

84. Power to Issue NOC for correspondence course to an officer of Mechanical Department lies with:
A) PCPO
B) PHOD
C) PFA
D) PCSC
Answer: A
Authority# MSOP 2018,Part F(I) Item No 23

A)

85. Power to Issue NOC for correspondence course to an officer of Accounts Department lies with:
A) PCPO
B) PHOD
C) PFA
D) PCSC
Answer: C
Authority# MSOP 2018,Part F(I) Item No 23

86. Power to Issue NOC for correspondence course to an RPF officer lies with:
A) PCPO
B) PHOD
C) PFA
D) PCSC
Answer: D
Authority# MSOP 2018,Part F(I) Item No 23

87. Purchase of immovable property comes under Railway Service Conduct Rule No:
A) Rule 18(2)
B) Rule 18(3)
C) Rule 15
D) Rule 15A
Answer: A
Authority# Rule No 18(2) of Railway Service Conduct Rule, 1966

88. Purchase of movable property comes under Railway Service Conduct Rule No:
A) Rule 18(2)
B) Rule 18(3)

C) Rule 15
D) Rule 15A
Answer: B
Authority# Rule No 18(3) of Railway Service Conduct Rule, 1966

89. Limit for intimation on sale or Purchase of shares, debentures etc. comes under Railway Service Conduct Rule No:
A) Rule 18(2)
B) Rule 15
C) Rule 18(4)
D) Rule 15A
Answer: C
Authority# RBE 167/2019

90. Sub-letting and vacation of Government quarter comes under Railway Service Conduct Rule No:
A) Rule 18(2)
B) Rule 18(3)
C) Rule 15
D) Rule 15A
Answer: D
Authority# Rule No 15A of Railway Service Conduct Rule, 1966

91. Criticism of Government is dealt by Railway Service Conduct Rule No:
A) Rule 18(2)
B) Rule No 8
C) Rule No 9
D) None of these
Answer: C
Authority# Rule No 9 of Railway Service Conduct Rule, 1966

92. Prior approval for dowry is taken under Railway Service Conduct Rule No:
A) Rule No 13
B) Rule No 13A
C) Rule No 9
D) None of these
Answer: D
Authority# Rule No 13A of Railway Service Conduct Rule, 1966

93. Limit for intimation regarding each immovable property transaction:
A) 1 month basic pay
B) 2 month basic pay
C) 3 month basic pay
D) 6 month basic pay
Answer: B
Authority# Rule No 18(3) of Railway Service Conduct Rule, 1966

94. Limit for intimation in case of total transactions in shares, debentures etc.:
A) 1 month basic pay

B) 2 month basic pay
C) 3 month basic pay
D) 6 month basic pay

Answer: D
Authority# RBE 167/2019

95. Consuming intoxicating drinks and drugs is dealt under which conduct Rule?
A) Rule 18
B) Rule 15
C) Rule 22
D) Rule 15A

Answer: C
Authority# Rule No 22 of Railway Service Conduct Rule, 1966

96. APARs are not written for following category:
A) Officer appointed on contract
B) Part-time employee
C) Erstwhile Group D staff
D) Group C Staff

Answer: B
Authority# Item 3 Applicability, Chapter 8, "Digest of Discipline, Appeal& Conduct Rules" by B. S. Mainee

97. The findings of the sealed cover shall not be acted upon in case of Group B to Group A promotion in following case:
A) The official is found guilty in the criminal prosecution against him
B) A major penalty is imposed on him as a result of disciplinary proceedings
C) A minor penalty of Censure has been imposed on him as a result of disciplinary proceeding
D) Both A and B above

Answer: D
Authority# Para 3.1 of RBE 14/1993

98. In case of selection from Group D to Group C, sealed cover procedure is applicable when:
A) Minor penalty charge sheet has been issued
B) Railway servant under suspension
C) Administrative action is pending against the official.
D) None of the above

Answer: B
Authority# Para 2 RBE 13/1993

99. In following case after sealed cover procedure, person concerned should be promoted in his turn:

A) Withholding of increment at a later date
B) Withholding of promotion
C) Removal from service
D) None of these

Answer: A
Authority# Para 3.9, RBE 13/1993

100. Review in case of Sealed cover procedure is taken in

A) 1 month
B) 3 month
C) 6 month
D) None of these

Answer: C
Authority# Para 4 of RBE13/1993 and Para 4 of RBE14/1993

101. On Retirement, how many Post Retirement Complementary Passes will be given to Group 'A' and 'B' employees, if their service is 25 years or more?

(A) Two sets
(B) Three sets
(C) four sets
(D) Six sets

Ans-B

102. Which grade officer is empowered to make initial appointment in Level-5 (GP 2800) posts?

(A) Junior Scale
(B) Senior Scale
(C) Both of the above
(D) None of the above

Ans-B

103. SF- ..... is used for appointment of enquiry officer in a major penalty case.

(A) 7
(B) 5
(C) 11
(D) 10A

Ans-A

104. How many days of LHAP can be accumulated to an employee in his service life?

a. aa300
b. 450
c. 600
d. Unlimited

Ans-D

105. What is the percentage of Reservation for recruitment against Sports Quota?

a. 0%
b. 15%
c. 7.5%
d. 4%

Ans-A

106. Medical classification for the posts of ASM, Goods Guard, Traffic Apprentice & Cabin Master is?

A-1

a. A-2
b. A-3
c. B-1

Ans-B

107. If a pensioner dies before exercising option of commutation of pension, family can be given the benefit of _____% of commutation.

a. 30
b. 40
c. 50
d. Not Applicable

Ans-D

108. An interruption in the service of a railway servant shall lead to forfeiture of his past service, except in which of following cases?

a. Authorized leave of absence
b. Suspension, which is immediately followed by reinstatement
c. Joining time while on transfer from one post to another
d. All of the above

Ans-D

109. Additional duty allowance will be admissible only if the additional charge is held for a period exceeding _____ days.

a. 30
b. 45
c. 60
d. 75

Ans-B

110. What is the relaxation of age limit for direct recruitment for SC/ST Candidates?

a. 3 years
b. 1 year
c. 4 years
d. 5 year

Ans-D

111. For encashment of Leave Salary minimum leave balance should be how many days?

(A) 30 days
(B) 10 days
(C) 15 days
(D) 20 days

Ans-A

112. In the NPS, how much of the corpus can be withdrawn as a lump sum on retirement?

a. 50%
b. 60%
c. 70%
d. 75%

Ans-B

113. What minimum period gap is required between one increment and another increment?

(A) Six Months
(B) One Year
(C) Nine Months
(D) Three Months

Ans-A

114. Maximum Limit for Child Care Leave is

a.520 days
b.365 days
c.730 days
d.600 days

Ans-C

115. 'short off' means a period of rest which is _____ hours for continuous workers according to Railway Servants (Hours of Work and Period of Rest) Rules?

a. Less than 6 hours
b. Less than 8 hours
c. Less than 10 hours
d. Less than 12 hours

Ans-C

116. In Manpower planning, the percentage prescribed for the surrender of posts in financial year 2022-2023 was:

(A) 1% of Sanctioned strength
(B) 2% of Sanctioned strength
(C) 1% of Man on roll
(D) 2% of Man on roll

Ans-B

117. According to the rules, what is the minimum rest period for a Railway servant in Essentially Intermittent category?

a.6 hours
b.8 hours
c.10 hours
d.12 hours

Ans-B

118. Which of the following is not considered part of a Railway servant's working hours?

a.Time spent on duties
b.Time spent in break
c.Time spent on travelling
d.Time spent waiting for orders

Ans-B

119. Composite Transfer Grant is admissible in cases of _____

i. Mutual Transfer

2. Inter division own request transfer

(A) 1 only

(B) 2 only

(C) Both 1 and 2

(D) None of the above

Ans-D

120. Which Railway servant is exempted from the rules regarding working hours and rest periods?

a.All railway employees

b.c.Officers on duty

c.Employees working on track maintenance

d.Locomotive drivers and guards

Ans-A

121. The total working hours of a Railway servant in a week should not exceed how many hours according to the Railway Servants (Hours of Work and Period of Rest) Rules?

a. 40 hours

b.50 hours

c.48 hours

d.60 hours

Ans-C

122. For Railway servants, rest intervals during working hours are considered as part of working time if they last less than:

a. 15 minutes

b.30 minutes

c.45 minutes

d.1 hour

Ans-B

123. In case of emergency, Railway servants can work continuously for how long, as per the rules?

a. 12 hours

b.14 hours

c.16 hours

d.18 hours

Ans-B

124. When a Railway servant works on a rest day, what compensation is provided according

to the rules?

a. Overtime pay
b. Leave compensation
c. Double time wages
d. Compensatory rest

Ans-D

125. The Railway Services (Conduct) Rules, 1966, apply to which category of employees?

a. Permanent employees only
b. Temporary employees only
c. All Railway employees
d. Supervisory staff only

Ans-C

126. Who among the following is not eligible for family pension?

(A) Unmarried daughter above 25 years of age
(B) Unmarried son above 25 years of age
(C) Divorced/Widow daughters
(D) Parents wholly dependent

Ans-B

127. Which of the following statement is/are true about LDCE and GDCE examination?

1. Selection through LDCE is based on merit only.
2. Selection through GDCE is based on Merit as well as seniority.

(A) Only 1
(B) Only 2
(C) both 1 and 2
(D) Neither 1 nor 2

Ans-A

128. According to the Railway Services (Conduct) Rules, 1966, a Railway servant can take part in which of the following?

a. Political activities
b. Strike activities
c. Public discussions on railway matters
d. None of the above

Ans-D

129. Under the Railway Services (Conduct) Rules, 1966, which of the following is true about Railway servants engaging in private business?

a. They can freely engage in any private business
b. They must seek prior permission to engage in private business
c. They are not allowed to engage in private business at any time
d. They can engage in private business during off-duty hours

Answer: (B) They must seek prior permission to engage in private business

130. According to the Railway Services (Conduct) Rules, 1966, a Railway servant must be careful to avoid any action that could bring disrepute to:

a. His family
b. His colleagues
c. The railway administration
d. His friends

Answer: (C) The railway administration

131. In case of two railway employees joining on the same date, what determines seniority?

a. Their performance during the training period
b. The age of the employees
c. Random selection
d. Seniority list as per their initial post

Ans-A OR B

132. Who cannot avail child care leave?

a. Female employee
b. Male employee with deceased spouse and has not re-married
c. Male employee with surviving spouse
d. Both B and C

Ans-C

133. Which of the following is used to determine the pay fixation of railway employees?

a. Basic pay and allowances
b. Seniority
c. Experience
d. Educational qualification

Ans-A

134. What happens if a railway employee's pay falls between two stages in the pay scale after promotion?

a. The pay is fixed at the next higher stage
b. The employee receives the lower stage pay
c. The pay is frozen until the next increment
d. The pay remains as per the initial stage

Ans-A

135. Which of the following is not covered under the RTI Act, 2005?
a. Information regarding public authority's policies
b. Personal information about government officials
c. Information about citizens' personal life
d. Information regarding public projects

Ans-C

136. If an RTI request pertains to information about third parties, within how many days must the third party be issued notice by PIO?
a. 5 days
b. 10 days
c. 20 days
d. 40 days

Ans-A

137. Under the RTI Act, the first appellate authority should respond ordinarily within how many days?
a. 15 days
b. 30 days
c. 45 days
d. 60 days

Ans-B

138. What is the penalty for a Public Information Officer (PIO) if they fail to provide information within the time limit?
a. A fine of Rs. 250 per day
b. A fine of Rs. 500 per day
c. A fine of Rs. 1000 per day
d. They are suspended for 6 months

Ans-A

139. Can a citizen file an RTI request anonymously?

a. Yes, as long as they provide the necessary details
b. No, an application must include the applicant's identity
c. Yes, but only for personal information requests
d. No, only authorized individuals can file RTI

Ans-B

140. Under the RTI Act, who can be considered as a 'Public Authority'?

a. Only government departments
b. Private sector organizations
c. Government bodies or institutions funded by the government
d. Both government and private organizations

Ans-C

141. A person appointed directly to a post grade or time scale of pay can be reduced by way of punishment to a post in lower scale/grade service or to a post which he never held before?

a. Yes
b. No
c. Can be reduce but his pay to be protected
d. None

Ans-B

142. Which of the following is not a penalty mentioned under the Railway Servants (Disciplinary and Appeal) Rules, 1968?

a. Fine
b. Dismissal from service
c. Suspension without pay
d. Reduction in pay or rank

Ans-A or C

143. What is the time limit for a railway servant to appeal against a punishment under the Railway Servants (Disciplinary and Appeal) Rules?

a. 30 days
b. 45 days
c. 60 days
d. 90 days

Ans-B

144. In case of suspension, what is the maximum period of suspension under the Railway Servants (Disciplinary and Appeal) Rules, 1968?

a. 6 months

b. 1 year
c. 2 years
d. 5 years

Ans-C

145. What is the provision for a railway servant's defense in a departmental inquiry?

a. The employee can submit a written defense only
b. The employee can call witnesses and submit evidence
c. The employee can only cross-examine the witnesses
d. No defense is allowed in a departmental inquiry

Ans-B

146. Which of the following is true regarding the suspension of a railway servant under the Railway Servants (Disciplinary and Appeal) Rules, 1968?

a. Suspension can be done only with prior approval from the Railway Board
b. The employee is entitled to full pay during suspension
c. Suspension should be reviewed after 3 months
d. Suspension does not affect seniority

Ans-D

147. How many times a railway servant can avail benefit of encashment of leave on average pay of 10 days while in service?

(A) 4
(B) 5
(C) 8
(D) 6

Ans-D

148. What is the type of reservation provided to PwBDs (Persons with Benchmark Disabilities) called?

(A) Vertical reservation
(B) Horizontal reservation
(C) Triangular reservation
(D) None of the above

Ans-B

149. Under the Compassionate Appointment Rules, who can apply for a compassionate appointment?

a. Only the spouse of the deceased employee
b. Any dependent of the deceased employee
c. Only the eldest son of the deceased employee
d. Only the legal heir of the employee

Ans-B

150. Which of the following categories of employees is NOT eligible for compassionate appointment?

a. Permanent employees
b. Temporary employees
c. Casual workers
d. Both B and C

Ans-C

151. What is the maximum number of days a railway employee can take as casual leave in a year?

a. 10 days
b. 12 days
c. 15 days
d. 20 days

Ans-A

152. Which of the following is correct about the NPS contribution structure for Indian Railways employees?

a. The employee contributes 10% of their basic salary, and the employer contributes 10%
b. The employee contributes 12% of their basic salary, and the employer contributes 12%
c. The employee contributes 10% of their basic salary, and the employer contributes 14%
d. The employee contributes 14%, and the employer contributes 10%

Ans-C

153. Under the NPS, which authority manages the pension corpus for railway employees?

a. Pension Fund Regulatory and Development Authority (PFRD(A)
b. Employee Provident Fund Organisation (EPFO)
c. Indian Railway Finance Corporation (IRF(C)
d. National Stock Exchange (NSE)

Ans-A

154. Under the NPS, when can an employee opt for annuity purchase from their accumulated

pension corpus?

a. After reaching the age of 50 years
b. At the time of retirement or superannuation
c. After completing 10 years of service
d. After accumulating a minimum corpus of ₹5 lakhs

Ans-B

155. Productivity Linked Bonus (PLB) in railways is paid to _____

a. Group A officer
b. Group C and Group D staff
c. All railway employees
d. Only Group D staff

Ans-B

156. Which of the following types of NPS accounts is available for railway employees?

a. Tier-I account
b. Tier-II account
c. Both Tier-I and Tier-II accounts
d. None of the above

Ans-C

157. Who is eligible to opt for the New Pension Scheme (NPS)?

a. Only permanent employees of the government
b. All employees, including contractual employees
c. Only employees recruited after 2004 |
d. Only senior government employees

Ans-B

158. Which of the following is NOT a characteristic of the NPS?

a. Tax benefits for contributions
b. Fixed returns guaranteed by the government
c. Contributions linked to employee's basic pay
d. Investment in equity and debt markets

Ans-B

159. What is the maximum limit of pensionable service in railway service?

a. 30 years
b. 33 years
c. 35 years
d. 40 years

Ans-B

160. Which of the following bodies is responsible for the regulation of industrial relations in Indian Railways?

a. Railway Board
b. Ministry of Railways
c. Labour Commissioner
d. Indian Labour Union

Ans-A

161. What is the role of the Advisory Board under the Minimum Wages Act, 1948?

a. To settle industrial disputes
b. To recommend changes in the minimum wage rates
c. To issue licenses to employers
d. To inspect the working conditions of workers

Ans-B

162. The Minimum Wages Act, 1948 applies to which of the following categories of workers?

a. Workers employed in factories only
b. Workers employed in scheduled employments
c. Workers employed in unorganised sectors only
d. Workers working for government contractors

Ans-B

163. According to the Minimum Wages Act, 1948, how is the wage for overtime calculated?

a. Double the normal wage rate
b. 1.5 times the normal wage rate
c. Equal to the normal wage rate
d. Based on mutual agreement

Ans-A

164. Which of the following is NOT included in the minimum wages under the Minimum Wages Act, 1948?

a. Basic pay
b. House rent allowance
c. Bonus payments
d. Overtime pay

Ans-C

165. Which of the following is true regarding the minimum wages prescribed under the Minimum Wages Act, 1948?
है?
a. They apply only to government employees
b. They can be different for different geographical areas
c. They are fixed by a central authority for all sectors
d. They are fixed only for factory workers

Ans-B

166. What is the pass entitlement of Higher Administrative grade (HAG) officers?
(A) Silver pass
(B) Gold pass
(C) Bronze pass
(D) First Class Pass

Ans-A or D

167. Reappointment of Railway employee in cases of removal from service may be considered by the -
(A) Revising authority
(B) Disciplinary authority
(C) Higher than the revising authority
(D) None of the above

Ans-C

168. Supplementary selection (Written Test) can be held maximum_____ times.
(A) 1 Time
(B) 2 Time
(C) 3 Time
(D) None of the above

Ans-B

169. What amount given as subsistence allowance?
(A) 50% of last pay
(B) 25% of last pay

(C) 15% of last pay
(D) 10% of last pay

Ans-A

170. Who is the Competent Authority to extend currency of panel for one year?
(A) Principal Chief Personnel Officer
(B) Additional Divisional Railway Manager
(C) Divisional Railway Manager
(D) General Manager

Ans-A or D

171. What is the full form of NIP?
(A) Notice of imposition of penalty
(B) Name of implication of penalty
(C) Number of implementation of penalty
(D) None of the above

Ans-A

172. Which of the following passes cannot be applied on e-Pass module of HRMS at present?
(A) Privilege Pass
(B) PTOs
(C) Duty Pass
(D) None of the above
Ans-D

173. Who is empowered to permit change of name in original records including service registers (SRs) subject to compliance of the prescribed procedure.
(A) Senior Divisional Personnel Officer
(B) Assistant Personnel Officer
(C) Divisional personnel officer
(D) None of the above

Ans-A

174. Where is the Railway Claims Tribunal Principal Bench Office?
(A) MUMBAI
(B) AHMEDABAD
(C) BANGALURU
(D) NEW DELHI

Ans-D

175. Minimum hours required for conducting Job Analysis is ----- hours
(A) 36
(B) 72

(C) 96
(D) 120

Ans-B

176. Compassionate ground Appointment in the case of missing employee can be proceed after ___ months from date of missing (FIR) of employees.
(A) 12
(B) 24
(C) 36
(D) 60

Ans-B

177. Chairman of SBF committee at Divisional level is
(A) Senior Divisional Finance manager
(B) Senior Divisional Personnel Officer
(C) Additional Divisional Railway Manager
(D) Divisional Railway Manager

Ans-B

178. Which of the following vacancies are considered for vacancy assessment for promoting staff through suitability?
(A) Higher grade vacancy
(B) Anticipated vacancy
(C) Current vacancy in cadre
(D) All of the above

Ans-D

179. What is the length of the block in which a railway servant can avail AILTC once?

(A) 2 years
(B) 3 years
(C) 4 years
(D) 5 years

Ans-C

180. Gazetted Officer with GP ____ is eligible for Special Type 4 Quarters.
(A) 4800
(B) 5400

(C) 6600
(D) 7200

Ans-C

181. After failing in Trade test when can an employee appear for trade test again?

(A) After 6 months
(B) After 8 Months
(C) After 12 Months
(D) After 01 Month

Ans-A

182. Maximum No. of financial upgradation granted under MACP are-

(A) 2
(B) 1
(C) 5
(D) 3

Ans-D

183. Who is the competent authority to decide the classification of posts as Non-selection in each Department?

(A) General Manager
(B) Head of Department
(C) Rly. Board
(D) Divisional Railway Manager

Ans-C

184. Which circular of railway board deals with upgradation of level 7 to 8 in Indian Railways?

(A) RBE 110/2022
(B) RBE 74/2022
(C) RBE 155/2022
(D) None of the above

Ans-C

185. What is the zone of consideration in case of LDCE promotions?

(A) 1:2
(B) 1:3
(C) 1:4
(D) None of the above

Ans-D

186. For which of the following purpose Special Casual Leave cannot be granted?
(A) For participation in sports
(B) For attending court as assessor
(C) For casting vote of municipality election
(D) For attending office on Sunday

Ans-D

187. What is the rate of Transport Allowance to the handicapped Railway employees who does not use railway vehicles
(A) 10% of basic pay
(B) Double the normal rate of Transport Allowance
(C) No change
(D) Rs 1000/- to all

Ans-B

188. An employee under suspension can be called to appear at a written examination required for selection to the promotion?

(A) May be called to appear during suspension
(B) May be called after suspension is over
(C) To be decided by the Disciplinary Authority.
(D) None of these

Ans-A

189. Who is the appointing authority for Group-'D' in Level-1?

(A) Jr. Scale Officer
(B) Sr. Scale Officer
(C) General Manager
(D) Railway Board

Ans-A

190. Full form of PCSO?

(A) Principal Chief Security Officer
(B) Principal Chief Safety Officer
(C) Principal Chief Senior Officer
(D) Principal Chief Sub Officer

Ans-B

191. What is the maximum amount of DCRG payable as per VII CPC?

(A) Rs 20,00,000
(B) Rs 40,00,000
(C) Rs 10,00,000
(D) None of the above

Ans-D

192. The appeal against decision of CAT (Central Administrative Tribunal) lies to

(A) Supreme Court
(B) High Court
(C) Session Court
(D) Labour Court

Ans-B

193. Minimum Wages Act implemented w.e.f

(A) 1952
(B) 1956
(C) 1948
(D) 1964

Ans-C

194. What is the limit of distance from HQ beyond which an employee travels, travelling allowance (TA) can be claimed?

(A) 5 km
(B) 10 km
(C) 8 km
(D) 12 km

Ans-C

195. After Completion of 5 years of service, Level-1 employees are eligible for how many sets

of PTOs ?

(A) 2 sets
(B) 1 set
(C) 3 sets
(D) 4 sets

Ans-D

196. What is the working hour per day under the factory Act?

(A) 8 hours
(B) 9 hours
(C) 10 hours
(D) 12 hours

Ans-B

197. Choose correct statement regarding leave-
(A) Leave is a privilege, not right.
(B) Leave is a right not a privilege.
(C) Leave is a right and privilege too.
(D) Leave is neither right nor privilege.

Ans-A

198. In which chapter of Indian Railway establishment code Volume-1, leave rule are included?
(A) 3
(B) 4
(C) 5
(D) None of the above

Ans-C

199. Service of how many years required for the entitlement of Post retirement complimentary passes".
(A) 30 Years
(B) 25 Years
(C) 20 Years
(D) 15 Years

Ans-C

200. "Taking part in Politics and Elections" related provisions are displayed in which conduct Rule?
(A) 5
(B) 3

(C) 6
(D) 7

Ans-A

201. Identify true statement-
(A) Railway Servant (Pass) rule-1997
(B) Railway Servant (Pass) rule-1986
(C) Railway Servant (Pass) rule-2002
(D) None of above

Ans-B

202. Following officers are entitled for the "Gold Pass"-
(A) Chairman Railway Board
(B) Board Member
(C) General Manager
(D) All of above

Ans-D

203. When only general candidates are in the Zone of Consideration to fill up un-reserved vacancies than-
(A) Inclusion of a SC/ST officer in the selection board is not necessary.
(B) Necessary: because they are responsible for implementation of reservation rule.
(C) Instead a OBC officer can be included.
(D) All statements are false.

Ans-A

204. Criticism of Government related provisions are described in which conduct rule.
(A) 7
(B) 8
(C) 9
(D) 10

Ans-A

205. Movable Immovable and valuable property related provisions described in which conduct rule?
(A) 16
(B) 17
(C) 18
(D) 19

Ans-C

206. Board consist of Junior Administrative Grade officers, for the selection post of which level ?

(A) Level-3
(B) Level-4
(C) Level-5
(D) Level-6

Ans-D

207. In which rule of D&A "Removal of doubt" ?

(A) 28
(B) 29
(C) 30
(D) 31

Ans-C

208. Under theD&AR rules there are no provision for Appeal against the order issued by the president.

(A) False
(B) True
(C) Partially true
(D) None

Ans-B

209. Which Article of constitution provides, power to D & AR rules ?

(A) 300
(B) 305
(C) 308
(D) 309

Ans-D

210. Which Standard Form is used for the Major Penalty ?

(A) SF-11
(B) SF-5
(C) SF-8
(D) None of the above

Ans-B

211. Gati Shakti University is situated at ?

(A) Pune

(B) Nasik
(C) Vadodara
(D) None of the above

Ans-C

212. What is the full form of HRMS ?
(A) Human Relation Management System
(B) Human Resource Management System
(C) Human Rolling Management System
(D) None

Ans-B

213. From the year 2016-17 under the MACP for all Levels, what is the prescribed bench mark ?
(A) Average
(B) Good
(C) Very Good
(D) Outstanding

Ans-C

214. What is included as regular service under MACP?
(A) Deputation Period
(B) Period of Foreign Service
(C) Study Leave
(D) All above

Ans-D

215. Is there any reservation for SC/ST for allotment of Railway Quarter?
(A) Yes
(B) No
(C) DRM can do the provision
(D) None of the above

Ans-A

216. Promotion includes?
(A) Promotion from lower grade to higher grade.

(B) Promotion from one class to another class.
(C) Promotion from one group to another group.
(D) All above

Ans-D

217. In reference to Railways, what is the full form of NTPC?
(A) Non Tender Participation Code
(B) Non Talented Parcel Clerk
(C) National Technical Popular Category
(D) Non Technical Popular Category

Ans-D

218. What is the medical standard for the post of Guard?
(A) A-1
(B) B-1
(C) A-2
(D) A-3

Ans-C

219. Which Pay Commission has given the concept of Pay band?
(A) 5^{th}
(B) 6^{th}
(C) 7^{th}
(D) None of the above

Ans-B

220. For the admissibility of Pension, Qualifying service of how many years is necessary?
(A) 33
(B) 25
(C) 20
(D) 10

Ans-D

221. Staff Benefit Fund Scheme is functional on Indian Railway since year?
(A) 1920
(B) 1931
(C) 1940
(D) 1955

Ans-B

222. In the cases of Compassionate appointment, who is the competent authority to provide

third chance to the higher grade exam ?

(A) ADRM
(B) DRM
(C) GM
(D) Railway Board

Ans-C

223. National Rail Museum is situated at ?
(A) Pune
(B) Kolkata
(C) Delhi
(D) Kapurthala

Ans-C

224. What is the Full form of N.S.D.L ?
(A) National securities depositary limited.
(B) National saving D.Mat limited.
(C) National service Depositary limited.
(D) None of above.

Ans-A

225. What is the maximum percentage for commutation of Pension ?
(A) 20%
(B) 30%
(C) 40%
(D) 45%

Ans-C

226. For voluntary retirement, how many years of qualifying service is required?
(A) 10 years
(B) 20 years
(C) 25 years
(D) 30 years

Ans-B

227. Paternity leave can be granted within the duration of child birth ?
(A) 3 Month
(B) 5 Month
(C) 6 Month
(D) 9 Month

Ans-C

228. The Indian Railway act is enforced in year ?
(A) 1985
(B) 1989
(C) 1984
(D) 2003

Ans-B

229. What is the route Kilometer of Indian Railways ?
(A) 70000
(B) 60000
(C) 63000
(D) none of the above

Ans-C

230. How many Member are there in Railway Board including CRB ?
(A) 6
(B) 7
(C) 8
(D) none of the above

Ans-C

231. The process called for filling up of Departmental Quota of Stenographer is called ?
(A) Selection
(B) Non Selection
(C) General Selection
(D) Trade test

Ans-C

232. The maximum period allowed for quarter retention in case of administrative transfer on Medical ground?
(A) 6 Month
(B) 8 Month
(C) 12 Month
(D) 24 Month

Ans-A

233. The staff who are not eligible for washing allowance are ?
(A) Motor driver
(B) Canteen staff
(C) Nursing staff
(D) Dressers

Ans-C

234. The duty hours of Running staff should not be more than……hours at a stretch ?
(A) 8 hrs
(B) 10 hrs
(C) 12 hrs
(D) 6 hrs

Ans-B

235. The continue night duty for Running staff should not be more than……night continuously ?
(A) 8
(B) 10
(C) 4
(D) 6

Ans-D

236. Dual Charge Allowance may be sanctioned for maximum period of ?
(A) 4 Month
(B) 6 Month
(C) 8 Month
(D) 1 Month

Ans-B

237. Suspension period of any Railway employee may be for……..period (maximum), without review ?
(A) 90 days
(B) 120 days
(C) 180 days
(D) 140 days

Ans-A

238. Leave encashment is not paid to Railway employee being retired as compulsory retirement penalty. This statement is-
(A) True
(B) False
(C) 50% is paid
(D) 75% is paid

Ans-B

239. Half set privilege pass is valid ?
(A) 4 Month
(B) 3 Month
(C) 5 Month
(D) 2 Month

Ans-C

240. Leave encashment while service is permitted maximum for a period of…….days-
(A) 15 days
(B) 60 days
(C) 80 days
(D) 1 year

Ans-B

241. Who is the Chairman of Head Quarter level committee of SBF ?
(A) PCPO
(B) General Manger
(C) DRM
(D) Sr.DPO

Ans-A

242. How many representative form recognized union may be nominated for SBF ?
(A) 02
(B) 04
(C) 06
(D) 08

Ans-A

243. A Temp. employee, how much continuous service period required for House Building Advance.
(A) 05
(B) 10
(C) 15
(D) none of the above

Ans-A

244. What is the percentage of Government contribution in NPS ?

(A) 14 %
(B) 10%
(C) 16%
(D) 15%

Ans-A

245. How many digits in a PRAN number ?

(A) 10
(B) 11
(C) 12
(D) 09

Ans-C

246. How many account can be opened in favor of a serving employee under New Pension Scheme ?

(A) 01
(B) 02
(C) No limit
(D) 10

Ans-A

247. What is Group A Junior Scale Grade pay ?

(A) Level-9
(B) Level-6
(C) Level-7
(D) Level-8

Ans-A

248. When was pension introduced in Indian Railway ?

(A) 01-04-1957
(B) 01-03-1957
(C) 01-06-1957
(D) 01-11-1957

Ans-A

249. Minimum pension is Rs……..?

(A) 9000+ DA
(B) 3500+DA
(C) 1275+DA
(D) 1913+DA

Ans-A

250. What is the lower age limit for CG appointment ?

(A) 18 Year
(B) 20 Year
(C) 25 Year
(D) 21 Year

Ans-A

251. What is the order of priority to be followed while making appointment on compassionate grounds for dependent of employees who die in the course of duty ?

(A) First
(B) Second
(C) Third
(D) Fourth

Ans-A

252. What is the Fitment Factor for Non Running Staff as per 7^{th} CPC ?

(A) 2.57
(B) 2.67
(C) 2.47
(D) 2.91

Ans-A

253. Full form of PCDO ?

(A) Periodical Correspondence Demi Order
(B) Performance Confidential Demi Officials
(C) Periodical Confidential Demi Officials
(D) None of the abve

Ans-C

254. When was Nivaran Portal was launched ?

(A) 2015
(B) 2016
(C) 2017
(D) 2018

Ans-B

255. Minimum residency period for promotion is……years ?
(A) 4
(B) 2
(C) 3
(D) 5

Ans-B

256. CPGRAMS portal was launched in-
(A) 2005
(B) 2006
(C) 2009
(D) 2007

Ans-D

257. How much funeral assistance amount may be provided through SBF after death of Railway employee ?
(A) 15000
(B) 10000
(C) 8000
(D) 20000

Ans-B

258. How much maximum amount may be sanctioned for House Building Advance to a Railway employee ?
(A) Rs.2500000
(B) Rs.3000000
(C) Rs.3500000
(D) Rs.4000000

Ans-A

259. Maximum sanction limit of Computer advance ?
(A) Rs.40000
(B) Rs.50000
(C) Rs.30000
(D) Rs.60000

Ans-B

260. When Motor car / Scooter / Motorcycle and Moped advance discontinued ?
(A) 2016
(B) 2017
(C) 2018
(D) 2015

Ans-B

261. In case of employee retiring after 20 years, how many percentage of Basic pay calculate for repaying capacity ?
(A) 45%
(B) 40%
(C) 30%
(D) 50%

Ans-B

262. When New Pension Scheme was launched ?
(A) 2005
(B) 2001
(C) 2004
(D) 2006

Ans-C

263. How many digits are there in PPAN number ?
(A) 12
(B) 14
(C) 08
(D) 16

Ans-D

264. What is the changed name of New Pension Scheme ?

(A) National Pension System
(B) Notional Payment System
(C) New Payment Scheme
(D) National Pay System

Ans-A

265. For which requirement of the child, child care leave can be sanctioned ?
(A) Rearing
(B) Education
(C) Sickness
(D) All above

Ans-D

266. On transfer, distance between old head quarter and new head quarter is more than 1000 K.M., than due joining time is ?
(A) 10 days
(B) 12 days
(C) 15 days
(D) 20 days

Ans-B

267. UMID is related to which department ?
(A) Personnel
(B) Operating
(C) Commercial
(D) Medical

Ans-D

268. Which is not a penalty under D & R 1968 ?
(A) Censure
(B) Removal
(C) Suspension
(D) None

Ans-C

269. How many Rules in D & A Rule -1968 ?
(A) 28
(B) 29
(C) 30
(D) 31

Ans-D

270. The Recruitment Rules should also indicate the following items ?
(A) Qualification
(B) Age
(C) Scale of Pay applicable to the post
(D) All above

Ans-D

271. Which of the following is not a computer ?
(A) Personal Computer
(B) Personal Digital Assistant
(C) Mainframe
(D) Menus

Ans-D

272. IRISET institute situated at ?
(A) Banglore
(B) Chennai
(C) Secunderabad
(D) Mysore

Ans-B

273. What is full form of IREM ?
(A) Indian Railway Enquiry Manual
(B) Indian Railway Enquiry Manifesto
(C) Indian Railway Establishment Manifesto
(D) Indian Railway Establishment Manual

Ans-D

274. What is full form of DFCCIL ?
(A) Dedicated Finance Corridor Corporation of India Limited
(B) Dedicated Freight Corridor Corporate of India Limited
(C) Dedicated Freight Corridor Corporation of India Limited
(D) None of the above

Ans-C

275. Who is the Competent Authority to make rules on RS (D&A) Rules ?

(A) Chairman Railway Board
(B) Rail Minister
(C) President
(D) Director Establishment

Ans-C

276. Which of the Standard Form is required to be used for issuing the order of Deemed Suspension ?
(A) SF-1
(B) SF-2
(C) SF-3
(D) SF-4

Ans-B

277. Who is competent authority to provide compassionate appointment to a dependent of Rly. Employee if he has been medically decategorised ?
(A) GM
(B) DRM
(C) CRB
(D) None of the above

Ans-A

278. Indian Railways' first pod hotel was inaugurated at which of the following railway stations in November 2021?
(A) Chennai Central Railway Station
(B) Mumbai Central Railway Station
(C) Howrah Railway Station West Bengal
(D) Thiruvananthpuram Central Railway Station

Ans-C

279. What share amount is given by Railways for each employee per year under the head of "Employee welfare fund" ?
(A) Rs.200
(B) Rs.500
(C) Rs.1500
(D) None of the above

Ans-D

280. In which category of sport did India won gold medal in Tokyo Olympics ?
(A) Shooting
(B) Javelin Throw
(C) Jaw Round
(D) Women Hockey

Ans-B

281. As per Railway Board in which of following categories vacancy can be created at present ?
(A) Safety
(B) Non Safety
(C) Both of these
(D) None of the above

Ans-D

282. Inter National Women's day is celebrated on which date per year ? 6 March
(A) 8 March
(B) 10 March
(C) 14 March

Ans-B

283. When the dates of entry into a grade of promoted railway servants and direct recruits are the same, the seniority will be determined by -

(A) Promoted railway servants will be senior

(B) direct recruits will be senior

(C) They will be put in alternate positions. direct recruits will be kept above promoted railway servant

(D) They will be put in alternate positions. promoted railway servant will be kept above direct recruits

Ans-B

284. How many divisions are there in Western Railway ?
(A) 3
(B) 4

(C) 5
(D) 6

Ans-D

285. Kandhar is located in which country ?
(A) Afghanistan
(B) Pakistan
(C) Iran
(D) India

Ans-A

286. General Manager of SCR is –
a) Shri Arun Jain
b) Shri Pramod Kumar
c) Shri Satish kumar
d) Shri Sanjay Srivastava

Ans-D

287. Study leave shall count for :-

A. Reckoning seniority
B. Reckoning increment
C. Earning LAP
D. Earning LHAP.

Ans- C

288. Recently conducted selection for the post of TE & CC belongs to which quota ?
(A) Departmental Promote Quota
(B) Talented Quota
(C) Both of these
(D) None of the above

Ans-A

289. Which of the following post does not come under Supervisor?

(A) Senior Section Engineer
(B) Junior Engineer
(C) Pharmacist
(D) Chief Inspector of Ticket

Ans-C

290. Child Care Leave is debited from which leave account ?
(A) LAP
(B) LHAP
(C) Both of these
(D) None of the above

Ans-D

291. The minimum year of Railway service required to become eligible under RELHS Scheme ?

(A) 20 Year
(B) 25 Year
(C) 33 Year
(D) None of the above

Ans-A

292. HTML used for ?
(A) For Browsing
(B) For web designing
(C) For booting
(D) For downloading

Ans-B

293. One Kilobyte contain Bytes ?
(A) 100
(B) 500
(C) 1000
(D) 10000

Ans-C

294. IRIEEN institute situated at ?
(A) Bhusawal

(B) Nasik
(C) Hyderabad
(D) Delhi

Ans-B

295. RBE No.64/2020 related with ?
(A) Ban on direct recruitment
(B) Ban on recruitment of welfare inspector
(C) Ban on recruitment of scout guide
(D) To pend recruitment of TADK

Ans-D

296. Year of Indian Trade Union is ?
(A) 1920
(B) 1926
(C) 1930
(D) 1949

Ans-B

297. How many Articles are there in the original Indian Constitution?

(A) 395
(B) 368
(C) 311
(D) 343

Ans-A

298. How many Schedules are there in the original Indian Constitution?

(A) 12
(B) 08
(C) 11
(D) 05

Ans-B

299.	How many members participates in PNM meeting at Zonal/Divisional level ?			
Ans.	25 members of each unions	20 members of each unions	21 members of each unions	15 members of each unions

300.	Who is the secretary of PNM meeting at zonal level ?			
Ans.	Principe Chief Personnel Officer (PCPO)	Dy.CPO(Gaz)	Senior Deputy General Manager	General Manager
301	At how many levels PNM meetings conducted ?			
Ans.	At three levels- Railway board, Zonal and Divisional/Workshop level.	Two level Railway Board level & 2) Zonal Level	At only one level 1) Railway Board level	None of the above.
302	What are the privileges to be offered to the office bearers of the PNM ?			
Ans.	Pass, Rest house, special casual leaves & Circulars etc.	Honorarium	OT	Special Allowance
303	Who is the president of PNM meeting at Railway Board level ?			
Ans.	Member Staff	Chairman Railway Board	Executive Director	Secretary to CRB
304	Who is the secretary of PNM meeting at Railway board level ?			
Ans.	Dy. Director (Est.)	Member Staff	GM	DRM
305	Who is the President of PNM meeting at Zonal level ?			
Ans.	General Manager.	Additional General Manager	Principal Chief Personnel Officer (PCPO)	Senior Deputy General Manager
306	Who is the President of PNM meeting at Divisional level ?			
Ans.	Divisional Railway Manager	Additional Divisional Railway Manager	Senior Divisional Personnel Officer	Assistance PersonnelOfficer
307	Who is the secretary of PNM meeting at Zonal level ?			
Ans.	PCPO	Dy.CPO(1R)	CPO(IR)	Additional General Manage
308	Who is the secretary of PNM meeting at Divisional level ?			
Ans.	Divisional Railway Manager	Senior Divisional Personnel Officer	Additional Divisional Railway Manager	Assistance PersonnelOfficer
309	How many times PNM meetings organized in a year in Board Level?			

Ans.	2 times (once in 6months)	3 times (once in 4 months)	4 times (once in 3 months	Once in a year
310	How many persons participate from employees side?			
Ans.	25	20	21	15
311	How many days special Casual Leave may be given for participation in PNM			
Ans.	3 Days	2 Days	5 Days	1 Day
312	If decision of Adhoc Tribunal declines by Railway board then after what duration this matter can be raised in PNM ?			
Ans.	After one year.	After two year	After 3 year	After 6 months
313	W hen Joint Consultative machinery (EM) was formed?			
Ans.	By Cabinet Minister Shri Guljari Lal Nanda on 28.10.1996	28.11.1966	28.11.1960	28.11.1960
314	When PREM has been established for participation of Railway employees in management?			
Ans.	in year 1994	in year 1947	in year 1952	in year 1974
315	At how many levels PREM meetings conducted ?			
Ans.		At only one level – Railway Board level	At two level – Depot & Divisional	None
316	Who is the president of PREM meeting at Railway Board level ?			
Ans.	Chairman Railway Board	General Manager	Divisional Railway Manager	Principal Chief Personnel Officer (PCPO)
317	Who is the Secretary of PREM meeting at Railway Board level ?			
Ans.	Secretary, Railway Board	Secretary to member staff	GM	DRM
318	Who is the president of PREM meeting at Zonal level ?			
Ans.	General Manager	PCPO	Senior Deputy General Manager	PCE

319	Who is the Secretary of PREM meeting at Zonal level ?			
Ans.	Assistant General Manager	Senior Deputy General Manager	PCPO	DRM
320	Who is the President of PREM meeting at Divisional level ?			
Ans.	DRM	ADRM	Sr. DPO	DPO
321	Who is the Secretary of PREM meeting at Divisional level ?			
Ans.	DRM	ADRM	Sr. DPO	APO
322	What does the abbreviation PREM stand for?			
Ans.	Participation of Railway Employeesin Management	Permanent Railway employees management	Participation of Railway employees in mechanism	NONE
323	How many times in a year, the PREM meetings conducted at Board's, Zonal and Divisional Levels?			
Ans.	Once in a quarter.	Once in a Month	Once in a Year	Once in a Half Year
324	How many members participate from Officer's Association and Employees unions in PREM meeting at Railway Board's level ?			
Ans.	4 from every federation and 4 from Officer's Association (2+2)	3 from every federation and 3 from Officer's Association (1+2)	2 from every federation and 2 from Officer's Association (1+1)	1 from every federation and 1 from Officer's Association (1)
325	How many times PREM meetings organized in a year?			
Ans.	Once in three months and 4 times in a year.	Once in 6 months and 2 times in a year	Once in year.	Once in 2 months and 6 times in a year.
326	How many members participates in PREM meeting ?			
Ans.	4 Members of each union.	3 Members of each union.	2 Members of each union.	6 Members of each union.
327	When PNM formed ?			
Ans.	On 01.01.1952 by Shri V.V.Giri	01.01.1950	01.01.1955	01.10.1952
328	What is the full form of PNM ?			
Ans.	Permanent Negotiating Machinery	Partial Negotiating Machinery	Permanent negotiating mechanism	NONE

329	How many times PNM meetings organized in a year in divisional leve!?			
Ans.	6 times. (once in 2 months)	4 times. (once in 3 months)	3 times. (once in 4 months)	Once in a year
330	What is stands for AIRF ?			
Ans.	All India Railwaymen's Federation	All India Railwaymen's Foundation	All India Railway Federation	NONE
331	AISCSTREA Full form of AISCSTREA			
Ans.	All India Scheduled Cast Scheduled Tribe Railway Employees Association	All India Second Class Schedule Traditional Railway Employees Association.	All India Second Class Schedule Temporary Railway Employees Association.	NONE
332	How many members of AIOBCREA/AISCSTREA may be issued with Identity Cards/Gate Passes			
Ans.	4 to 5 members :	ALL MEMBERS	ONLY DIVISIONAL PRESIDENT	ONLY DIVISIONAL SECRETARY
333	PNM has come into effect from _____			
Ans.	1952	1950	1951	1960
334	Secretary of PNM on Zonal level is……..			
Ans.	PCPO	AGM	Secretary to PCPO	Dy.CPO(1R)
335	Who is the Chairman of JCM at national level_____.			
Ans.	Cabinet Secretary of Indian Government	CRB	Member Staff	Principal Secretary
336	Full form of CRMS			
Ans.	Central Railway Mazdoor Sangh	Central Railwaymen Maha Sangh	Central Railway Management Sangh	Central Railway Mazdoor Sangathan
337	How many Special Casual Leave may be granted for Indian Scout Guide Activities			
Ans.	30+15 days.	50 days	10 days only	Unlimited
338	How many daystravel / daily allowance granted? for Indian Scout Guide Activities			

Ans.	15 days	30 days	Actual	FALSE
339	Before how many days agenda of JCM should be given ?			
Ans.	One Month Before.	One day Before	One Year Before	Six month before
340	Who is the president of JCM/National Council?			
Ans.	Cabinet Secretary of Indian Government	CRB	Finance Secretary	Member staff
341	The validity of Board of Arbitration is.			
Ans.	3 years.	2 years.	1 years.	5 years.
342	Is decision of Board of Arbitration are binding on both sides?			
Ans.	TRUE	FALSE	BOTH	NONE
343	Can the decision of Board of Arbitration change on dispute of National Council ?			
Ans.	by Parliament	BY Railway Board	By GM	By DRM
344	Is minutes to be issued for conversations with All India SC/ST Emp!oyees' Association?			
Ans.	False.	TRUE	BOTH	NONE
345	How many check pass and card pass to be issued to office bearers of a union in a year ?			
Ans.	6 check pass, 1 card pass for 4 office bearers,	8 check pass, 1 card pass for 4 office bearers,	2 check pass, 1 card pass for 4 office bearers,	No check pass, 1 card pass for 4 office bearers,
346	How many persons can be travel together by card pass which is issued for 4 office bearers of a union?			
Ans.	One office bearer.	Three office bearer.	Two office bearer.	NONE
366	Is Special pass is applicable for participation in the meeting of management committee of cooperative society ?			
Ans.	TRUE	FALSE	BOTH	NONE
367	PNM meeting is held every three months on Divisional Level			

Ans.	TRUE	FALSE	BOTH	NONE

HOER

Q

1 Regulation of Hours of Work and Period of Rest is given in Chapter XIV of ------?

A. IREM
B. IREC
C. Railway Act 1989
D. None of the above

Ans: C - Railways Act 1989 Chapter XIV

2 The classification of Continuous employments is defined in Sec- ……. Chapter XIV of Indian Railways Act, 1989.

A. 130 (a)
B. 130 (d)
C. 131 (a)
D. None of the above

Ans: A - Railways Act 1989 130(a)

3 The classification of EI employments is defined in Sec- …….. Chapter XIV of Indian Railways Act, 1989.

A. 130 (a)
B. 130 (b)
C. 130 (c)
D. None of the above

Ans: B - Railways Act 1989 130(b)

4 The classification of Intensive employment is defined in Sec- …….. Chapter XIV of Indian Railways Act, 1989.

A. 130 (b)
B. 130 (c)
C. 130 (d)
D. None of the above

Ans: C - Railways Act 1989 130(d)

5 Grant of overtime payment to Railway servants is given in Sec- …….. Chapter XIV of Indian Railways Act, 1989.

A. 133 (4)
B. 132 (4)
C. 131 (4)
D. Noneof the above

Ans: B - Railways Act 1989 132(4)

6 Grant of periodical rest to Railway servants classified as EI is given in Sec- …….. Chapter XIV of Indian Railways Act, 1989.

A. 133 (1)a
B. 133 (1)b
C. 133 (1)c
D. None of the above

Ans: B - Railways Act 1989 133(1)b

7 Grant of periodical rest to Railway servants classified as Intensive is given in Sec- ……. Chapter XIV of Indian Railways Act, 1989.

A. 131 (1)a
B. 131 (1)b
C. 131 (1)c
D. Noneof the above

Ans: A -Railways Act 1989 131(1)(a)

8 Grant of periodical rest to Railway servants classified as Continuous is given in Sec- ……. Chapter XIV of Indian Railways Act, 1989.

A. 131 (1)a
B. 131 (1)b
C. 131 (1)c
D. Noneof the above

Ans: A -Railways Act 1989 131(1)(a)

9 The duties of supervisors are defined in Sec- ..... Chapter XIV of Indian Railways Act, 1989

A. 135(2)
B. 133(2)
C. 131(2)
D. Noneof the above

Ans: A -Railways Act 1989 135(2)

10 AsperHOER, full night means period between----and-------

A. 09.00pm to 06.00 am
B. 09.30 pm to 06.00am
C. 10.00pm to 06.00am
D. Noneof the above

Ans: C -HOER 2005 Rule2(b)10.00pm to 06.00 am

11 In the case of continuous workers Long on means period of duty is over -----hours.

A. 9
B. 10
C. 12
D. None of the above

Ans: B - HOER2 (c) Over10 hours

12 In the case of Intensive workers Long on means period of duty isover -----hours.

A. 10
B. 09
C. 08
D. None of the above

Ans: C -HOER2(c) over 8hours

13 In the case of EIworkers Long on means period of duty isover -----hours.

A. 12
B. 10
C. 08
D. None of the above

Ans: A -HOER 2005 2(c)over 12 hours

14 Full form of RLCis .....

A. Railway Labour Commissioner
B. Regional Law Commissioner
C. Regional Labour Commissioner
D. None of the above

Ans: C -Regional Labour Commissioner

15 That document, which shows the hours of duty of a railway worker on duty, is called …

A. Roster
B. Register
C. Diary
D. None of the above

Ans: A -HOER 2005 2(h) Roster

16 A station which is not a junction but from which trains are ordered on regular measure isa .....

A. Non-Road side station
B. Class A Station
C. Road side station
D. None of the above

Ans: A -HOER 2005 2(g) (iv) Non- Road side station

17 RLC is appointed by appropriate Government by issuing the ……

A. Notification in News Papers
B. Notification in Official Gazetted
C. By issuing Administrative Order
D. None of the above

Ans: B - HOER 2005 2(f)Official Gazette

18 In case of running staff ordinary rate of pay includes--------%

A. 55% of basic pay
B. 30% of basic pay
C. 50 % of basic pay
D. None of the above

Ans: B - 2 (d) (i)30% of basic pay

19 Short Off is the period of rest less than ….. hoursbetween two rostered duties of Railway servant under continuous classification

A. 12
B. 10
C. 08
D. None of the above

Ans: B - HOER 2005 2(k) (2) 10 hours

20 Maximum number of breaks permitted in a split shift are ----

A. Upto 2 breaks
B. Upto 3 breaks
C. Upto 4 breaks
D. Noneof the above

Ans: A - HOER8(8)(a) upto2breaks

21 If the place of residence is beyond -------- KMs from place of work, 7 hours of split duty is treated as equivalent to 8 hours of normal duty.

A. KMs
B. 1.6KMs
C. 6.0 KMs
D. Noneof the above

Ans: B - HOER8(8)(b) 1.6KM

22 Sustained effort implies-------

A. Mental effort
B. Physical effort
C. Regular effort
D. None of the above

Ans: A – HOER Explanation under 2(m) Mental effort

23 Power to declare the employment of Railway Servant as Intensive or EI vest with----

A. Ministry of Railways
B. Ministry of Labour
C. GM
D. None of the above

Ans: C - HOER3(1) GM

24 Power to declare the employment of Railway Servant as Excluded vest with----

A. Ministry of Railways
B. GM
C. PCPO
D. None of the above

Ans: A -HOER6 - Ministry of Railways

25 Time limit for appealing against Roster's classification is -------days

A. 45 days
B. 90 days
C. 180 days
D. None of the above

Ans: B - HOER 2005 4(2) 90 days

26 Copy of order specifying a Railway Servant to be treated as Supervisory shall be forwarded to ------

A. GM
B. PCPO
C. Chief Labour Commissioner
D. None of the above

Ans: C - HOER5(2) Chief Labour Commissioner

27 --is the authority to specify a Railway Servant as Supervisory

A. Ministry of Railways
B. Ministry of Labour
C. GM/ Head of Rly. Administration
D. None of the above

Ans: B - HOER5(1) Ministry of Labour

28 The Employment of all Railway Servants except those excluded by Ministry of Railways are assumed as -------

A. Intensive
B. Continuous
C. Essentially intermittent
D. None of the above

Ans: B - HOER7(1) Continuous

29 Health Educators are classified as…….

A. Intensive
B. Continuous
C. Excluded
D. None of the above

Ans: C - HOER6(d) Excluded

30 Family planning Field workers are classified as--

A. Excluded
B. Intensive
C. Continuous
D. None of the above

Ans: A - HOER6(e) Excluded

31 Most suitable method to classify employment of Railway servant as continuous intensive or EI is based on ----

A. Report of Branch Officer
B. Report of CPO / IR
C. Factual job analysis
D. None of the above

Ans: C - HOER7(1) Factual job analysis

32 Strenuous nature of work with mental or physical strain and continuous work with little or no period of relaxation are Important factors for classification of Rly Servant as…..

A. Excluded
B. Intensive
C. Continuous
D. None of the above

Ans: B - HOER7(2) intensive

33 Period of inaction or relaxation aggregating to –-----hours in a cycle of 24hours will satisfy the condition of little period of rest for classification as intensive

A. Less than 4
B. Less than 6
C. Less than 8
D. None of the above

Ans: B -7(2) Explanation Less than 6

34 The standard hours of duty for Intensive employment of railway servants shall be ..... hours a week

A. 42hours
B. 48hours
C. 54 hours
D. Noneof the above

Ans: A - HOER 2005 42 hours8(3)(a)

35 The standard hours of duty forContinuous employment of railway servants shall be ..... hours a week

A. 42hours
B. 48hours
C. 54 hours
D. None of the above

Ans: B - HOER8(3) 48 hours

36 The standard hours of duty for Essentially intermittent employment of railway servants shall be ..... hours a week

A. 42hours
B. 48hours
C. 54 hours
D. None of the above

Ans: B - HOER8(3) 48 hours

37 The Employment of a Railway Servant is classified as ----- if in shift of 12 hours the period of inaction aggregate to 6 hours or more

A. Intensive
B. Continuous
C. Essentially intermittent
D. None of the above

Ans: C - HOER 7(3)(b)

38 as per Note given under Sec- 7, While assessing the work load of Essentially intermittent staff the period of inaction less than ……..minutes shall be ignored

A. 05 minutes
B. 10 minutes
C. 15 minutes
D. None of the above

Ans: A - HOER - Note under Sec- 7 - 5 minutes

39 The rostered hours of duty of caretaker of rest house is ----hours a week

A. 54 hours
B. 72hours
C. 75hours
D. None of the above

Ans: C - HOER 8(4)(a)(1)&8(6)(i) 75 hours

40 EI classified railway employees working at road side station, andallotted with quarters within 0.5 km from work place, the Standard hours of work is ……. hours in a week

A. 60 hours
B. 72hours
C. 75 hours
D. None of the above

Ans: B - HOER 8(4)(ii) 72 hours

41 Maximum time limit prescribed for preparatory and Complementary work in case of Railway Servant Classified as intensive is -------hours a week

A. 03 hours
B. 04 hours
C. 06 hours
D. None of the above

Ans: A - HOER 8(6)(a) 3 hours

42 Maximum time limit prescribed for preparatory and Complementary work in case of Railway Servant Classified as Continuous is -------hours a week

A. 03 hours
B. 04 hours
C. 06 hours
D. None of the above

Ans: C - HOER 8(6)(b) 6 hours

43 Maximum time limit prescribed for preparatory and Complementary work in case of Railway Servant Classified as EI and called upon to work 24 additional hours in a week is -------hours a week

A. 03 hours
B. 04 hours
C. 06 hours
D. None of the above

Ans: A - HOER 8(6)(c)(i) 3hrs

44 Maximum time limit prescribed for preparatory and Complementary work in case of Railway Servant Classified as EI and called upon to work 12 additional hours in a week is -------hours a week

A. 03½ hours
B. 04½ hours
C. 06½ hours
D. Noneof the above

Ans: B - HOER 8(6)(c)(ii) 4½ hours

45 Time required for preparatory and complementary work by a running staff shall be deemed to be ------ a week

A. 03 hours
B. 04 hours
C. 06 hours
D. None of the above

Ans: B - HOER 8(7) 4 hours

46 If the time assessed for preparatory and complementary work in respect of staff classified as -----is less than 45 minutes per day the same should be treated as half an hour

A. Intensive
B. Continuous
C. Essentially intermittent
D. None of the above

Ans: B - HOER 8(7) Note(ii) Continuous

47 If the time assessed for preparatory and complementary work in respect of staff classified as Continuousis 45 minutes and 1 hour per day the same should be treated as ……..hour

A. 30 minutes
B. 45 minutes
C. 01hours
D. None of the above

Ans: C - HOER 8(7) Note(ii) 1 hour

48 If the time assessed for preparatory and complementary work in respect of staff classified as Continuous, EI and Intensive is more than 15 minutes per day the same should be treated as ----------

A. Half an hour
B. 45 minutes
C. 01hour
D. None of the above

Ans: A - HOER 8(7) Note(ii) Half an hour

49 Averaging period for purpose of calculating overtime in respect of continuous staff is ---

A. Weekly
B. Bi-weekly
C. Monthly
D. None of the above

Ans: B - HOER 10(2)& Sec- 132 of Railways Act Bi weekly

50 Averaging period for purpose of calculating overtime in respect of Intensive staff is ---

A. Weekly
B. Bi-weekly
C. Monthly
D. Noneof the above

Ans: B - HOER 10(2)& Sec- 132 of Railways Act Bi weekly

51 As per rule …….the particulars of extra work done by a Railway Servant shall be recorded in Register of Extra hours of work(Form A)

A. Rule - 09
B. Rule - 10
C. Rule – 11
D. Noneof the above

Ans: C - HOER 2005 Rule - 11

52 Weekly rest of not less than ---- consecutive hours is granted to Railway Servant whose employment is classified as Intensive

A. 24 hours
B. 30 hours
C. 48hours
D. Noneof the above

Ans: B - HOER 12(1) 30 hours

53 Weekly rest of not less than ----is granted to Railway Servant whose employment is classified as EI

A. 24 hours
B. 30 hours
C. 48hours
D. Noneof the above

Ans: A - HOER 12(1) 24 hours

54 Weekly rest of not less than ----is granted to Railway Servant whose employment is classified as continuous

A. 48 consecutive hours
B. 30 consecutive hours
C. 24consecutive hours
D. Noneof the above

Ans: B - HOER 12(1) 30 consecutive hours

55 No Railway Servant classified as intensive shall be called upon to duty before completion of rest of ----hours

A. 10 hours
B. 12 hours
C. 14hours
D. Noneof the above

Ans: B - HOER 12(2) 12 hours

56 Running staff shall be granted rest of 4 periods of consecutive ……. hours including full night in bed in a month

A. 24 consecutive hours
B. 30 consecutive hours
C. 48consecutive hours
D. Noneof the above

Ans: B - HOER 12(3) 30 hours

57 Running staff shall be granted rest of 5 periods of ------consecutive hours including full night in bed in a month

A. 18 consecutive hours
B. 20 consecutive hours
C. 22consecutive hours
D. Noneof the above

Ans: C - HOER 12(3) 30 hours 22 hours

58 -----will decide whether a particular action will be classified as sustained attention or not

A. GM
B. Head of Dept
C. Controlling authority
D. Noneof the above

Ans: C - HOER 2005 2(m) Controlling authority

59 Loco running staff, who are deputed to accompany the engine on trial, are allowed --- credit of time spent on duty

A. 50 percent
B. 70 percent
C. 100 percent
D. Noneof the above

Ans: C - HOER 100 percent IREM Ch. IX – 902 XV

60 ----- No Railway Servant except -------are booked for more than 14 days continuously

A. Wireless staff
B. Staff Operating Track Machines
C. Operating staff on Non-road station
D. Noneof the above

Ans: B - HOER RBE 162/2009 - Staff Operating Track Machines

61 There are …… sections in Chapter XIV of Indian Railways Act

A. Total05 Sections
B. Total07 Sections
C. Total09 Sections
D. Noneof the above

Ans: B - Chapter XIV of Indian Railways Act, 1989 - 07 धारा

62 "Definitions"aredefined in Sec- ..... ofchapter XIV of Railway Act 1989

A. Sections 130
B. Sections 131
C. Sections 133
D. Noneof the above

Ans: A - Indian Railways Act, 1989धारा / Sections 130

63 Exemptions from application of chapter XIV of Railway Act 1989 are defined in the Sec- ….

A. Sections 130
B. Sections 131
C. Sections 132
D. Noneof the above

Ans: B - Indian Railways Act, 1989धारा / Sections 131

64 "Limitation of hours of work"isdefined insection....ofchapter-XIV of Railway Act-1989

A. Sections 132
B. Sections 133
C. Sections 134
D. Noneof the above

Ans: A - Indian Railways Act, 1989धारा / Sections 132

65 "Grant of periodical rest"isdefined insection.... ofchapter XIV of Railway Act 1989

A. Sections 131
B. Sections 133
C. Sections 135
D. Noneof the above

Ans: B - Indian Railways Act, 1989धारा / Sections 133

66 "Railway servant to remain on duty"isdefined insection.... ofchapter XIV of Railway Act 1989

A. Sections 130
B. Sections 132
C. Sections 134
D. Noneof the above

Ans: C - Indian Railways Act, 1989धारा / Sections 134

67 “Supervisors of railway labour”isdefined insection.... ofchapter XIV of Railway Act 1989

A. Sections 135
B. Sections 133
C. Sections 132
D. Noneof the above

Ans: A - Indian Railways Act, 1989धारा / Sections 135

68 “Power to make rules in respect of matters in this Chapter”isdefined insection.... ofchapter XIV of Railway Act 1989

A. Sections 136
B. Sections 135
C. Section 135 and 136 both
D. Noneof the above

Ans: A - Indian Railways Act, 1989धारा / Sections 136

69 As per Sec- 136 of Railway Act 1989, the Power to make rules in respect of matters given in Chapter XIV will be exercised

A. Central Government
B. Ministry of Railways
C. GM
D. Noneof the above

Ans: AB - Indian Railways Act, 1989Central Government सेक्शन 136(1)

70 Chapter .... of the Railway Act contains provisions for the Regulation Of Hours Of Work And Period Of Rest of railway employees.

A. Chapter XVI
B. Chapter XV
C. Chapter XIV
D. None of the above

Ans: C - Indian Railways Act, 1989अध्याय / Chapter XIV

71 Regional Labour Commissioner is appointed by ……..

A. Ministry of Railways
B. Ministry of Labour
C. Labour Commissioner
D. Noneof the above

Ans: B - Indian Railways Act, 1989Ministry of Labour

72 Most suitable method to classify employment of Railway servant is based on…….

A. Rough assessment method
B. Factual job Analysis
C. Practical Based Approach
D. Factual job Analysis

Ans: B - HOER 7(1) Factual job Analysis

73 ..... staff are not governed by HOER

A. RPF Staff
B. TMC Staff
C. Casual Labour
D. Noneof the above

Ans: A - HOER RPF Staff

74 ..... staff are governed by HOER

A. RPF Staff
B. Casual Labour
C. A & B both are the correct answer
D. Noneof the above

Ans: B - HOER Casual Labour

75 Annual Return indicating details of Railway Servants employed under different classification has to be filed before RLC on or before ……every year?

A. 15 March
B. 15April
C. 15 May
D. Noneof the above

Ans: C - May15 -HOER 2005 Rule-16

76 'Running staff' means the staff who are defined to be so in Rule …… of the Indian Railway Establishment Code, Volume-II (1990 Edition).

A. Rule 507
B. Rule 1307
C. Rule 1507
D. Noneof the above

Ans: C–(2i-HOER 2005) नियम1507 / Rule 1507

77 For OT payment, 'Ordinary rate of pay' means the pay as defined in rule …….. of the Indian Railway Establishment Code Volume-II (1990 Edition)

A. Rule 1303
B. Rule 1307
C. Rule 1507
D. Noneof the above

Ans: A–(2d-HOER 2005) नियम1303 (FR-9) / Rule 1303 (FR-9)

78 "Section 2 of the Railway Servants (Hours of Work and Period of Rest) Rules, 2005, contains …….

A. Short title
B. Publication
C. Definitions
D. Noneof the above

Ans: C–Rule 2 of HOER 2005- Definitions

79 The Railway Servants (Hours of Employment) Rules, 1961 has been repealed by rule … of Railway Servants (Hours of Work and Period of Rest) Rules, 2005

A. Rule 16
B. Rule 17
C. Rule 18
D. Noneof the above

Ans: C–HOER2005 नियम18 / Rule 18

80 RESIDUARY POWERS are explained in Part – ….. of Railway Servants (Hours of Work and Period of Rest) Rules, 2005

A. Part – III
B. Part – IV
C. Part – V
D. None of the above

Ans: B - HOER 2005 भाग- IV / Part – IV

81 REPEAL AND SAVING are explained in Part – ….. of Railway Servants (Hours of Work and Period of Rest) Rules, 2005

A. Part – III
B. Part – IV
C. Part – V
D. Noneof the above

Ans: C - HOER 2005 भाग- V / Part – V

82 A railway servant aggrieved by the declaration of classification may prefer an appeal to the

A. GM
B. PCPO
C. RLC
D. Noneof the above

Ans: C - HOER 2005 4 (i) -Regional Labour Commissioner

83 Any railway servant or Railway Administration aggrieved by a decision of the RLC may, prefer an appeal to the …… to the Government of India in the Ministry of Labour.

A. DeputySecretary
B. JointSecretary
C. Secretary
D. Noneof the above

Ans: C - HOER 2005 4 (ii) सचिव

84 Questions on HRMS,E-OFFICE,IPAS, UMID.

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