

QUESTION BANK FOR THE POST OF COMPLAINTS INSPECTOR (EX-CADRE)
IN GP Rs.4200/- (LEVEL 6 OF VII CPC PAY MATRIX)

I. PUBLIC COMPLAINTS

1. PGRM stands for -----
[A] Poor Grievances Redressal Machinery [B] Political Grievances Redressal Machinery
[C] Public Grievances Redressal Machinery [D] None
2. The Head of the Public Grievances Organization at Divisional level is
[A] Sr.DCM [B] DRM [C] ACM [D] ADRM
3. The Head of the Public Grievances Organization at Zonal Level is _____
[A] PCCM [B] AGM [C] GM [D] CPRO
4. The Head of the Public Grievances Organization at Railway Board Level is _____
[A] ED/PG [B] Member/O & BD [C] ED/Freight [D] Member/Finance
5. _____ Application is used for lodging web complaints on Indian Railways.
[A] Rail Sugam [B] Rail Saarthi [C] Rail Drishti [D] Rail Madad
6. Rail Madad was rolled out on _____
[A] 15-07-2019 [B] 15-08-2019 [C] 15-08-2018 [D] 15-07-2017
7. Which of the following have been given transactional rights in Rail Madad?
[A] ADRM [B] Railway Board [C] Branch Officers [D] Zonal Railway
8. Which of the following is designated as level 1 for redressal of complaints in Rail Madad
[A] ADRM [B] Branch Officer [C] Divisional Control [D] Headquarters Control
9. What does SLA stands for in connection with Rail Madad
[A] Sanction level authority [B] Service Level Authority
[C] Senior Level Authority [D] Service Level Agreement
10. Categorization of Stations will be done on the basis of _____
[A] Originating Earnings/Total passengers handled
[B] Booked Earnings/ I/W passengers handled
[C] Originating Passenger Earnings/ OW Passenger handled
[D] Apportioned Earnings
11. Categorization of stations over IR for Passenger Amenities will be reviewed once in every
(A) 1 Year (B) 2 Years (C) 5 Years (D) 10 Years
12. Public complaints register at stations contains _____ folios.
(A) 3 Folios (B) 1 Folio (C) 2 Folios (D) None of the above
13. Time limit prescribed for redressal of Public Complaints at Divisional Level
(A) 7 Days (B) 15 Days (C) 30 Days (D) 90 Days
14. Time limit prescribed for redressal of Public Complaints at Zonal Level

- (A) 7 Days (B) 15 Days (C) 30 Days (D) 90 Days
15. Expand CPGRAMS
 (A) Centralized Public Grievance Redress and Monitoring System
 (B) Center for Passenger Grievance Redress Management system
 (C) Central Public Passenger Grievance and Management System
 (D) None of the above
 16. _____ is the Head of the Commercial Department at zonal level.
 (A) General Manager (B) Secretary to GM (C) Pr.Chief Commercial Manager
 (D) Asst. General Manager
 17. The overall commercial activities, which are also called as railway business, are of two types _____ and _____.
 (A) Freight and Coaching (B) Operations and Maintenance (C) Maintenance and Organisation
 (D) Accounting and Auditing
 18. _____, Railway Board is in-charge of Commercial as well as Operating Departments at the Board's level.
 (A) General Manager (B) Member/ OBD (C) Addl.Member (D) Chief Executive Officer
 19. CPGRAMS complaints are addressed to
 (A) Zonal Office (B) PM's Office (C) MR Office (D) All of the above
 20. CPGRAMS complaints are received through _____ web portal
 (A) www.pgportal.gov.in (B) IR web portal
 (C) www.greivances.com (D) None of the above.
 21. General Manager shall have power to categorise a station as to which category if it is a place of Tourism importance or an important junction station.
 (A) NSG3 (B) NSG4 (C) NSG6 (D) NSG5
 22. Change of boarding point on a reserved ticket is permitted..... hrs before the scheduled departure of the train.
 [A] 24 hrs [B] 06 hrs [C] 04 hrs [D] Upto chart preparation
 23. Reserved Tickets can be purchased from
 [A] Railway Stations [B] IRCTC portal [C] Post Offices [D] All of the above.
 24. Change of name on a reserved ticket is permitted between
 [A] Family members [B] Tickets booked at Railway stations only [C] Anyone
 [D] Booked on Internet tickets only.
 25. Passengers should occupy their respective seats/berths at least _____ minutes before the Scheduled departure of the train at originating station.
 (A) 20 (B) 30 (C) 15 (D) 10
 26. Sleeping accommodation is provided between _____ & _____ hrs
 [A] 20 & 8 hours [B] 22 & 6 hour [C] 21 & 9 hours [D] 20 & 6 hours

27. Functions of Commercial department are _____
 [A] Sale of transport [B] Creation & development of traffic
 [C] Maintaining public relations [D] All of these
28. Head of Public Relations department at Zonal Railway is _____
 [A] CPRO [B] PCCM [C] PCOM [D] Sr.DCM
29. For trains leaving between 22.00 hours and 06.00 hours (actual departure), refunds shall be admissible within first _____ after the opening of reservation office
 [A] 4 hours [B] 3 hours [C] 6 hours [D] 2 hours
30. Platform tickets can be issued for maximum of ____ persons on a single UTS ticket
 [A] 2 [B] 4 [C] 6 [D] 8
31. Complaints can be sent through _____
 [A]RAIL MADAD [B] 139 [C]Complaints Register [D] All of these
32. In “UTS on Mobile” App, there is a geographical fenced area within which tickets are booked. Platform tickets can be booked within a radius of _____
 [A] 2 Kms [B] 5 Kms [C] 7 Kms [D] 10 Kms
33. Passengers can book _____ & _____ tickets on the UTS on Mobile Application
 [A] Journey and Non-Journey [B] Conventional and Non-Conventional
 [C] Paper & Paperless [D] None of the above
34. To get the ticket printed which is booked from UTS on Mobile App, the passenger should go to _____ and take print out from the ATVM & CoTVM using the booking ID.
 [A] Nearby Station [B] Divisional Office [C] Headquarters Office [D] Source Station
35. To get the paperless ticket checked from the UTS on Mobile app, passenger has to select the _____ function.
 [A] Show Ticket [B] Display Ticket [C] Active Ticket [D] None of the above
36. Authentic way of checking the mobile tickets by TTE App are _____
 [A] Colour Scheme [B] Secret Code [C] Booking & Scrolling [D] All of the above
37. Rail SAARTHI stands for _____
 [A] Synergised Advanced Application Rail Travel Help and Information
 [B] Simplified Advanced App for Rail Travel
 [C] Source Station Advanced Application for Rail Travel
 [D] Systematic Advanced Application for Rail Travel Help and Information
38. Mobile Application to book e-Tickets is _____
 [A] UTS on Mobile [B] PRS on Mobile
 [C] IRCTC Rail Connect [D] None of the above
39. NGeT stands for _____
 [A] Next Generation e-Ticketing [B] New Generation e-Ticketing
 [C] Named Generation e-Ticketing [D] None of the above

40. If Aadhar is linked with the IRCTC account, then the customer can book ____ tickets every month.
[A] 8 Tickets [B] 10 Tickets [C] 12 Tickets [D] 15 Tickets
41. Mobile App for providing information on Freight Business is ____
[A] Rail Saarthi [B] Rail Madad [C] Rail Drishti [D] Rail Sugam
42. Indian Railways has integrated its helpline numbers into ____ for quick grievance redressal and enquiries by passengers during their train journeys.
[A] 139 [B] 138 [C] 182 [D] None of the above
43. ____ is a 'microblogging' system that allows you to send and receive short posts
[A] Facebook [B] Instagram [C] Twitter [D] Youtube
44. ____ provides a modern dashboard with in-built graphs, charts, widgets and indicators to easily appreciate data
[A] Rail Sugam [B] Rail Madad [C] Rail Saarthi [D] Rail Drishti
45. ____ has been vested power to categorize any important tourist or junction station as NSG4 category station.
[A] CPRO [B] PCCM [C] PCE [D] GM
46. Stations with Annual Passenger Earnings more than 500 Cr are categorized in to ____
[A] NSG1 [B] NSG2 [C] NSG3 [D] NSG4
47. Transfer of a certain ticket is prohibited as per section ____ of Railways Act 1989.
[A] 52 [B] 53 [C] 54 [D] 55
48. Separate accommodation should be provided for ladies as per Section ____ of the Railways Act, 1989.
[A] 56 [B] 57 [C] 58 [D] 59
49. As per Section ____ of Railways Act 1989, Traveling without ticket is prohibited.
[A] 55 [B] 56 [C] 57 [D] 58
50. Alarm chain is provided as means of communication between passengers and Railways as per Section ____ of Railway Act, 1989.
[A] 56 [B] 57 [C] 58 [D] 59
51. Staff working on trains can keep private cash upto Rs. ____
[A] 500 [B] 750 [C] 1500 [D] 2000
52. Application for compensation in case of death due to train accident is made to ____
[A] RCT [B] RRT [C] HRC [D] District Court
53. Compensation payable to passenger in case of permanent disability due to Railway accident is Rs. ____
[A] 4,00,000 [B] 6,00,000 [C] 7,20,000 [D] 8,00,000
54. Compensation is not paid due to death/injury in Untoward Incident on account of ____

- [A] Suicide [B] Self inflicted injury
[C] Criminal Act by Passenger [D] All of these
55. Ex-gratia payment, in case of death per passenger, in a train accident is Rs. ____
[A] 50,000 [B] 25,000 [C] 10,000 [D] 5,000
56. Ex-gratia paid for grievous /serious injury in train accident is Rs. ____
[A] 50,000 [B] 25,000 [C] 10,000 [D] 5,000
57. Exgratia paid for simple injury in train accident is Rs. ____
[A] 50,000 [B] 25,000 [C] 10,000 [D] 5,000
58. Compensation on account of untoward incident is dealt under section ____ of Railways Act 1989.
[A] 123 [B] 124 [C] 124A [D] 126
59. The Maximum Period for which Ex-gratia payment is payable to grievously injured passenger in Train Accident is ____ months.
[A] 6 [B] 8 [C] 10 [D] 12
60. Children under ____ years of age are to be carried free in all classes.
[A] Seven [B] Five [C] Six [D] None
61. GST on First Class and all AC classes is ____%.
[A] 5 [B] 10 [C] 12 [D] 18
62. Minimum distance for charge in Sleeper Class is ____ Km.
[A] 50 [B] 100 [C] 150 [D] 200
63. Minimum distance for charge in AC first class is ____ Km.
[A] 100 [B] 200 [C] 300 [D] 500
64. Reservation charges for Sleeper class ticket is Rs. ____
[A] 20 [B] 25 [C] 30 [D] 35
65. Which of the following is a journey ticket ____
[A] Retiring room ticket [B] B.P.T
[C] Luggage ticket [D] Cloakroom ticket
66. Which of the following is a non-journey ticket?
[A] B.P.T. [B] Circular Journey ticket
[C] Retiring room ticket [D] Check Soldier Ticket
67. Season tickets for general public can be issued up to a distance of ____ Km.
[A] 100 [B] 160 [C] 200 [D] 250
68. Quarterly season ticket fare is ____ times of monthly season ticket fare
[A] 2 [B] 2.5 [C] 2.7 [D] 5.4
69. Half-Yearly season ticket fare is ____ times of monthly season ticket fare
[A] 5 [B] 5.4 [C] 5.5 [D] 6

70. Yearly season ticket fare is ____ times of monthly season ticket fare.
[A] 10.8 [B] 11 [C] 11.5 [D] 12
71. Season tickets can be renewed ____ days in advance of the date of expiry.
[A] 5 [B] 7 [C] 10 [D] 15
72. Season tickets are purchased through ____
[A] UTS Counter [B] JTBS [C] UTS-ON-Mobile App [D] All of these
73. Free allowance of luggage for II Class Season ticket is ____ Kg.
[A] 5 [B] 10 [C] 15 [D] 20
74. Free Monthly Season Tickets are valid for travel in ____ class.
[A] II Ordinary [B] II M/ Express [C] Sleeper [D] Both A & B
75. Free season tickets are issued to boy students studying upto ____ standard
[A] 10th class [B] Intermediate [C] Graduation [D] Post Graduation
76. Free season tickets are issued to girl students studying upto ____ standard.
[A] 10th class [B] Intermediate [C] Graduation [D] Post Graduation
77. Age limit for general students for issue of concessional season ticket is ____ years.
[A] 25 [B] 27 [C] 32 [D] 30
78. Age limit for SC/ST students for issue of concessional season ticket is ____ years.
[A] 25 [B] 27 [C] 32 [D] 35
79. Market Vendor season ticket fare is ____ times of normal season ticket fare
[A] 2.7 [B] 2.5 [C] 2 [D] 1.5
80. On outward journey, Market Vendor Season Ticket holders are allowed ____ kgs of free allowance of luggage.
[A] 40 [B] 50 [C] 60 [D] 80
81. On return journey M.V.S.T. holders can carry ____
[A] 60 kgs [B] Empties [C] 35 kgs [D] 20 kgs
82. Izzat season tickets are issued to those whose monthly income is upto Rs. ____
[A] 1000 [B] 1200 [C] 1500 [D] 2000
83. Izzat season tickets are issued for a maximum distance of ____ Km.
[A] 75 [B] 100 [C] 125 [D] 150
84. Cost of Izzat Monthly Season Ticket is Rs. ____
[A] 25 [B] 35 [C] 50 [D] 100
85. The Reservation fees for I AC class is Rs. ____ per passenger
[A] 20 [B] 40 [C] 50 [D] 60

86. Check Soldier Ticket is issued to
[A] Individuals [B] Groups [C] Families [D] None of these
87. When a Check Soldier Ticket is issued, charges are
[A] Debited to defence department [B] Collected in cash
[C] Debited to Railways [D] Debited to State Government.
88. Check Soldier Ticket is issued in exchange of Military Warrant No. _____
[A] IAFT 1707 [B] IAFT 1707A [C] IAFT 1720 [D] IAFT 1752
89. Soldier Ticket is issued in exchange of Military Warrant No. _____
[A] IAFT 1707 & 1707 A [B] IAFT 1728
[C] IAFT 1720 [D] IAFT 17
90. MPs are issued with _____
[A] Tourist coupon ticket [B] ICCRP [C] Rail Travel Coupon [D] HOR
91. The highest class in which MPs are allowed to travel on ICCRP
[A] I AC [B] II AC [C] Executive Class [D] Both (A) & (C)
92. Charges per bedroll by Garibrath trains are Rs. _____
[A] 20 [B] 25 [C] 30 [D] 35
93. _____ App is a single window interface for all Indian Railway Mobile Applications.
[A] RAIL DRISHTI [B] RAIL SUGAM [C] RAIL SAARTHI [D] RAIL MADAD
94. Advance Reservation period for Indian people is _____ days
[A] 90 [B] 120 [C] 180 [D] 365
95. Tatkal tickets are NOT issued for the following class
[A] 3 AC [B] 2 AC [C] 1 AC [D] Sleeper
96. A maximum of _____ passengers can be booked on 'Tatkal Ticket'
[A] 6 [B] 5 [C] 4 [D] 2
97. Reservation can be made under Tatkal scheme in _____ day's advance, excluding the day of journey at originating station.
[A] 4 [B] 3 [C] 2 [D] 1
98. Minimum & Maximum charges for 'Tatkal Tickets' in SL class are Rs. _____
[A] 100 & 200 [B] 75 & 200 [C] 200 & 300 [D] 100 & 150
99. The photo ID card which is not in the list of ID's for travel on Tatkal Tickets
[A] Voter ID card [B] Bank Pass book [C] Debit Card [D] Passport
100. Duplicate 'Tatkal Ticket' can be issued in exceptional cases on payment of _____
[A] Full fare including 'Tatkal Charges' [B] Full fare excluding 'Tatkal Charges'
[C] 25% of the fare including 'tatkal Charges' [D] Not permitted
101. E-ticket Booking timings are _____ hrs to _____ hrs on all days including Sundays.

- [A] 00:00 - 23:50 [B] 00:15 - 23:50
[C] 00:20 - 23:45 [D] 00:30 - 23:45
102. E-ticket Passenger cannot travel if the status of reservation is in ____ at the time of preparation of chart.
[A] RAC [B] Waiting List [C] Partially confirmed [D] None
103. _____ along with any of the prescribed ID proofs in original constitute travel authority for E-Ticket passenger.
[A] ERS [B] VRM [C] MRM [D] Any of these
104. The application for change of name within family members should be given ____ hours in advance of the scheduled departure of the train
[A] 4 [B] 12 [C] 24 [D] 48
105. Group booking in Sleeper Class upto ____ number of berths can be permitted by Station Master.
[A] 20 [B] 30 [C] 50 [D] 100
106. ACM is empowered to permit group reservation in AC Classes for ____ passengers
[A] up to 10 [B] up to 20 [C] up to 30 [D] above 30
107. _____ Scheme provides an option to avail confirmed berth/seat in alternate train to the wait-listed passengers.
[A] Upgradation [B] Tatkal [C] Vikalp [D] None of these
108. Minimum cancellation charges excluding GST on reserved AC First class ticket is Rs.____
[A] 120 [B] 180 [C] 200 [D] 240
109. Minimum Cancellation charge per passenger in Sleeper Class is Rs.____
[A] 120 [B] 180 [C] 200 [D] 240
110. When a 3AC reserved ticket is cancelled more than 48 hours in advance, the Cancellation charge is
[A] 50% of fare [B] 25% of fare
[C] 75% of fare [D] Minimum cancellation charges
111. At train originating station, when a train is running late by more than 3 hours, _____ on cancellation of reserved tickets.
[A] Cancellation charge is due [B] Full amount is refunded
[C] Clerkage is due [D] No refund is due
112. Duplicate ticket can be issued on collection of ____% of fare on torn or mutilated confirmed reserved tickets if requested after the preparation of the chart.
[A] 25 [B] 50 [C] 75 [D] 100
113. Holders of single journey tickets for a distance of more than ____ Kms are allowed to break journey enroute
[A] 200 [B] 400 [C] 300 [D] 500
114. _____ Break journey is permitted on tickets upto 1000 Km distance.

- [A] Two [B] three [C] one [D] four
115. No. of break journeys permitted on single journey tickets above 1000 KMs____
[A] 2 [B] 4 [C] 3 [D] 1
116. The break journey period is _____ days excluding the day of arrival and day of departure
[A] 4 [B] 3 [C] 2 [D] 5
117. Maximum number of break journeys allowed on a single journey ticket is ____
[A] 3 [B] 2 [C] 1 [D] 4
118. To avail break journey, tickets must be presented for endorsement to
[A] S.M. [B] Booking Clerk [C] T.C. [D] Either (A) or (C)
119. Maximum number of break journeys permitted on a circular journey ticket is
[A] 2 [B] 3 [C] 4 [D] 8
120. Person found transferring reserved ticket without business motive should be dealt as per section _____ of Railway Act 1989.
[A] 141 [B] 142 [C] 143 [D] 144
121. Holders of MVST found selling their products in the railway premises will be prosecuted as per section _____ of Railway Act 1989.
[A] 142 [B] 144 [C] 146 [D] 147
122. Male passenger found travelling in ladies compartment is dealt as per section ____ of the Railway Act, 1989.
[A] 58 [B] 141 [C] 162 [D] 164
123. As per section 167 of the Railways Act 1989, the fine to be imposed for smoking in railway premises is Rs._____.
[A] 100 [B] 200 [C] 300 [D] 500
124. The minimum excess charge is ₹ _____.
[A] 250 [B] 100 [C] 500 [D] 1000
125. Check conducted at Mid-Section by stopping train is termed as _____
[A] CRB check [B] Massive Check [C] Ambush Check [D] Replacement Check
126. Luggage should be presented for booking at least _____ minutes before scheduled departure of the train.
[A] 60 [B] 45 [C] 30 [D] 15
127. Luggage can be booked _____ hours in advance excluding the day of scheduled departure of the train on reserved tickets.
[A] 36 [B] 24 [C] 12 [D] 4
128. Minimum distance for charging luggage is _____ Km.
[A] 10 [B] 25 [C] 50 [D] 100
129. Minimum weight for charging luggage is _____ Kg.

- [A] 5 [B]10 [C] 15 [D] 20
130. When Luggage is booked with passenger in the compartment it will be charged at
[A] Scale "R" [B] Scale "L" [C] 1.5 times of Scale "L" rate [D] Scale "S"
131. Free allowance of luggage on AC I class ticket per passenger is ____ Kg.
[A] 50 [B] 60 [C] 70 [D]100
132. Free allowance on I class privilege pass per passenger is ____ Kg.
[A] 50 [B] 60 [C] 70 [D]100
133. In case of scooter of 150 CC, the chargeable weight is ____ Kg.
[A] 100 [B] 150 [C] 200 [D] 250
134. When scooter is booked as luggage, free allowance is
[A] Granted [B] not granted [C] 50 kg [D]None of these
135. Free allowance of luggage permitted to be carried in Sleeper Class is ____ Kg.
[A] 40 [B] 50 [C] 60 [D] 70
136. Luggage ticket is prepared in ____ foils.
[A] 2 [B]3 [C]4 [D]5
137. Free allowance on II class privilege pass per passenger is ____ Kg.
[A] 50 [B] 70 [C]100 [D]140
138. Permission of DCM is required for booking of a single package (Other than iced fish) weighing more than ____ Kg.
[A] 100 [B] 125 [C] 150 [D] 200
139. Luggage booked in Brake Van by 'S' Scale train is charged at Scale ____
[A] 'R' [B]'P' [C] 'S' [D]'L'
140. Bicycle booked as luggage is charged for a minimum weight of ____ Kg.
[A] 20 [B] 30 [C] 50 [D] 40
141. Parcel way bill is prepared in
[A] 2 foils [B] 3 foils [C] 4 foils [D] 5 foils
142. The highest scale for charging parcels is ____
[A] P [B] R [C] S [D] L
143. Dog is permitted to be carried with owner in the following class ____
[A] 2 AC [B] I AC [C] 3 AC [D] SL
144. For Rebooking of parcels the party has to submit
[A] Original PWB [B] Fresh forwarding note [C] A request in writing [D] All these
145. Wharfage on parcels are collected on
[A] Per package basis [B] Per quintal basis [C] Per 50 kgs or part [D] None of these

146. Rate of Wharfage on scooters or motor cycles is Rs. ____ per hour
 [A] 5 [B]10 [C]15 [D]20
147. SM is empowered to deliver consignment on Indemnity bond upto a maximum value of Rs.____
 [A] 10,000 [B]25,000 [C]50,000 [D]1,00,000
148. PLUTO means_____
 [A] Parcel and Luggage Ticketing Offline [B] Parcel and Luggage Tracking Online
 [C] Parcel Unbooked Ticket Order [D] Piecemeal Luggage Tracking Online
149. If a train is cancelled, full amount can be refunded on reserved tickets upto ____
 [A] 3 days [B] 12 hours [C] 3 hours [D] 6 hours
150. SC / ST students are charged at ____ of the normal concessional fare admissible for general students
 [A] 25% [B] 75% [C] 50% [D] 33.3%
151. UTS ticket roll consists of _____ tickets.
 [A] 100 [B] 200 [C] 500 [D] 400
152. Staff working on UTS should go through the JPO and sign in ____ register.
 [A] Equipment Register [B] Assurance Register
 [C] Failure Register [D] Cancellation Register
153. To issue UTS tickets to the same destination again by the same class for One Adult the key to be pressed
 [A] I [B] R [C] Enter [D] Alt+R
154. The system prints ____ number of digits/characters of stock number on UTS ticket.
 [A] 5 [B] 4 [C] 8 [D] 10
155. System generated UTS number consists of ____ characters.
 [A] 5 [B] 8 [C] 4 [D] 10
156. For non issue of UTS tickets ____ key is pressed.
 [A] “ / ” [B] “ . ” [C] “ , ” [D] “ F20 ”
157. Special cancellation in UTS is a _____ function
 [A] Operator [B] Console [C] Supervisor [D] None of these
158. Failures in UTS should be informed to _____
 [A] DCM [B] Commercial Controller
 [C] Headquarters Commercial Controller [D] Console Operator
159. In Alpha coded cash details on UTS tickets, ‘J’ denotes ____ value
 [A] 3 [B] 4 [C] 7 [D] 9
160. The STBA shall deposit the cash collected through sale of tickets to ____
 [A] DCM [B] Station Master [C] Bank [D] Traffic Inspector
161. Station Ticket Booking Agent (STBA) is authorized to issue _____ tickets.

- [A] Un Reserved [B] Reserved [C] Both (A)&(B) [D] None of these
162. The tenure of Station Ticket Booking Agent (STBA) is _____ years.
[A] 1 [B] 2 [C] 3 [D] 4
163. Commission for JTBS on unreserved ticket is Rs. _____ per passenger.
[A] 2 [B] 5 [C] 3 [D] 4
164. Concession is not admissible in respect of
[A] Reservation charges [B] Super fast surcharge
[C] Meals Charges by Rajdhani Shatabdi [D] All these
165. Number of concessions allowed at one time is ____
[A] One [B] Two [C] Three [D] Four
166. Percentage of concession allowed on 2AC fare (for other than Rajdhani) for Visually impaired person is _____
[A] 25% [B] 50% [C] 75% [D] None
167. Concession Certificate issued for visually impaired person is valid for a period of ____ years.
[A] One [B] Two [C] Five [D] Life time
168. Cancer Concession certificate is valid for _____ years.
[A] One [B] Two [C] Life time [D] Five
169. War widows are allowed ____% concession in Sleeper class.
[A] 25 [B] 50 [C] 75 [D] 100
170. DTC book is a complete record of ____ earnings at a station.
[A] Coaching [B] Goods [C] Luggage [D] Parcels
171. _____ is responsible for the remittance of cash bag daily to cash office
[A] Traffic Inspector [B] Station Master
[C] Commercial Inspector [D] TIA
172. The difference between the amount remitted by the station and acknowledged by the cashier is called
[A] Accounts debit [B] Excess in booking
[C] Cashier disallowance [D] Short in booking
173. The acknowledgement foil of CR note received from cashier is
[A] Sent to Accounts with balance sheet [B] Sent to DCM
[C] Pasted to record foil of CR note [D] None of the above
174. What is the full form of DPG
[A] Department of Public Grievances [B] Directorate of Public Grievances
[C] Director of Public Grievances [D] None of these
175. What is the full form of DAR&PG?

- [A] Department of Administrative Resource and Public Grievances
 [B] Department of Administrative Reforms and Public Grievances
 [C] Directorate of Administration Reforms and Public Grievances [D] None of these

176. CPGRAMS has been developed for
 [A] Central Govt employees only [B] State Govt. employees only
 [C] Railway employees only [D] All Indian citizens
177. CPGRAMS is an Online web-enabled system developed by
 [A] NIC [B] PRIME [C] CRIS [D] RDSO
178. Which of the following issue is taken up for redressal under CPGRAMS
 [A] RTI matters [B] Subjudice matters (before court) [C] Personal & Family dispute
 [D] None of these

ANSWERS TO THE QUESTIONS

1	C	2	D	3	B	4	A	5	D
6	A	7	C	8	C	9	D	10	C
11	C	12	A	13	B	14	C	15	A
16	C	17	A	18	B	19	D	20	A
21	B	22	D	23	D	24	A	25	B
26	B	27	D	28	A	29	D	30	B
31	D	32	B	33	C	34	D	35	A
36	D	37	A	38	C	39	A	40	C
41	D	42	A	43	C	44	D	45	D
46	A	47	B	48	C	49	A	50	D
51	D	52	A	53	D	54	D	55	A
56	B	57	D	58	C	59	D	60	B
61	A	62	D	63	A	64	A	65	B
66	C	67	B	68	C	69	B	70	A
71	C	72	D	73	B	74	D	75	B
76	C	77	A	78	B	79	D	80	C
81	B	82	C	83	D	84	A	85	D
86	A	87	A	88	D	89	A	90	B
91	D	92	B	93	C	94	B	95	C

96	C	97	D	98	A	99	C	100	A
101	C	102	B	103	D	104	C	105	D
106	D	107	C	108	D	109	A	110	D
111	B	112	B	113	D	114	C	115	A
116	C	117	B	118	D	119	D	120	B
121	B	122	C	123	B	124	A	125	C
126	C	127	B	128	C	129	B	130	C
131	C	132		133	C	134	B	135	A
136	B	137	A	138	A	139	C	140	D
141	C	142	B	143	B	144	D	145	C
146	B	147	D	148	B	149	A	150	C
151	C	152	B	153	D	154	B	155	D
156	C	157	C	158	D	159	D	160	B
161	A	162	C	163	A	164	D	165	A
166	B	167	C	168	D	169	C	170	A
171	B	172	C	173	C	174	B	175	B
176	D	177	A	178	D	179	⊗	180	⊗

II. RAILWAY PERSONNEL COMPLAINTS

Settlement benefits:

1. Pension scheme was introduced in Railways w.e.f.
(A) 02.04.1957 (B) 03.04.1957 (C) 01.04.1957 (D) 01.01.1957
2. The minimum qualifying service for superannuation pension on Railways is
(A) 10 yrs (B) 5 yrs (C) 15 yrs (D) 20 yrs
3. The family pension scheme is introduced in Railway w.e.f.
(A) 02.02.1964 (B) 01.01.1964 (C) 01.01.1965 (D) 01.01.1963
4. Pensionary benefits comprises of
(A) Retirement gratuity/death gratuity (B) Pension/family pension
(C) Both (A) & (B) (D) Encashment of Leave salary
5. Retirement gratuity is admissible on completion of ____ yrs of qualifying service
(A) one year (B) two years (C) five years (D) ten years
6. Retirement gratuity is calculated at the scale of
(A) $\frac{1}{4}$ th of emoluments for each completed six monthly period of qualifying service
(B) $\frac{1}{2}$ of emoluments for each completed six monthly period of qualifying service
(C) $\frac{3}{4}$ th of emoluments for each completed six monthly period of qualifying service
(D) $\frac{2}{3}$ rd of emoluments for each completed six monthly period of qualifying service
7. Ceiling of maximum emoluments for Retirement gratuity is
(A) 16.5 times (B) 15 times (C) 10 times (D) 5 times
8. The maximum of Retirement gratuity admissible in 7th CPC is
(A) 15 lakhs (B) 25 lakhs (C) 20 lakhs (D) 7.5 lakhs
9. Service gratuity is admissible to Railway servants on quitting the service with ____ of qualifying service
(A) less than 5 years (B) less than 10 years (C) less than 20 years
(D) None of the above
10. Service gratuity is calculated uniformly at the rate of
(A) $\frac{1}{2}$ month's emoluments for every completed six-month period of service
(B) $\frac{3}{4}$ th month's emoluments for every completed six-month period of service
(C) $\frac{1}{4}$ th month's emoluments for every completed six-month period of service
(D) None of the above
11. Family pension is admissible to the family/member(s) of the deceased Railway servant
(A) Dies while in service after completion of not less than one year's service
(B) With less than one year's service provided the deceased railway servant was medically examined at the time of entering into the railway service
(C) After retirement was in receipt of pension or compassionate allowance
(D) All the above

12. Enhanced Family pension is calculated at the rate of ____ average emoluments
(A) 35% (B) 45% (C) 25% (D) 50%
13. The minimum family pension admissible in 7th CPC is
(A) Rs.1275/- pm (B) Rs.3500/- pm (C) Rs.9000/- pm (D) Rs.4500/- pm
14. The ordinary rate of family pension shall not be less than ____ of the minimum pay
(A) 30% (B) 15% (C) 35% (D) 20%
15. A Railway servant retiring from service on or after 1.1.1996 is entitled to commute for a fraction not exceeding ____ of his pension
(A) 10% (B) 40% (C) 30% (D) 20%
16. A pensioner's commuted a portion of pension will be restored on completion of ____ years from his respective date of retirement.
(A) 10 years (B) 20 years (C) 25 years (D) 15 years
17. Pensionary benefits are admissible to a railway servant who is dismissed or is removed or resigns from the railway service
(A) No (B) Yes (C) NA (D) None of the above
18. Pension and gratuity is calculated based on ____ service
(A) Qualifying (B) Residual (C) Residency (D) Regular
19. The authority competent to dismiss or remove a railway servant may sanction a Compassionate Allowance not exceeding
(A) 2/3rd of pension (B) 2/3rd of gratuity (C) Both (A) & (B) (D) None of the above
20. A railway servant compulsorily retired from service as a penalty may be granted pension or gratuity or both at a rate not less than ____ Compensation pension admissible on the date of his compulsory retirement
(A) 2/3rd of pension (B) 2/3rd of gratuity (C) Both (A) & (B) (D) None of the above
21. Recovery of Government dues can also be made from the pensioners's ----- without the consent of pensioner
(A) Dearness relief (B) Pension (C) Dearness allowance (D) Dearness pension
22. What is the maximum amount of DLI (Deposit linked insurance) payable on the death of the subscriber?
(A) Rs.30000/- (B) Rs.45000/- (C) Rs.60000/- (D) Rs.75000/-
23. DLI amount is payable with reference to
(A) Last 36 months of balance of PF account
(B) Last 24 months of balance of PF account
(C) Last 18 months of balance of PF account
(D) Last 12 months of balance of PF account
24. When was CGEGIS (Central Government Employees Group Insurance Scheme) introduced for Railway Servants?
(A) 01.01.1982 (B) 01.01.1981 (C) 01.01.1984 (D) 01.01.1983

25. What is the rate of monthly contribution for Group "A" Railway Servant?
(A) Rs.120/- (B) Rs.60/- (C) Rs.30/- (D) Rs.15/-
26. What is the rate of monthly contribution for Group "B" Railway Servant?
(A) Rs.120/- (B) Rs.60/- (C) Rs.30/- (D) Rs.15/-
27. What is the rate of monthly contribution for Group "C" Railway Servant?
(A) Rs.120/- (B) Rs.60/- (C) Rs.30/- (D) Rs.15/-
28. What is the rate of monthly contribution for Group "D" Railway Servant?
(A) Rs.120/- (B) Rs.60/- (C) Rs.30/- (D) Rs.15/-
29. The contribution towards CGEGIS is divided into
(A) Insurance fund (B) Savings Fund (C) Both (A) & (B)
(D) None of the above
30. What is the ratio of contribution towards CGEGIS under Insurance and Savings Fund?
(A) 30%: 70% (B) 70%: 30% (C) 40%: 60% (D) 60%: 40%
31. The share of CGEGIS under Insurance fund is payable on ____ from service
(A) Retirement (B) Death (C) Removal (D) Dismissal
32. The share of CGEGIS under Savings fund is payable on ____ from service
(A) Retirement (B) Death (C) Removal (D) Dismissal
33. The Railway Servants appointed to service on or after ____ are governed under Defined Contributory Pension Scheme
(A) 01.01.2004 (B) 01.04.2004 (C) 01.01.2003 (D) 01.04.2003
34. Defined Contributory Pension Scheme is also called as ____
(A) New Pension Sanction (B) New Pension System
(C) New Pension Scheme (D) None of the above
35. Under NPS, Tier ----- equal contribution as that of the government contribution from employee is permissible
(A) 1 (B) 2 (C) 3 (D) 4
36. Employee subscription towards NPS under Tier-I is
(A) 10% (B) 14% (C) 15% (D) 20%
37. Premature retirement under FR 56(j) is ordered by the administration in
(A) Public Interest (B) Employee request (C) Administration interest
(D) None of the above
38. Quantum of recoverable funeral advance sanctioned to Railway servant's family on the death of Railway servant is ____
(A) Rs.25000/- (B) Rs.30000/- (C) Rs.45000/- (D) Rs.60000/-
39. A Railway servant is eligible to opt for voluntary retirement from service on completion of ____ of qualifying service by giving notice of 3 months in writing to the appointing authority retire from service

- (A) 15 years (B) 10 years (C) 20 years (D) 25 years
40. Retirement Gratuity shall be paid to the person or persons on whom right to receive the gratuity is conferred by ____
 (A) Nomination (B) family (C) Legal heirs (D) dependents
41. If gratuity is to be paid to a minor member of the family of the deceased railway servant, it shall be payable to the ____ on behalf of the minor
 (A) Mother (B) Brother (C) Guardian (D) Sister
42. The term "Family" for payment of Gratuity doesn't comprise
 (A) Wife or wives including judicially separated wife or wives
 (B) Husband including judicially separated husband in the case of a female railway servant
 (C) Sons including step sons and adopted sons & Unmarried/widowed daughters including step daughter and adopted daughters
 (D) Divorced daughters
43. Payment of death/ retirement gratuity to the extent of ____ in favour of a minor be paid to natural guardian, without production of formal guardianship certificate and production of indemnity bond with suitable sureties to the satisfaction of the sanctioning authority.
 (A) Rs.100000/- (B) Rs.125000/- (C) Rs.150000/- (D) None of the above
44. The Gratuity amount will lapse in case of non-availability of a valid nomination
 (A) Yes (B) No (C) NA (D) None of the above
45. Provisional Pension is sanctioned in case of pending of ____ as on the date of retirement
 (A) Departmental proceedings (B) Judicial proceedings (C) Suspension
 (D) All the above
46. No gratuity will be paid in case of pending of ____ as on the date of retirement for imposition of major penalty and minor penalty of (iii) (b)
 (A) Departmental proceedings (B) Judicial proceedings (C) Suspension
 (D) All the above
47. The ____ reserves right of withholding or withdrawing a pension or gratuity, or both, either in full or in part and for ordering recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Railway, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his service.
 (A) President (B) Governor (C) General Manager
 (D) Divisional Railway Manager
48. Where the President decides not to withhold or withdraw pension but 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 of a railway servant.
 (A) 1/3rd (B) 2/3rd (C) 1/2 (D) Full

49. 'Pay element' of Running Staff reckonable for calculating emoluments for pensionary benefits is _____
 (A) 30% (B) 75% (C) 55% (D) 15%
50. 'Pay element' of Loco Inspectors reckonable for calculating emoluments for pensionary benefits is _____
 (A) 30% (B) 75% (C) 55% (D) 15%
51. The payment of death gratuity is linked with length of ____ service
 (A) Regular (B) Qualifying (C) Substitute (D) Officiating
52. The term "family", for family pension is
 (A) Wife or husband (B) a judicially separated wife or husband, such separation not being granted on the ground of adultery (C) unmarried son who has not attained the age of twenty-five years and unmarried or widowed or divorced daughter, including legally adopted son and daughter, dependent parents & dependent disabled siblings (i.e. brother or sister) (D) All the above
53. If a pensioner is re-employed under the Central or a State Government or a Corporation, Company, Body or Bank, he shall not be eligible to draw _____ on pension or family pension during the period of such re-employment.
 (A) Dearness Relief (B) Pay (C) Dearness Allowance
 (D) None of the above
54. "Pension disbursing authority" means
 (A) Branch of a nationalized bank (B) Treasury including sub-treasury or Post office or sub post office authorized to disburse pension on behalf of Railways (C) Accounts Officer (D) All the above
55. _____ is delegated with power sanction interest on delayed payment of gratuity.
 (A) Railway Board (B) President (C) General Manager (D) DRM
56. Commutation of a portion of pension can be sanctioned up to a period of ____ without medical examination in normal retirement cases.
 (A) One year (B) six months (C) three months (D) two years
57. "NIVARAN" Portal has been developed in association with
 (A) IRCTC (B) RCT (C) CRIS (D) RITES

ANSWERS TO THE QUESTIONS

1		2	A	3	B	4	C	5	
6	B	7	A	8	C	9	B	10	C
11	D	12	D	13	C	14	A	15	B
16	D	17	A	18	A	19	C	20	C
21	A	22	C	23	A	24		25	A
26	B	27	C	28	D	29	C	30	B
31	B	32	A	33	A	34	B	35	A
36	B	37	A	38	A	39	C	40	A
41	C	42	D	43	B	44	A	45	D
46	A	47	A	48	A	49	C	50	A
51	B	52	D	53	A	54	D	55	C
56	A	57	C	⊗	⊗	⊗	⊗	⊗	⊗

Allowances

1. The Transport allowance admissible to Railway employees in Level-9 & above and posted in Hyderabad [UA] is
A) Rs.3600+DA B) Rs.7200+DA C) Rs.1800+DA
D) Rs.900+DA
2. The Transport allowance admissible to Railway employees in Level-1 & 2 and posted in Hyderabad [UA] is
A) Rs.3600+DA B) Rs.7200+DA C) Rs.1800+DA
D) Rs.1350+DA
3. The Transport allowance admissible to Railway employees in Level-9 & above and posted in cities other than Hyderabad [UA] is
A) Rs.3600+DA B) Rs.7200+DA C) Rs.1800+DA
D) Rs.900+DA
4. The Transport allowance admissible to Railway employees in Level- 3 to 8 and posted in cities other than Hyderabad [UA] is
A) Rs.3600+DA B) Rs.7200+DA C) Rs.1800+DA
D) Rs.900+DA
5. Physically disabled employees i.e. visually impaired, orthopedically handicapped, deaf and dumb/hearing impaired, spinal deformity, are eligible for Transport Allowance at double the normal rates, subject minimum of _____ plus DA.
A) Rs.1250/- B) Rs.1350/- C) Rs.2150/- D) Rs.2250/-
6. Officers drawing pay in Level-14 and above in the Pay Matrix and entitled for official car have option to avail the official car facility or to draw Transport Allowance at the rates of _____ plus Dearness Allowance thereon.
A) Rs.7200/- B) Rs.14400/- C) Rs.15750/- D) Rs.12750/-
7. The transport allowance shall not be admissible to those who had been provided ____
A) on option to avail official car B) Government transport
C) on option to avail workmen train C) All the above
8. The Daily allowance on tour applicable to employees working in Level-14 & above
A) Rs.800/- B) Rs.900/- C) Rs.1200/- D) Rs.1000/-
9. The Daily allowance on tour applicable to employees working in Level-12 & 13
A) Rs.800/- B) Rs.900/- C) Rs.1200/- D) Rs.1000/-
10. The Daily allowance on tour applicable to employees working in Level-9 to 11
A) Rs.800/- B) Rs.900/- C) Rs.1200/- D) Rs.1000/-
11. The Daily allowance on tour applicable to employees working in Level-6 to 8
A) Rs.800/- B) Rs.900/- C) Rs.1200/- D) Rs.1000/-
12. The Daily allowance on tour applicable to employees working in Level-5 & below
A) Rs.700/- B) Rs.500/- C) Rs.900/- D) Rs.1000/-

13. The rate of additional allowance granted to Loco Pilot (Mail & Express)
A) Rs.2250/- + DA B) Rs.1125/- + DA
C) Rs.750/- + DA D) Rs.500/- + DA
14. The rate of additional allowance granted to category of Loco Pilot Passenger/Motorman & Guard (Mail & Express)
A) Rs.2250/- + DA B) Rs.1125/- + DA
C) Rs.750/- + DA D) Rs.500/- + DA
15. The rate of additional allowance granted to category of Loco Pilot (Goods) & Sr.Passenger Guard
A) Rs.2250/- + DA B) Rs.1125/- + DA
C) Rs.750/- + DA D) Rs.500/- + DA
16. The rate of additional allowance granted to category of Loco Pilot (Shunting) & Sr.Goods Guard
A) Rs.2250/- + DA B) Rs.1125/- + DA
C) Rs.750/- + DA D) None of the above
17. Special Train Controllers' Allowance to Section Controllers and Chief Controllers is _____.
A) Rs.2500/- +DA B) Rs.5000/- + DA C) Rs.5000/- D) Rs.15000/-
18. Risk and Hardship Allowance to Track Maintainers –I, II, III & IV is _____ as per the Risk and Hardship Matrix.
A) Rs.3400/- B) Rs.2700/- C) Rs.2400/- D) Rs.1800/-
19. Railway employees, serving in the North Eastern Region and Ladakh, are entitled for Special Duty Allowance (SDA) at the rate of _____ of Basic Pay.
A) 5% B) 2% C) 10% D) 7.5%
20. Special Duty Allowance shall not be admissible during the periods of leave/training/tour etc. beyond full calendar month(s), in case, the employee is outside the North Eastern Region and Ladakh during leave/training/tour etc and also during _____ and _____.
A) Suspension B) Joining Time C) Neither (A) nor (B) D) Both (A) & (B)
21. The NPA is to be paid at the rate of _____ of the basic pay in the revised pay structure subject to the condition that the sum of basic pay and NPA does not exceed Rs.2,37,500/-.
(A) 24% (B) 20% (C) 18% (D) 25%
22. The following allowances are subsumed in Tough Location Allowance and paid as _____.
A) Special Compensatory (Remote Locality) Allowance
B) Special Compensatory (Scheduled/Tribal Area) Allowance
C) Sunderban Allowance D) All the above
23. Tough Location allowance is categorized into _____ levels.
A) 1 B) 2 C) 3 D) 4
24. The quantum of Tough Location Allowance for Level 8 & below and Level 9 & above is
A) Rs.4100 and Rs.5300 B) Rs.2700 and Rs.3400 C) Rs.1000 and Rs.1200
D) All the above

25. The rate of cycle (Maintenance) allowance has been revised from Rs.90/- to Rs. ____
 A) 120/- B) Rs.180/- C) Rs.150/- D) Rs.100/-
26. Daily and mileage allowance to a Government servant in receipt of Cycle (Maintenance) Allowance are both eligible for journeys beyond a radius of ____ Kms from the usual place of duty.
 A) 8 B) 12 C) 16 D) 20
27. The Cycle (Maintenance) Allowance under these orders shall be granted by the sanctioning authority for a period not exceeding ____ years at a time.
 A) One B) Two C) Three D) Four
28. Railway employees posted in Nicobar Group of Islands and Minicoy in Lakshadweep Island are eligible for Hard Area Allowance @ ____ of Basic Pay in addition to Island special duty allowance.
 A) 20% B) 15% C) 12% D) 8%
29. Railway employees posted in Kiltan, Andrott, Kalpeni, Chetlat, Kadmat, Amini and Bithra Islands of Lakshadweep are eligible for Hard Area Allowance @ ____ of Basic Pay in addition to Island special duty allowance.
 A) 20% B) 15% C) 12% D) 8%
30. w.e.f. 01.07.2017, the Constant Attendant Allowance (CAA) @ Rs.____, in addition to disability pension, is granted to pensioners who retired on disability pension under the Railway Services (Extraordinary Pension) Rules, 1993, with 100% disability.
 A) Rs.4500/- B) Rs.8750/- C) 6150/- D) Rs.6750/-
31. Officers in Level-14 and above, while on tour (International or within the country), are entitled for air travel in
 A) Economy class B) 'J' / Business Class C) First class
 D) Premium economy class
32. Mileage allowance for journeys by road performed in own car/taxi at places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring states are Rs.____ per Km.
 A) Rs.24/- B) Rs.12/- C) Rs.18/- D) Rs.8/-
33. Mileage allowance for journeys by road performed auto-rickshaw own scooter, etc at places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring states are Rs.____ per Km.
 A) Rs.24/- B) Rs.12/- C) Rs.18/- D) Rs.8/-
34. The composite transfer grant shall be paid at the rate of ____ % of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other.
 A) 100% B) 80% C) 20% D) None of the above
35. In cases where the transfer of husband and wife takes place within six months, but after ____ days of the transfer of the spouse, ____ of the transfer grant on transfer shall be allowed to the spouse transferred later.
 A) 60, 80% B) 45, 75% C) 30, 50% D) 60, 50%

36. National Holiday Allowance for employees in Level 1 and 2 of the Pay Matrix are paid @ Rs.____
A) Rs.384/- B) Rs.477/- C) Rs.630/- D) Rs.385/-
37. National Holiday Allowance for employees in Level 3 to 5 of the Pay Matrix are paid @ Rs.____
A) Rs.384/- B) Rs.477/- C) Rs.630/- D) Rs.385/-
38. National Holiday Allowance for employees in Level 6 to 8 of the Pay Matrix are paid @ Rs.____
A) Rs.384/- B) Rs.477/- C) Rs.630/- D) Rs.385/-
39. Track Maintainers in scale up to Level-8 deployed for manning Special Level Crossing (LC) are granted Gate Allowance @ Rs. _____.
A) Rs.1200/- B) Rs.1000/- C) Rs.900/- D) Rs.100/-
40. Section Engineers and Sr. Section Engineers in level 7 in the Pay Matrix [VII CPC] are granted PCO allowance @ _____ of Basic Pay.
A) 3% B) 4% C) 5% D) 6%
41. Non-supervisory staff and Jr. Engineers up to level 6 in the Pay Matrix [VII CPC] are granted PCO allowance @ _____ of Basic Pay.
A) 13% B) 12% C) 14% D) 11%
42. Extra Work Allowance admissible to Commercial Staff in charge of Flag Stations where Train passing duties are not involved is paid at ____ of basic pay for a maximum period of one year with equal cooling off duration.
A) 1% B) 3% C) 2% D) 4%
43. Training allowance admissible to faculty members at National/Central Training Academies and Institutes for Group 'A' officers is _____ of basic pay.
A) 12% B) 30% C) 20% D) 24%
44. Training allowance admissible to faculty members posted at training establishments other than National/Central Training Academies is _____ of basic pay.
A) 12% B) 30% C) 20% D) 24%
45. 'Sumptuary Allowance' Director/ Head of the Centralised Training Institutes for Group 'A' Officers is _____.
A) Rs.3500/- B) Rs.2000/- C) Rs.2500/- D) None
46. Health and Malaria Allowance, granted to Health and Malaria Inspectors (Health Inspectors) in scale up to level 8 in Pay Matrix (VII CPC) is _____.
A) Rs.1000/- B) Rs.1200/- C) Rs.900/- D) Rs.1250/-
47. The rate of stipend to Special Class Railway Apprentices during 1st year of training, applicable from 01.08.2016, is _____.
A) Rs.9100/- B) Rs.23387/- C) Rs.23400/- D) Rs.24200/-

48. Nursing personnel in Railway Hospitals and registered under the Indian Nursing Council Act, is ____ pm.
A) Rs.4800/- B) Rs.5600/- C) Rs.6400/- D) Rs.7200/-
49. Track Maintainers deputed for night patrolling are granted dry cell allowance, wherever rechargeable torches have not been provided @ Rs.____ per month along with their salary towards purchase of dry cell.
A) Rs.60/- B) Rs.120/- C) Rs.90/- D) Rs.150/-
50. Women with disabilities shall be paid _____ as Special Allowance for Child care and shall be payable from the time of the child's birth till the child is two years old.
A) Rs.2500/- pm B) Rs.3500/- pm
C) Rs.3000/- pm D) Rs.4000/- pm
51. Officers belonging to Organized Group 'A' Railway Services posted in RDSO as Deputy Directors/Joint Directors/Directors will be paid Tenure Allowance at the rate of _____ of their basic pay subject to a ceiling of _____ for the period of normal tenure of the specific posting.
A) 2.5%, Rs.3000/- pm B) 5%, Rs.5000/- pm
C) 7.5%, Rs.7500/- pm D) 10%, Rs.9000/- pm
52. Officers belonging to Organized Group 'A' Railway Services posted in Railway Board's office as Deputy Directors/Joint Directors/Directors will be paid Railway Board Tenure Allowance at the rate of _____ of their basic pay subject to a ceiling of _____ for the period of normal tenure of the specific posting.
A) 2.5%, Rs.3000/- pm B) 5%, Rs.5000/- pm
C) 7.5%, Rs.7500/- pm D) 10%, Rs.9000/- pm
53. Special Allowance to the teachers entrusted with additional charge of library work in railway schools (which do not have separate post of Librarian) are paid "Extra Work Allowance", at a uniform rate of _____ of the basic pay per month for a maximum period of one year and with a gap of one year before the employee is deployed again for similar duties.
A) 1% B) 2% C) 3% D) 4%
54. The rate of Operation Theatre allowance (Special Allowance renamed as Operation Theatre allowance of _____ to the Nursing personnel working in the specialized areas for a minimum period of two to three years in _____ Railway Hospitals and restricted to 35% of the total staff strength of Nursing staff of any Hospital/Institution.
A) Rs.540/- pm B) Rs.530/- pm C) Rs.520/- pm D) Rs.510/- pm
55. Extra Work Allowance, as a special Allowance to Sr.Scale, J.A. Grade and S.A. Grade Officers entrusted with the administrative control of Hindi works which shall be paid at a uniform rate of _____ of the basic pay per month for a maximum period of one year, and with a minimum gap of one year before the same employee is deployed for similar duties again.
A) 1% B) 3% C) 2% D) 4%

56. The reimbursement of Children Education Allowance for differently abled children of government employees shall be payable at double the normal rates prescribed and annual ceiling fixed for reimbursement of Children Education Allowance is _____.
A) Rs.27000/- B) Rs.36000/- C) Rs.42000/- D) Rs.54000/-
57. Hospital Patient Care Allowance (HPCA)/Patient Care Allowance (PCA) to Railway employees working in the Railway Hospitals and Health Units/Clinics to eligible Group 'C' and 'D' (Non-Ministerial) Railway employees _____ for level 8 and below and _____ for level 9.
A) Rs.4100/- , Rs.5300/- B) Rs.9700/-, Rs.16900/-
C) Rs.17300/-, Rs.25000/- D) Rs.2700/-, Rs.3400/-
58. The rate of Risk Allowance, not eligible for staff who are in receipt of HPCA/PCA, has been revised from _____ per month to _____ per month and shall be admissible with effect from the 1st of July,2017.
A) Rs.30/-, Rs.105/- B) Rs.45/-, Rs.110/-
C) Rs.60/-, Rs.135/- D) Rs.75/-, Rs.170/-
59. The hourly rate of NDA shall be equal to {Basic Pay + Dearness Allowance}/200} admissible to eligible categories of non-gazetted Railway Servants classified under chapter XIV of the Railway Act, 1989 read with the Railway Servants (Hours of Work and Period of Rest) Rules, 2005 for work put in during the period from _____.
A) 22.00 hrs and 06.00 hrs B) 20.00 hrs and 06.00 hrs
C) 00.00 hrs and 06.00 hrs D) 21.00 hrs and 05.00 hrs
60. In events like flagging off trains, cultural events, Rajbhasha Sammelan, Cultural programmes held at Officers Clubs, Institutes etc. on the visit of Hon'ble MR, MOSR, CRB, Board Members and DG/P, DG/S&T, DG/RS a group cash award for a maximum amount of Rs. _____.
A) Rs.25000/- B) Rs.50000/- C) Rs.75000/- D) Rs.100000/-
61. The ceiling on office expenditure on hospitality for Director / Head of Training Establishment is Rs._____, Course Director is Rs._____.
A) Rs.6000, Rs.3700/- B) Rs.7000, Rs.5000 C) Rs.8000, Rs.5700
D) Rs.9000, Rs.6500
62. Railway Doctors having Post Graduate degree qualification recognized under Indian Medical Council Act, 1956 is eligible for post graduate allowance of ____ pm.
A) Rs.1500/- B) Rs.1750/- C) Rs.2000/- D) Rs.2250/-
63. General Duty Doctors who do not possess a Post graduate qualification or possess an unrecognized post graduate qualification is eligible for post graduate allowance of ____ pm.
A) Rs.1250/- B) Rs.1350/- C) Rs.1450/- D) Rs.1550/-

64. Honorarium to Guest Faculty invited for giving lectures at NAIR & CTIs is
 A) Up to Rs. 15000/- per session of two hours for Guest Faculty (serving/retired) of Eminence for reasons duly recorded in writing by DG/NAIR & Directors/CTIs to justify such payment;
 B) Up to Rs. 5000/- per session of up to two hours to the Govt. / Railway Officer (serving and retired) of SAG and above rank
 C) Rs. 2500/- per session of up to two hours duration to the visiting lectures in case of others
 D) All the (A), (B) & (C)
65. Additional post allowance (erstwhile dual charge allowance) is entitled at ___% of basic pay per month subject to not exceeding the Apex pay in case of appointment to hold full charge of the duties of the post on similar level as his own post for duration exceeding 45 days.
 A) 2% B) 5% C) 10% D) 7.5%
66. Additional Post Allowance paid to an employee who is appointed to hold current charge or the routine duties of an additional post, irrespective of the duration of the current charge is ____
 A) 2% B) 5% C) 10% D) NIL
67. Additional post allowance is admissible only if the duration of additional charge exceeds ____ days.
 A) 30 days B) 45 days C) 60 days D) 75 days
68. Additional post allowance admissible to an employee formally appointed to hold full charge of the duties of a higher post, in addition to the duties of his own post, is entitled to draw the pay that would be admissible to him if he was appointed to the higher post on regular basis or ____ % of his present Basic Pay per month, whichever is more beneficial, provided the sum total of his Basic Pay and Additional Post Allowance does not exceed the Apex Pay i.e. Rs.2,25,000/-.
 A) 2% B) 5% C) 10% D) 7.5%
69. The arrangement of officers on duties to hold the additional charge of the post i.e. additional duties of his own post or full charge of the duties of a post on similar level as his own post is permissible for a maximum period of ____ and there shall be a gap of ____ between two such successive appointments of a particular employee.
 A) 6 months, 1 year B) 3 months, 6 months C) 1 year, 2 years
 D) None of the above.
70. The additional post allowance granted to an employee for holding additional charge of lower post is ____
 A) 2% B) NIL C) 10% D) 5%
71. The rates of honorarium of _____ per day for lectures of 2 hours duration subject to a maximum of Rs 5000/- per week is paid to officers of Railway/Central/State Governments ordinarily of the rank of Joint Secretary to the Government and reputed academicians/special invitees for delivering lectures to trainees in Zonal Training Schools/Centers.
 A) Rs.2500/- B) Rs.1250/- C) Rs.3000/- D) Rs.1500/-

72. The rates of honorarium of _____ per day for lectures of 2 hours duration subject to a maximum of Rs 2500/- per week to JAG/SG officers of Railway/Central/ State Government invitees for delivering lectures to trainees in Zonal Training Schools/Centres.
A) Rs.2500/- B) Rs.1250/- C) Rs.3000/- D) Rs.1500/-
73. The rates of honorarium of _____ per day for lectures of 2 hours duration subject to a maximum of Rs 2000/- per week to other (Sr.Scale and below) gazetted/non gazetted officials of Railway/Central/State Government invitees for delivering lectures to trainees in Zonal Training Schools/Centers.
A) Rs.1500/- B) Rs.1250/- C) Rs.1000/- D) Rs.750/-
74. The ceiling of training sessions by the Zonal Training Schools/Centres to be covered by the lectures by the visiting faculty is _____
A) 5% B) 7.5% C) 12.5% D) 15%

ANSWERS TO THE QUESTIONS

1	B	2	D	3	A	4	C	5	D
6	C	7	D	8	C	9	D	10	B
11	A	12	B	13	A	14	B	15	C
16	D	17	C	18	B	19	C	20	D
21	B	22	D	23	C	24	D	25	B
26	C	27	B	28	A	29	C	30	D
31	B	32	A	33	C	34	B	35	D
36	A	37	B	38	C	39	A	40	D
41	B	42	C	43	D	44	A	45	D
46	A	47	C	48	D	49	B	50	C
51	D	52	D	53	B	54	A	55	C
56	D	57	A	58	C	59	A	60	B
61	C	62	D	63	B	64	D	65	C
66	C	67	B	68	C	69	A	70	B
71	A	72	B	73	C	74	D	****	****

Medical Attendance and Medical Examination Rules

1. The _____ means the Railway Medical Officer within whose jurisdiction the Railway employee is headquartered or one who is specifically nominated for the purpose.
(A) Authorised medical officer (B) Authorised medical attendant
(C) Both (A) & (B) (D) None of the above
2. The jurisdiction of a Railway Medical Officer will be taken to cover the railway employees and their beneficiaries residing within a radius of ____ Kms of the hospital/Health Unit/Station of the Railway.
(A) 2 (B) 2.5 (C) 3 (D) 3.5
3. Railway servants of the Research Designs and Standards Organisation and their families while employed at Tatanagar will be attached to the _____ Railway for medical facilities.
(A) RDSO (B) Metro (C) Eastern (D) South Eastern
4. The staff and officers attached to Commissioner Railway Safety are entitled for free medical attendance and treatment for _____.
(A) Self (B) Dependent Relatives (C) Self and family members
(D) None of the above.
5. Family members of whole time employees of AIRF/NFIR in the hospitals and Health Units is limited to _____ only.
(A) Indoor (B) Outdoor (C) Emergency (D) diagnostic
6. Free medical attendance and treatment facilities are available to the staff for self only while working in
(A) Consumer Cooperative Societies (B) Railway Institutes
(C) Railway Officer's Club (D) All the above
7. The family members of employees working in the following organizations will be given free OPD treatment.
(A) Consumer Cooperative Societies (B) Railway Institutes
(C) Railway Officer's Club (D) All the above
8. Free medical attendance and treatment facilities will be admissible for _____ other than those governed by the Apprentice Act, 1961, on the same scale as available to Railway employees.
(A) Self (B) Self and Family members
(C) All eligible members as per Pass entitlement (D) none of the above.
9. Staff of contractors engaged by Railway administration _____ entitled to free medical attendance and treatment facilities. They and their family members may be treated in railway hospitals and health units in places where there is no other hospital are available provided the contractor _____ the cost of diet, medicines and dressings
(A) is not, pays (B) are not, pays (C) are not, free
(D) None of the above

10. Free medical facilities in _____ are available to Commissioned vendors/bearers engaged in departmental catering for self only.
(A) Indoor (B) OPD (C) Inpatient treatment (D) None
11. If a railway beneficiary does not produce a medical identity card no medical treatment should be afforded to the railway beneficiary, except emergency first-aid.
(A) True (B) False (C) Neither (D) None of the above
12. Attendance at residence is restricted to a non-gazetted railway employee, when he falls sick, and is as a result compelled to be confined at his residence and the authorised medical officer certifies in writing that removal of the patient to a hospital is dangerous or injurious to life.
(A) False (B) True (C) Neither (D) None of the above
13. A railway employee, a member of his family or dependent relatives requiring artificial limbs and appliances, would be entitled to reimbursement of both hospitalization charges and full cost of artificial limbs and appliances, as also cost of repairs, renewals and adjustments thereof.
(A) False (B) True (C) Neither (D) None of the above
14. _____ permission of the Government is required for donating blood in Blood Banks attached to railway hospitals or government hospitals or if called upon in emergencies to donate blood in any Blood Bank.
(A) Prior (B) No Prior (C) neither (D) None of the above
15. Railway employee who donates blood to a railway hospital on a working day may be granted _____, for that day
(A) LAP (B) LHAP (C) Casual Leave (D) Special casual leave
16. _____ General Managers have powers to sanction free diet to railway employees injured in the course of duty for such period as they remain indoor patients not extending beyond one year after they are declared permanently unfit and discharged from service.
(A) General Manager (B) PCMD (C) DRM (D) None of the above
17. Diet provided by hospital is for _____ only.
(A) Attendants (B) visitors (C) Patients (D) None of the above
18. All Claims for reimbursement should be preferred within _____ of the date of completion of the treatment as shown in the Essentiality certificate of the authorised medical officer.
(A) 3 months (B) 6 months (C) one year (D) nine months
19. Medical examination on appointment comprises of
(A) Vision test (B) General Physical examination (C) Both (A) & (B)
(D) None of the above
20. Group A of the vision test is in the interest of
(A) Public Safety (B) Employee Safety (C) Administrative Interest
(D) None of the above
21. Group A of the vision test is subdivided into _____ classes.
(A) Three (B) Two (C) Four (D) Two

22. Foot Plate staff are medically tested for fitness in__class of Vision Test.
(A) Aye-One (B) Aye-Two (C) Aye-Three (D) Bee-One
23. Station Masters are medically tested for fitness in__class of Vision Test.
(A) Aye-One (B) Aye-Two (C) Aye-Three (D) Bee-One
24. Inspectorial staff of Loco, Traffic and Signal Department are medically tested for fitness in__class of Vision Test.
(A) Aye-One (B) Aye-Two (C) Aye-Three (D) Bee-One
25. Group B of the vision test is in the interest of_____
(A) Employee himself (B) the fellow workers (C) Both (A) & (B)
(D) None of the above
26. Group B of the vision is subdivided into_____classes.
(A) Three (B) Two (C) Four (D) Two
27. TTEs are medically tested for fitness in_____class.
(A) Aye-One (B) Bee-Two (C) Aye-Three (D) Bee-One
28. Group C of the vision test is in the interest of
(A) public Safety (B) Employee Safety (C) Administrative Interest
(D) None of the above
29. Group C of the vision test is subdivided into_____classes.
(A) Three (B) Two (C) Four (D) one
20. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held after every__year's upto the age of 45 years.
(A) Four (B) Once (C) Three (D) Every year
31. 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.
(A) Four (B) Once (C) Three (D) Two
32. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held _____ years after the age of 45 years.
(A) Four (B) Once (C) Three (D) Every year
33. Periodical Medical Examination in B/1 and B/2 classes is held at the age of _____ years and again at the age of_____years.
(A) 45 and 55 (B) 40 and 45 (C) 50 and 55
(D) none of the above
34. No periodical medical examination is held for_____and_____classes.
(A) Cee-One (B) Cee-Two (C) Both (A) & (B) (D) None of the above
35. The time spent in journey for PME is treated as _____
(A) duty (B) Sick (C) Leave (D) LHAP

ANSWERS TO THE QUESTIONS

1	B	2	B	3	C	4	C	5	B
6	D	7	D	8	A	9	B	10	B
11	A	12	B	13	B	14	D	15	D
16	A	17	C	18	B	19	C	20	A
21	A	22	A	23	B	24	C	25	C
26	B	27	D	28	C	29	B	30	A
31	D	32	B	33	A	34	C	35	A

Loans/Advances:

1. The authority competent to sanction an advance for the purchase of Motor car may sanction Personal computer advance not exceeding ----- who is otherwise eligible for the grant of Motor Car advance.
(A) Rs.45000/- (B) Rs.50000/- (C) Rs.55000/- (D) Rs.60000/-
2. Second or subsequent advance for the purchase of personal computer is not eligible until completion of --- years from the date of drawal of the earlier advance
(A) 5 (B) 4 (C) 3 (D) 2
3. The personal computer advance shall be recovered in such number of equal monthly installments as the railway servant may elect, not exceeding ----- installments.
(A) 150 (B) 200 (C) 180 (D) 175
4. The maximum amount of House Building advance that can be sanctioned is ---- or cost of the house/flat or the amount according to the repaying capacity whichever is the least.
(A) Rs.22 lakhs or 34 month's basic pay (B) Rs.23 Lakhs or 34 month's basic pay
(C) Rs.24 Lakhs or 34 month's basic pay (D) Rs.25 Lakhs or 34 month's basic pay
5. The cost ceiling condition for purchase of the cost of the house to be build/purchased should not exceed ----- times of basic pay subject to a maximum ceiling of Rs.---
(A) 139, Rs.1.0 Crore (B) 139, Rs.1.10 Crore (C) 139, Rs.1.05 Crore
(D) 139, Rs.1.15 Crore
6. The cost ceiling amount can be relaxed up to a maximum of ---- by the sanctioning authority.
(A) 15% (B) 20% (C) 25% (D) 30%
7. The maximum amount of House Building advance for expansion of house that can be sanctioned is ---- or cost of the expansion or the amount according to the repaying capacity whichever is the least.
(A) 34 month's basic pay or Rs.12 lakhs (B) 34 month's basic pay or Rs.11 lakhs
(C) 34 month's basic pay or Rs.13 lakhs (D) 34 month's basic pay or Rs.10 lakhs
8. The amount of House Building Advance is restricted to ---- of the true cost of the land and construction of the house or cost of expansion of living accommodation in the rural areas.
(A) 75% (B) 80% (C) 85% (D) 90%
9. The repaying capacity in the case of employees retiring after 20 years is --- of basic pay
(A) 30% (B) 40% (C) 50% (D) 60%
10. The repaying capacity in the case of employees retiring after 10 years but not later than 20 years is --- of basic pay
(A) up to 30% (B) up to 35% (C) up to 40% (D) up to 50%
11. The repaying capacity in the case of employees retiring within 10 years is --- of basic pay
(A) up to 30% (B) up to 35% (C) up to 40% (D) up to 50%

12. In the case of employees retiring after 10 years but not later than 20 years, if the House Building advance is outstanding as on the date of retirement, ----- amount of DCRG may be permissible to be adjusted.
(A) 50% (B) 55% (C) 60% (D) 65%
13. In the case of employees retiring within 10 years, if the House Building advance is outstanding as on the date of retirement, ----- amount of DCRG may be permissible to be adjusted.
(A) 60% (B) 65% (C) 75% (D) 70%
14. The interest on House building Advance is renewed after every ---- years.
(A) 2 (B) 3 (C) 4 (D) 5
15. The principle amount of House Building Advance recovery to be made within the first fifteen years in not more than --- months
(A) 170 (B) 180 (C) 160 (D) 190
16. The interest on House Building Advance recovery to be made within the five years, after completion of recovery of principle amount, in not more than --- months
(A) 60 (B) 70 (C) 80 (D) 90
17. The interest on House Building Advance is calculated at the rate of simple interest from the date of payment of ----- installment.
(A) 1st (B) 2nd (C) 3rd (D) Final
18. House building advance for purchase of ready build house can be paid in ----.
(A) One lump-sum (B) two installments (C) three installments
(D) None of the above
19. The ready build house through House building advance to be purchased and mortgaged to the Government within ---- months.
(A) One (B) Two (C) Three (D) Four
20. House building advance for purchase/construction of new flat can be paid in ---- or ---- .
(A) One lump-sum (B) in installments (C) three installments
(D) Both (A) or (B)
21. House building advance for construction/expansion of living accommodation shall be paid in ----- installments.
(A) One lump-sum (B) in installments (C) two installments
(D) Both (A) or (B)
22. The total loan from HBA and from all other sources cannot beyond ceiling cost of the house.
(A) True (B) False (C) Neither (D) None of the above
23. Penal interest of ----- over and above the existing rate of interest will be recovered for the periods not covered by insurance of the house.
(A) 1.5% (B) 2% (C) 2.5% (D) 3%

24. Annual ceiling for reimbursement of CEA for differently abled children is ____ w.e.f. 01.07.2017.
(A) Rs.36,000/- (B) Rs.45,000/- (C) Rs.54,000/- (D) Rs.63,000/-
25. The CEA and Hostel subsidy admissible w.e.f.01.07.2017 is ----- and -----
(A) Rs.2250/- & Rs.6750/- (B) Rs.2500/- & Rs.7000/-
(C) Rs.2750/- & Rs.7250/- (D) Rs.3000/- & Rs.7500/-
26. The incentive admissible for acquiring higher qualifications is limited to a maximum of -- times in a railway servant's career with a minimum gap of --- years between successive grants.
(A) Two, Two (B) Three, Two (C) One, Two (D) Three, Three
27. The following qualifications acquired during service are eligible for grant of one time lumpsum incentive
(A) Diploma in Marketing and Business Development
(B) Diploma in Transport Economics
(C) Post graduation diploma in Personnel Management or Industrial Relations
(D) All the above
28. PG Degree/Diploma of duration of more than one year or equivalent is eligible for one time lumpsum incentive of Rs. ----- w.e.f.01.07.2017
(A) Rs.20,000/- (B) Rs.25,000/- (C) Rs.15,000/- (D) None of the above
29. The officials who has received one time lumpsum incentive should serve for a minimum period of ----- years after acquiring higher qualifications.
(A) One (B) Two (C) Three (D) Six
30. Officers of RPF/RPSF are eligible for Dress allowance of Rs. --- per annum.
(A) Rs.15000/- (B) Rs.20000/- (C) Rs.25000/- (D) Rs.5000/-
31. Nursing Personnel are eligible for Dress allowance of Rs.---- per month.
(A) Rs.1200/- (B) Rs.1800/- (C) Rs.1500/- (D) Rs.2000/-
32. Other categories of staff (public image categories) who are supplied uniform and are required to wear regularly are eligible for Dress allowance of Rs.----- per annum.
(A) Rs.3000/- (B) Rs.5000/- (C) Rs.7500/- (D) Rs.10000/-

1	B	2	C	3	A	4	D	5	A
6	C	7	D	8	B	9	B	10	C
11	D	12	B	13	C	14	B	15	B
16	A	17	A	18	A	19	C	20	B
21	D	22	A	23	C	24	C	25	A
26	A	27	D	28	B	29	D	30	B
31	B	32	B	*****	*****	*****	*****	*****	*****

III. RAILWAY ADMINISTRATION AND ORGANIZATION STRUCTURE

1. How many Divisions are there on Indian Railways?
(A) 66 (B) 65 (C) 68 (D) 70
2. How many Zones are there on Indian Railways?
(A) 17 (B) 18 (C) 19 (D) 20
3. What is the full form of RDSO?
(A) Research and Designs Standards Organisation
(B) Research, Design & Structural Organization
(C) Research Development & Standard Organization
(D) Railway Development & Standard Organization
4. RDSO is located?
(A) Rae Bareilly (B) Jaipur (C) Bhopal (D) Lucknow
5. Where is the headquarters of West Central Railway located?
(A) Hyderabad (B) Jabalpur (C) Raipur (D) Nagpur
6. How many Divisions are there on South Central Railway?
(A) 7 (B) 5 (C) 6 (D) 8
7. What does the abbreviation NAIR stand for ?
(A) National Administrative Institute of Railways
(B) National Academy of Indian Railways
(C) National Arbitratory Institute of Railways
(D) National Administration of Indian Railways
8. Where is the Indian Railway Institute of Civil Engineering (IRICEN) located?
(A) Pune (B) Nasik (C) Jamalpur (D) Mumbai
9. Where is the Indian Railway Institute of Signal Engineers and Tele Communication located?
(A) Pune (B) Vadodara (C) Secunderabad (D) Jamalpur
10. Where is the Indian Railway Institute of Electric Engineering located?
(A) Secunderabad (B) Nasik (C) Lucknow (D) Jamalpur
11. Where is the Indian Railway Institute of Mechanical Engineering located?
(A) Secunderabad (B) Nasik (C) Lucknow (D) Jamalpur
12. Where is the Indian Railway Institute of Financial Management located?
(A) Secunderabad (B) Nasik (C) Lucknow (D) Jamalpur
13. How much organized railway services are there?
(A) 08 (B) 9 (C) 10 (D) 11
14. What is the designation of head of NAIR (National Academy of Indian Railway) Vadodara?
(A) General Manager (B) Director General

- (C) Chief Executive Officer (D) Director
15. Where is the training for officers selected for Indian Railway Accounts Service conducted?
(A) Secunderabad (B) Nasik (C) Lucknow (D) Jamalpur
 16. When and where was the first train in India run?
(A) 16-04-1853; Boribunder to Thane (B) 14-04-1853; Boribunder to Thane
(C) 16-04-1853; Boribunder to Kalyan (D) 16-04-1854; Thane to Kalyan
 17. When and where was the second train in India run?
(A) 15-08-1854; Madras to Perambur (B) 15-08-1854; Howrah to Hooghly
(C) 26-01-1854; Chennai to Perambur (D) 16-04-1854; Howrah to Hooghly
 18. The Railway Board was formed on which committee's report?
(A) Debroy Committee (B) Railway Reforms Committee
(C) Thomas Robertson Committee (D) Acworth Committee
 19. When was the Railway Board formed?
(A) 1924 (B) 1896 (C) 1905 (D) 1915
 20. Total no. of Railway Recruitment Boards functioning under Railway Board are -----
(A) 21 (B) 22 (C) 23 (D) 24
 21. Who is the first Railway Minister of Independent India
(A) Lal Bahadur Shastri (B) Yeshwant Rao Chavan
(C) Krishna Menon (D) John Mathai
 22. Which Indian City has 03 Zonal Railway Headquarters?
(A) Kolkata (B) Mumbai (C) New Delhi (D) Secunderabad
 23. When was South Central Railway formed?
(A) 01.10.1966 (B) 02.10.1966 (C) 02.10.1965 (D) 02.11.1966
 24. When was 05 day working introduced in Administrative offices?
(A) 14.08.1985 (B) 03.06.1985 (C) 05.06.1985 (D) 01.04.1985
 25. Shatabdi Express was introduced to commemorate 100th anniversary of which leader
(A) Jawahar Lal Nehru (B) Sardar Vallabhai Patel
(C) Ravindranath Tagore (D) Mahatma Gandhi
 26. When and between which stations was the first Rajdhani Express train run
(A) 14.03.1969; Mumbai Central to New Delhi
(B) 01.05.1969; Mumbai Central to New Delhi
(C) 01.03.1969; Howrah to New Delhi
(D) 15.08.1969; Howrah to New Delhi
 27. When was the first Electric train introduced in India?
(A) 03.02.1925 (B) 01.01.1925 (C) 25.02.1925 (D) 14.03.1925

28. Which is longest Railway Bridge in India?
(A) Vembanad (B) Bogibeel (C) Pamban (D) Nehru Setu
29. Which station has all three gauges Railway lines?
(A) Howrah (B) Siliguri (C) Vadodara (D) Metupalayam
30. Which is the largest Railway Junction in India?
(A) Mathura (B) New Delhi (C) Bhopal (D) Jhansi
31. Longest Railway Tunnel in India
(A) Pir Panjal (B) Tike (C) Karbude (D) Natuwadi
32. Who is the Nodal Officer for Public Grievances other than claims and refunds; thefts and pilferages at Zonal Railway Level?
(A) PCPO (B) PCCM (C) AGM (D) GM
33. The complaints on tickets, bedroll, reservation, refund of tickets, retiring room are to be addressed to
(A) PCPO (B) PCCM (C) PCMM (D) PCME
34. The new restructure of Railway Board comprises --- members
(A) 4 (B) 5 (C) 6 (D) 7
35. The new designation of Chairman, Railway Board
(A) CRB & CEO (B) CEO & CRB (C) CRO & CEO (D) CEO
36. The IRSDCE is a Joint Venture of
(A) RLDA, IRCON & RITES (B) RLDA
(C) IRCON (D) RVNL
37. "Rail MADAD" is acronym of
(A) Mobile Application for Desired Assistance During travel
(B) Mobile Application for Desired Assistance during Training
(C) Mobile Application for Desired Assistance technology
(D) Mobile Application for Desired Assistance transfer

1	C	2	A	3	A	4	D	5	B
6	C	7	B	8	A	9	C	10	B
11	D	12	A	13	A	14	B	15	A
16	A	17	B	18	C	19	C	20	A
21	D	22	A	23	B	24	C	25	A
26	C	27	A	28	B	29	C	30	A
31	A	32	B	33	B	34	A	35	A
36	A	37	A	*****	*****	*****	*****	*****	*****

IV. OFFICE PROCEDURES

1. The executive power of the Union formally vests with
(A) President (B) Minister for Railways (C) Prime Minister
(D) Minister of State for Railways
2. The President is aided and advised by the Counsel of Minister and Prime Minister
under _____ Article of the Constitution of India
(A) Art.72 (B) Art.73 (C) Art.74 (1) (D) Art.73 (1)
3. The Council of Minister consists of
(A) Cabinet Minister (B) Minister of State (C) Deputy Ministers
(D) All the above
4. The President for convenient transaction of the business of the Government issued rules
under Article --- of the Constitution of India
(A) Art.77 (B) Art.77 (1) (C) Art.77 (2) (D) Art.77 (3)
5. The legislative power with respect to the Railways vests exclusively with the Parliament
in terms of Art. ____ of the Constitution of India
(A) Art.246 (B) Art.246 (1) (C) Entry 22,30 & 89 of List I of 7th Schedule
(D) Both (B) & (C)
6. The Apex body governing the Railways is
(A) Railway Board (B) Zonal Railway (C) Divisional Railways
(D) None of these
7. The Railway Board constituted under resolution of the Government of India on
(A) 16th February, 1905 (B) 17th February, 1905 (C) 18th February, 1905
(D) 19th February, 1905
8. The Chairman Railway Board is ____
(A) ex-officio Principal Secretary to the Government of India
(B) ex-office Secretary to the Government of India
(C) Secretary to the Government of India
(D) Cabinet Secretary of Railways to the Government of India
9. The Government Assurances committee nominated by the
(A) Minister for Railway (B) Prime Minister (C) Speaker of the Lok Sabha
(D) Home Minister
10. The charged budget expenditure refers to
(A) non-votable expenditure (B) sanctioned by the Parliament
(C) requires approval of President (D) None of the above
11. The no. of types of Parliament questions
(A) Starred (B) Unstarred (C) Short Notice (D) All the above
12. Starred Parliament questions is replied
(A) in writing (B) Orally (C) Neither (D) None of the above

13. Un-Starred Parliament questions is replied
(A) on the floor of the House (B) orally replied (C) required to rely
(D) None of the above.
14. Diarist means a clerk having responsibility of
(A) Maintaining section diary (B) receipt of DAK
(C) dealing hand (D) Section Officer
15. Diarising means
(A) receipt of dak (B) registering of receipts in section diary
(C) registering and handing over dak (D) disposal of dak
16. Docketing means
(A) reference in the note portion of a file about the serial number of correspondence
(B) serial number assigned in the correspondence for identification
(C) noting side serial number
(D) None of the above
17. Security grading used for letters is
(A) Confidential (B) Secret (C) Top Secret (D) All the above
18. Receipts submitted to officers will move in pads conspicuously labeled as ____
(A) letter pads (B) Dak Pads (C) Urgent Pads (D) Correspondence
19. No action of anonymous or pseudonymous letters, representations etc should be taken unless ordered in writing by
(A) Executive Director (B) Director (C) Member of the Board (D) Any of the above
20. Two parts of the file are
(A) Notes (B) Correspondence (C) Neither (D) Both (A) & (B)
21. Every receipt or issue filed on correspondence side will be given serial number in __ ink
(A) Blue (B) Red (C) Black (D) Green
22. The urgency grading used for files is
(A) Urgent (B) Immediate (C) Priority (D) Both (B) & (C)
23. The urgency grading will not be used for
(A) Lok Sabha Questions (B) Rajya Sabha Questions (C) Inter departmental issues
(D) Both (A) & (B)
24. _____ section will maintain the Postage Stamps account register
(A) Cadre (B) Secretary (C) Dispatch (D) None of the above
25. File numbering system is based on _____ classification
(A) Subject (B) Issue (C) Note (D) Reference
26. File numbering contains _____
(A) Standard head (B) Standard sub-head
(C) Year of opening & Section dealing (D) All the above

27. If main file is not available for some time, a ____ file will be opened to deal the fresh receipt
(A) Small (B) interim (C) Part (D) None of the above
28. Files are classified into ____ categories
(A) Class "A" (B) Class "B" (C) Class "C" (D) All the above
29. Files of nature of Ephemeral are retained for ____
(A) 6 months (B) One Year (C) Three months (D) One month
30. The receipt of dak, except_____, will be acknowledged by the recipient signing his name in full and in ink with date and designation.
(A) Ordinary postal dak (B) Speed Post
(C) Register post with Acknowledgement due (D) Telegram
31. _____ dak will be separated from other dak and dealt with first.
(A) Postal (B) Immediate (C) Urgent (D) None of the above
32. All covers except those addressed to officers by name or those bearing security grading will be opened by the Central Registry.
(A) True (B) False (C) Neither (D) None of the above
33. All opened dak, will be date stamped except the covers of unopened classified dak.
(A) True (B) False (C) Neither (D) None of the above
34. All dak receipts submitted to officers will move in pads conspicuously labeled as---.
(A) Stamp pad (B) Letter pad (C) Dak Pad (D) None of the above
35. The dealing hand will check the enclosures of the dak receipts and if any is found missing, initiate action to_____.
(A) obtain (B) return it (C) Both (A) & (B) (D) None of the above
36. In the notings, the verbatim reproduction of the extracts from the paper under consideration should not be attempted.
(A) True (B) False (C) Neither (D) None of the above
37. 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.
(A) True (B) False (C) Neither (D) None of the above
38. The apparent errors or mis-statements in a note can be pointed out in courteous and temperate language free from personal remarks.
(A) False (B) True (C) Neither (D) None of the above
39. The dealing hand will append his full signature with date on the____of the note.
(A) Right below (B) Middle of the page (C) left below (D) None of the above
40. An Officer will append his full signature on__side of the note with name, designation and date.
(A) Left hand side (B) Right hand side (C) Middle of the page (D) None

41. Pasting over a note or a portion of it is not desirable.
(A) False (B) True (C) Neither (D) None of the above
42. The movement of files shall be entered in the_____register. (
(A) file movement (B) Dak register (C) Assistant diary (D) None
43. Under classification of records class 'A' means_____
(A) keep and microfilm (B) duplicate copy (C) Scan and PDF (D) None
44. The record classified as Class 'A' does not qualify for permanent preservation for administrative purposes.
(A) True (B) False (C) Neither (D) None of the above
45. The Class B record means____. ().
(A) keep and microfilm (B) duplicate copy
(C) keep but do not microfilm (D) None
46. The class C record means____
(A) keep and microfilm (B) keep for specified period only
(C) keep but do not microfilm (D) None
47. Ephemeral files are destroyed as soon as they are_____old.
(A) one year (B) Six months (C) Ten years (D) Three months

1	A	2	C	3	D	4	D	5	D
6	A	7	C	8	A	9	C	10	A
11	D	12	B	13	C	14	A	15	B
16	B	17	D	18	B	19	A	20	D
21	B	22	D	23	D	24	C	25	A
26	D	27	C	28	D	29	B	30	A
31	C	32	A	33	A	34	C	35	C
36	A	37	A	38	B	39	A	40	C
41	B	42	A	43	A	44	B	45	C
46	B	47	A	****	****	****	****	****	****

V. RULES AND PROCEDURES

Railway Services (Conduct) Rules, 1966

1. Railway Services (Conduct) Rules, 1966 are effective from
(A) 21.03.1966 (B) 20.03.1968 (C) 19.05.1966 (D) 15.05.1966
2. Railway Services (conduct) Rules, 1966 are applicable to _ Railway Servants
(A) Group "A" (B) Group "B" (C) Group "C" & "D" (D) All the above
3. ____ Rule of Railway Service (conduct) Rules, 1966 is referred as General Rule
(A) 1 (B) 2 (C) 3 (D) 4
4. Promptness & Courtesy is provided in Rule ____ of Railway Services (Conduct) Rules, 1966
(A) 1 (B) 2 (C) 3 (D) 3A
5. "Prohibition of sexual harassment of working women" is provided in Rule ____ of Railway Services (Conduct) Rules, 1966
(A) 1 (B) 2 (C) 3C (D) 3
6. In the performance of his official duties, no Railway Servant Shall act in a ____ manner
(A) Friendly (B) Discourteous (C) supercilious (D) Harmful
7. The direction of the official superior shall ordinarily be in ____
(A) Oral (B) Writing (C) Verbal (D) None of the above
8. Every railway servant holding a supervisory post shall take all possible steps to ensure the ____ and ____ to duty of all railway servants for the time being under his control and authority.
(A) Integrity, devotion (B) Dishonest, devotion (C) misbehavior, irregular
(D) Corrupt, devotion
9. Railway servants are prevented from associated in any manner with a political party under Rule ____ of Railway Services (Conduct) Rules, 1966
(A) 1 (B) 2 (C) 5 (D) 6
10. No railway servant shall be a member of an association or Union, the objects or activities of which are ____ and ____ or ____ or ____ -
(A) Prejudicial to the interest of the sovereignty (B) integrity of India
(C) Public order or morality (D) All the above

11. The association of railway servants with the selling of tickets for charity show or for any purpose whatsoever attract the provisions of Railway Services (Conduct) Rules, 1966
(A) 12 (B) 13 (C) 14 (D) 15
12. A casual meal, lift or other social hospitality shall not be deemed to be a _ under Railway Services (Conduct) Rules, 1966
(A) gift (B) favour (C) Royalty (D) None of the above
13. Group "A" and "B" Railway servant shall not accept any gift without the sanction of the Government if the value exceeds
(A) Rs.5000 (B) Rs.7500 (C) Rs.10000 (D) 15000
14. Group "C" and "D" Railway servant shall not accept any gift without the sanction of the Government if the value exceeds
(A) Rs.500 (B) Rs.750 (C) Rs.1000 (D) 1500
15. Railway Servants may accept gift of ____ on occasions prevailing religious and social practice from his near relatives or from his personal friends having no official dealings
(A) Group "A" Rs.25000/- (B) Group "B" Rs.15000 (C) Group "C" Rs.7500/-
(D) All the above
16. Gifts received or given by a Railway servant in the form of cash transaction between father and son attracts Rule 13 of Railway Services (Conduct) Rules, 1966
(A) Yes (B) No (C) NA (D) None of the above
17. The gifts of value not exceeding _____ may also be retained received by Railway servants from foreign dignitaries and foreign firms.
(A) Rs.1000 (B) Rs.500 (C) Rs.1500 (D) None of the above
18. No Railway servant shall give or take or abet the giving or taking of dowry of Railway Services (Conduct) Rules, 1966
(A) 11 (B) 12 (C) 13 (D) 13-A
19. Railway servant shall with _____ to receive any complimentary or valedictory address or accept any testimonial or attend any meetings of entertainment held in his honor, or in the honour of any other Government servant
(A) Previous sanction (B) Post Facto Sanction (C) No sanction required
(D) None of the Above
20. A farewell entertainment of a private and informal character held in honor of a railway servant on the occasion of his retirement or transfer or any person who has recently quit the service of any Government attracts Rule 14 of Railway Services (Conduct) Rules, 1966
(A) Yes (B) No (C) NA (D) None of the above

21. Subscription should be collected from class III and Class IV staff when any entertainment is held in honor of a Class II or Class I Officer
(A) Yes (B) No (C) NA (D) None of the above
22. The collection of subscriptions from Group 'C' and Group 'D' employees for the entertainment of any railway servant not belonging to Group 'C' and Group 'D' is forbidden
(A) Yes (B) No (C) NA (D) None of the above
23. No Railway Servant shall hold an elective office, or canvas for a candidate or candidates for an elective office without previous sanction from the Government under Rule _____ of Railway Services (Conduct) Rules, 1966
(A) 15(1)(c) (B) 16(1)(b) (C) 17(2) (D) 18(3)
24. Railway Servants or family members involving transaction and canvass of insurance agency attract Rule _____ of Railway Services (Conduct) Rules, 1966
(A) 15 (3) (B) 18(3) (C) 3(3) (D) None of the above
25. Subletting and vacation of Government accommodation is provided in Rule ---- of Railway Services (Conduct) Rules, 1966
(A) 15-A (B) 13-A (C) 3(2) (D) None of the above
26. An individual transaction in sale and purchase of shares, securities, mutual funds schemes and debentures etc exceeds two months' basic pay of the Railway servant, intimation under ____ is to be submitted to the Railway Administration within one month.
(A) Rule 18(3) (B) Rule 16 (C) Rule 15 (D) Rule 21
27. A railway servant who is arrested for debt is liable for punishment of -----
(A) Dismissal (B) Removal (C) Compulsory retirement (D) None of the above
28. A Railway servant shall obtain permission to join chit fund
(A) Yes (B) No (C) NA (D) None of the above
29. Bigamy is prohibited amongst Railway Servants under Rule -----
(A) 21 (B) 11 (C) 19 (D) 22
30. Running staff (both loco and traffic) or is connected directly with train passing, have not been permitted use of any intoxicating drinks or drugs within _____ hours of the commencement of duty or take such drinks or drugs during the course of duty.
(A) 8 (B) 10 (C) 9 (D) 12
31. No Railway Servant shall employ to work any child below the age of 14 years under Rule
(A) 11 (B) 22 (C) 22-A (D) 23

32. No railway servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government under Rule 20 of Railway Services (Conduct) Rules, 1966.

(A) Yes (B) No (C) NA (D) None of the above

1	A	2	D	3	A	4	D	5	C
6	B	7	B	8	A	9	C	10	D
11	A	12	A	13	A	14	A	15	D
16	A	17	A	18	D	19	A	20	B
21	B	22	A	23	A	24	A	25	A
26	A	27	A	28	A	29	A	30	A
31	B	32	A	****	****	****	****	*****	****

Railway Servants (Discipline & Appeal) Rules, 1968

1. The Railway servants (Discipline & Appeal) Rules came into force on
(A) 01.10.1968 (B) 01.10.1964 (C) 02.10.1968 (D) 03.10.19662.
2. _____ form is used for placing a Railway employee under suspension.
(A) 1 (B) 2 (C) 3 (D) 4
3. Suspension is a penalty under D&A Rules Railway servants (Discipline & Appeal) Rules, 1968.
(A) True (B) false (C) NA (D) None of the above
4. _____ standard form is used for revocation of suspension.
(A) 1 (B) 2 (C) 3 (D) 4
5. _____ standard form is used for imposition of minor penalty.
(A) 9 (B) 10 (C) 11 (D) 12
6. _____ standard form is used for imposition of major penalty.
(A) 1 (B) 2 (C) 5 (D) 6
7. _____ standard form is used for nomination of Inquiry Officer.
(A) 5 (B) 6 (C) 7 (D) 8
8. _____ standard form is used to appoint a presenting officer.
(A) 5 (B) 6 (C) 7 (D) 8
9. Subsistence allowance is equal to leave salary, which the employee would have drawn had he been on _____.
(A) LHAP (B) LAP (C) EOL (D) Hospital Leave
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 ____%.
(A) 50% (B) 75% (C) 90% (D) 100%
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 ____%.
(A) 50% (B) 75% (C) 90% (D) 100%
12. A retired Railway servant can act as a defense helper
(A) Yes (B) No (C) NA (D) None of these

13. Retired Railway servants cannot act as defense helper in more than____cases at a time.
(A) 5 (B) 6 (C) 7 (D) 9
14. The defense helper should be from the same Railway administration as that of the delinquent employee.
(A) Yes (B) No (C) NA (D) None of these
15. An official of a recognized trade union may assist in more than three pending disciplinary cases.
(A) Yes (B) No (C) NA (D) None of these
16. Termination of an employee on reduction of establishment is a penalty under D&A Rules 1968.
(A) Yes (B) No (C) NA (D) None of these
17. Reversion of a Railway servant officiating in higher service on the ground that he is considered to be unsuitable for such higher grade is a penalty under D&A Rules, 1968.
(A) Yes (B) No (C) NA (D) None of these
18. Appeal lies against the order of suspension.
(A) Yes (B) No (C) NA (D) None of these
19. Any order interlocutory in nature passed by the inquiry can be appealed against.
(A) Yes (B) No (C) NA (D) None of these
20. While disposing of an appeal, the appellate authority can order re-appointment of the delinquent employee.
(A) Yes (B) No (C) NA (D) None of these
21. No appeal shall be entertained unless preferred within_____days.
(A) (B) (C) (D)
22. The appeal against an order of the disciplinary authority can be preferred by the appellant in his own name.
(A) Yes (B) No (C) NA (D) None of these
23. The appeal shall be preferred to any higher authority than the disciplinary authority.
(A) Yes (B) No (C) NA (D) None of these
24. 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.
(A) Opportunity (B) advise (C) NA (D) none of the above

25. No proceeding for revision shall be commenced until after the expiry of the period of limitation for _____.
(A) Revision (B) Appeal (C) Penalty (D) None of the above
26. No proceeding for revision shall be commenced until after _____ of the appeal preferred.
(A) disposal (B) Pending (C) acceptance (D) None of the above
27. Rule 25.A of the Railway servants (Discipline & Appeal) Rules, 1968 deal with _____.
(A) Appeal (B) Revision (C) Review (D) Penalties
28. Every order or notice under Railway servants (Discipline & Appeal) Rules, 1968 shall be served in person on the Railway servant concerned or communicated to him by _____.
(A) Book Post (B) RPAD (C) Speed Post (D) Certificate of posting
29. An authority not lower than _____ shall impose the penalties of dismissal/Removal/Compulsory retirement.
(A) Appointing (B) Appellate (C) Disciplinary (D) Revising
30. While putting up the case to revision authority, the authority competent thereto can suggest the specific penalty to be imposed.
(A) Yes (B) No (C) NA (D) None of these
31. If DRM functions as Disciplinary/Appellate authority, _____ shall be the appellate/revision authority.
(A) HOD (B) PHOD (C) GM (D) Railway Board
32. The disciplinary proceedings should be closed immediately on the death of the charged employee.
(A) Yes (B) No (C) NA (D) None of these
33. _____ Inquiry is ordered, if necessary, to find out prima facie whether there is any case under DAR.
(A) Fact Finding (B) Preliminary (C) Disciplinary (D) Accident
34. Disciplinary Authority decides to conduct inquiry either by _____ or by _____ or by _____.
(A) himself (B) Inquiry officer (C) Board of Inquiry (D) all the above
35. _____ Authority fixes the date for inquiry and advises the charged employee.
(A) Inquiring (B) Appellate (C) Disciplinary (D) Revising

36. The inquiring authority may refuse the request of the delinquent employee for documents, if they are_____to the case.
(A) Irrelevant (B) Relevant (C) identical (D) Important
37. The inquiring authority may refuse the request of the delinquent employee for documents, if they would be against_or_____.
(A) security of state (B) personal (C) official (D) None of the above
38. The disciplinary authority cannot impose major penalty without conducting enquiry proceedings subject to the exceptions given under Rule____of theRailway servants (Discipline & Appeal) Rules, 1968.
(A) 9 (B) 10 (C) 14 (D) 15
39. If no presenting officer is appointed,_____ authority will perform thefunctions of the presenting officer in an inquiry.
(A) Inquiring (B) Appellate (C) Disciplinary (D) Revising
40. A railway servant on leave preparatory to retirement cannot be nominated as a defence counsel.
(A) Yes (B) No (C) NA (D) None of these
41. 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.
(A)One (B) Two (C) Three (D) Four
42. If no presenting officer is nominated, _____ proceedings by reading out the articles of Charge will be started.
(A) Inquiring (B) Appellate (C) Disciplinary (D) Revising
43. If no presenting officer is nominated,____will examine and re-examine the prosecution witnesses.
(A) Inquiring (B) Appellate (C) Disciplinary (D) Revising
44. What is the time limit for submission of written statement of defence by the delinquent railway servant?
(A) 15 (B) 10 (C) 45 (D) 30
45. What is the time limit allowed for the delinquent employee for completion of inspection of the documents?
(A) 15 (B) 10 (C) 45 (D) 30
46. Show cause notice is necessary before imposing minor penalty after dropping themajor penalty proceedings.
(A) Yes (B) No (C) NA (D) None of these

47. Recognized trade union official can assist a gazetted railway servant to present his case before the inquiring authority.
(A) Yes (B) No (C) NA (D) None of these
48. The trade union official who assists the delinquent employee in an inquiry should take nominal fees only.
(A) Yes (B) No (C) NA (D) None of these
49. A legal practitioner can act as a defence assistant.
(A) Yes (B) No (C) NA (D) None of these
50. If _____ authority is a legal practitioner, the defence assistant can also be a legal practitioner.
(A) Presenting (B) Inquiring (C) Disciplinary (D) Appellate
51. 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.
(A) Presenting (B) Inquiring (C) Disciplinary (D) Appellate
52. 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.
(A) Full (B) Half (C) Quarter (D) None of the above
53. 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 _____.
(A) DRM (B) GM (C) ADRM (D) AGM
54. PF amount can be recovered from Subsistence allowance.
(A) Yes (B) No (C) NA (D) None of these
55. Amount due to court attachment cannot be recovered for subsistence allowance.
(A) Yes (B) No (C) NA (D) None of these
56. Rule No. _____ of Railway servants (Discipline & Appeal) Rules, 1968 deals with communication of orders to Railway servants.
(A) 18 (B) 22 (C) 25 (D) 26
57. Schedule III of RS (D&A) Rules, 1968 deals with _____.
(A) Group C (B) Group A & B (C) Group D (D) None of the above
58. Special provisions to Group C and D are contained in Rule _____ of Railway servants (Discipline & Appeal) Rules, 1968.
(A) 21 (B) 22 (C) 23 (D) 24

59. The authority competent to reduce or increase the subsistence allowance after a period of three months of suspension is____.
 (A) Disciplinary (B) Appellate (C) Revising (D) Suspending
60. After a period of three months of suspension, the subsistence allowance may be increased or reduced by____.
 (A) 50% (B) 30% (C) 45% (D) 75%
61. Inquiry is not required to be held in case of DAR proceedings for minor penalty.
 (A) Yes (B) No (C) NA (D) None of these
62. The disciplinary authority can never act as an inquiry officer.
 (A) Yes (B) No (C) NA (D) None of these
63. A typical charge sheet for major penalty necessarily contains____annexure.
 (A) 1 (B) 2 (C) 3 (D) 4
64. A trade union official can act as____in a DAR Case.
 (A) Disciplinary (B) Appellate (C) Assisting Railway Employee
 (D) Revising
65. Trade Union member can act as Defence counsel in a DAR case against Gazetted Officers.
 (A) Yes (B) No (C) NA (D) None of these
66. Rule 13 of RS (D&A) Rules deals with common proceedings.
 (A) Yes (B) No (C) NA (D) None of these
67. No appeal shall lie against any order passed by an Inquiry Officer in the course of an inquiry under Rule 9 of Railway servants (Discipline & Appeal) Rules, 1968.
 (A) Yes (B) No (C) NA (D) None of these
68. Rule 25 of Railway servants (Discipline & Appeal) Rules, 1968 deals with special provisions for Group C & D staff.
 (A) Yes (B) No (C) NA (D) None of these
69. Standard Form No.3 is prescribed for submission of _____.
 (A) Certificate of Non-Employment (B) Subsistence allowance
 (C) Salary (D) None of the above
70. No appeal lies against the Order of the President
 (A) Yes (B) No (C) NA (D) None of the above
71. Railway servants (Discipline & Appeal) Rules, 1968 not applicable to?
 (A) RPF (B) Casual Labours (C) Any member of All India Services
 (D) All the above

1	A	2	A	3	B	4	D	5	C
6	C	7	C	8	C	9	A	10	A
11	A	12	A	13	C	14	A	15	A
16	B	17	B	18	A	19	A	20	B
21	A	22	A	23	A	24	A	25	B
26	A	27	C	28	B	29	A	30	B
31	B	32	A	33	A	34	D	35	A
36	A	37	A	38	C	39	A	40	B
41	A	42	A	43	A	44	B	45	B
46	A	47	A	48	B	49	B	50	A
51	C	52	B	53	A	54	A	55	A
56	D	57	B	58	D	59	D	60	A
61	A	62	B	63	D	64	C	65	A
66	A	67	A	68	B	69	A	70	A
71	D	*****	****	*****	*****	*****	*****	****	*****

Leave Rules

1. Leave ordinarily begins on the day on which _____ of charge is effected and ends on the day preceding that in which charge is _____.
(A) Transfer, resumed (B) assumption, relinquishment
(C) Taking, handing over (D) none of the above
2. When a Railway servant is certified medically unwell to attend office, holidays if any immediately succeeding the day he is so certified (including that day) shall be treated as part of the _____.
(A) Leave (B) duty (C) holidays (D) none of the above
3. When a Railway servant is certified medically fit for joining duty, holidays, if any, preceding the day he is so certified (including that day) shall be treated as part of the _____.
(A) Holidays (B) Leave (C) Duty (D) None of the above.
4. A Railway servant on leave may not take any service or accept any employment outside India without obtaining the previous sanction of the _____.
(A) President (B) Government (C) Railway Board (D) GM
5. Railway servant shall be granted leave of any kind for a continuous period exceeding _____ years.
(A) Three (B) Four (C) Five (D) One
6. Leave shall not be granted to a railway servant whom a competent punishing authority has decided to _____, _____ or _____ from railway service.
(A) Dismiss (B) Remove (C) Compulsorily retire (D) All the above
7. Railway employees, who are covered by the jurisdiction of the Railway doctor and who have fallen ill, obtain a Medical Certificate from a Registered Medical Practitioner (RMP) and resume duty up to duration of ____ days without fitness certificate from a Railway doctor.
(A) 1 (B) 2 (C) 3 (D) 4
8. Railway employees, who are covered by the jurisdiction of the Railway doctor and who have fallen ill, obtain a Medical Certificate from a Registered Medical Practitioner (RMP) and resume duty with fitness certificate from a Railway doctor exceeding duration of ____ days
(A) 1 (B) 2 (C) 3 (D) 4
9. In case of hospitalization/indoor treatment permitted in a Railway recognized private hospital, a Railway servant admitted for treatment for a specified disease and later diagnosed to be not suffering with such disease, _____ may grant commuted leave on the basis of the Medical Certificate from the Authorized Medical Officer of such a hospital on being satisfied about the genuineness of the case.
(A) PCPO (B) PCMD (C) General Manager (D) DRM
10. In the case of a Non-gazetted Railway employee, if no AMA is available within a radius of 8 kilometers of his residence, the leave sanctioning authority may at his discretion, sanction _____ on production of a Medical Certificate from the Registered Medical

- Practitioner on being satisfied of the facts / merits of the case.
 (A) Leave (B) Commuted Leave (C) EOL (D) Either (A) or (B)
11. The jurisdiction of a Railway Medical Officer will be taken to cover Railway servant residing within a radius of _____ kilometers of the Railway Hospital or health unit, and within a radius of _____ kilometer of a Railway station of the Doctor's beat.
 (A) 2.5, 1 (B) 1.5, 2.5 (C) 3, 2 (D) None of the above
 12. A railway servant permanent or temporary, other than one who is serving in a railway school, shall be entitled to _____ days leave on average pay in a calendar year.
 (A) 15 (B) 20 (C) 25 (D) 30
 13. The leave account of every railway servant shall be credited with leave on average pay in advance in two installments of _____ days each on the first day of January and July every calendar year.
 (A) 5 (B) 10 (C) 12 (D) 15
 14. A period spent in Foreign Service shall count as _____ for purpose of LAP, if contribution towards leave salary is paid on account of such period.
 (A) Duty (B) Absent (C) Not duty (D) Without pay
 15. The maximum leave on average pay that may be granted at a time to a railway servant shall be _____ days
 (A) 100 (B) 90 (C) 120 (D) 180
 16. Staff headquarters at Siliguri station or at stations west of Siliguri are granted _____ day's additional leave, not debitable to their leave account of leave average pay.
 (A) 3 (B) 2 (C) 4 (D) 1
 17. A railway servant, permanent or temporary, other than one who is serving in a railway school, shall be entitled to leave on half average pay of _____ days in a calendar year in respect of each completed year of service.
 (A) 15 (B) 20 (C) 30 (D) 10
 18. Leave on Average pay shall be credited to the leave account of a railway servant at the rate of _____ $2\frac{1}{2}$ days for each completed calendar month of service which he is likely to render in a half year in which he is appointed
 (A) $1\frac{1}{2}$ (B) 2 (C) $2\frac{1}{2}$ (D) 3
 19. The credit for the half year in which a railway servant is due to retire or resigns from the service shall be afforded only at the rate of _____ days per completed calendar month up to the date of retirement or resignation.
 (A) $1\frac{1}{2}$ (B) 2 (C) $2\frac{1}{2}$ (D) 3
 20. When a railway servant is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of _____ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service
 (A) $1\frac{1}{2}$ (B) 2 (C) $2\frac{1}{2}$ (D) 3
 21. The leave due under Leave on half average pay is granted on _____ or _____.

- (A) Medical certificate (B) private affairs (C) Either (A) or (B)
(D) None of the above
22. The amount of leave on half average pay that can be availed of in one spell irrespective of its being combined with any other kind of leave or not shall be limited to ____ months.
(A) 12 (B) 18 (C) 24 (D) 36
23. The leave on half average pay shall be credited to the leave account at the rate of ____ 5/3 days for each completed calendar month of service which the railway servant is likely to render in the half-year of the calendar year in which he/she is appointed.
(A) 2½ (B) 3 (C) 5/3 (D) ½
24. If a railway servant is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.
(A) Joining (B) return (C) absent (D) None of the above
25. The credit for half-year in which the railway servant is due to retire or resigns from service shall be allowed at the rate of ____ days per completed month up to the date of retirement resignation.
(A) 2½ (B) 3 (C) 5/3 (D) ½
26. When a railway servant is removed or dismissed or dies while in service, credit of leave on half-average pay shall be allowed at the rate of ____ days per completed calendar month up to the end of calendar month preceding the calendar month in which the railway servant is removed or dismissed from service or dies while in service
(A) 2½ (B) 3 (C) 5/3 (D) ½
27. Where a period or absence for suspension of a Railway servant has been treated as “dies-non” in a half year, the credit to be afforded to his half-pay leave account at the commencement of next half-year, shall be reduced by ____ of the period of ‘dies-non’, subject to a maximum of ten days.
(A) 1/18th (B) 1/12th (C) 1/10th (D) 1/5th
28. When commuted leave is granted, ____ the amount of such leave shall be debited against the leave on half-average pay due.
(A) half (B) twice (C) thrice (D) None of the above
29. Leave on half average pay up to a maximum of ____ days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study which is certified to be in the public interest by the leave sanctioning authority.
(A) 180 (B) 120 (C) 90 (D) 100
30. Commuted leave may be granted at the request of the railway servant even when leave on average pay is due to him.
(A) Yes (B) No (C) NA (D) None of the above
31. Leave not due shall be limited to the leave on half average pay he is likely to earn in future.
(A) Yes (B) No (C) NA (D) None of the above

32. Leave not due during the entire service shall be limited to a maximum of ____ days, on medical certificate.
(A) 120 (B) 240 (C) 360 (D) 180
33. Extraordinary leave may be granted to a railway servant for a period of ____ three months, without a medical certificate.
(A) three (B) two (C) one (D) None of the above
34. Extraordinary leave may be granted to a railway servant for a period of ____ months on completion of one year continuous service on his request for such leave is supported by a medical certificate.
(A) three (B) two (C) one (D) Six
35. Extraordinary leave may be granted to a railway servant, on completion of 3 years continuous service, for a period of ____ twenty four months where the leave is required for the purpose of prosecuting studies certified to be in public interest.
(A) 12 (B) 18 (C) 24 (D) 36
36. The authority competent to grant leave may commute retrospectively periods of absence without leave into ____
(A) LAP (B) LHAP (C) Leave Not Due (D) EOL
37. Special Class Railway Apprentices may be granted leave on full stipend for a period not exceeding ____ month in any year of apprenticeship provided that except on grounds of ill health, the leave shall not be granted to an apprentice if it would interfere with his training.
(A) One (B) Two (C) Three (D) Four
38. Apprentice Mechanics in Railway Workshop may be granted leave on full stipend for a period not exceeding ____ days and on half stipend on medical certificate for a period not exceeding ____ days in any year of apprenticeship.
(A) 16, 20 (B) 30, 20 (C) 15,20 (D)20,10
39. Apprentices/trainees recruited for initial training on the Railways before they are appointed against the working posts in Group C service, during the period of their training may be granted leave on full stipend for a period not exceeding ____ days and on half stipend on medical certificate for a period not exceeding ____ days
(A) 16, 20 (B) 30, 20 (C) 15,20 (D)20,10
40. Trade apprentices may be granted leave on full stipend for a period not exceeding ____ days and leave on half stipend on medical certificate for a period not exceeding ____ days in any year of apprenticeship.
(A) 12, 15 (B) 20, 10 (C) 15,12 (D)25,15
41. A railway servant not desirous of encashment of leave on average pay at his credit at the time of retirement on superannuation may be permitted by a competent authority to take leave preparatory to retirement to the extent of leave on average pay due not exceeding ____ days together with half pay leave due.
(A) 120 (B) 180 (C) 240 (D) 360

42. The leave granted as leave preparatory to retirement shall not include _____.
 (A) LAP (B) LHAP (C) Leave not due (D) EOL
42. A railway servant who proceeds on _____ is entitled to leave salary equal to the pay drawn immediately before proceeding on leave on average pay
 (A) LAP (B) LHAP (C) Leave not due (D) EOL
43. A railway servant on _____ is not entitled to any leave salary
 (A) LAP (B) LHAP (C) Leave not due (D) EOL
44. A female government servant (including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of ----- days from the date of its commencement.
 (A) 135 (B) 180 (C) 60 (D) 120
45. Maternity Leave on account of miscarriage/abortion should be restricted to ____ days in the entire career of a female servant.
 (A) 30 (B) 180 (C) 60 (D) 45
46. Leave (including commuted leave up to 60 days and leave not due) up to a maximum of ____ year, may, if applied for, in continuation of maternity leave be granted without the production of Medical Certificate.
 (A) One (B) Two (C) Three (D) six
47. A male railway servant (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of _____ days during the confinement of his wife.
 (A) 15 (B) 20 (C) 10 (D) 5
48. The paternity leave can be availed up to ____ months from the date of delivery of child.
 (A) one (B) Two (C) Three (D) Six
49. Paternity leave can be sanctioned only in a ____ spell
 (A) Single (B) Breaks (C) any time (D) None of the above
50. An adoptive mother on the railways with less than two surviving children may be granted leave of _____ 135 days as 'Child Adoption Leave' on adoption of a child up to _____ one year of age, on the lines of maternity leave admissible to natural mothers.
 (A) 180, one (B) 135, One (C) 120, one (D) None of the above
51. If the age of the adopted child is less than one month on the date of adoption, leave of the kind due in continuation of child adoption leave up to _____ may be sanctioned.
 (A) One year (B) Six Months (C) Three months (D) Two years
52. If the age of the adopted child is six months and above but less than seven months on the date of adoption, leave of the kind due in continuation of child adoption leave up to _____ may be sanctioned
 (A) One year (B) Six Months (C) Three months (D) Two years
53. If the age of the adopted child is 9 months and above but less than ten months on the date of adoption, leave of the kind due in continuation of child adoption leave up to

- _____ may be sanctioned.
 (A) One year (B) Six Months (C) Three months (D) Two years
54. Paternity leave, Maternity leave, Child adoption leave is not _____ to the leave account.
 (A) Debitable (B) creditable (C) NA (D) None of the above
55. Study leave shall count as _____ for promotion, pension, increments and seniority.
 (A) Duty (B) Absent (C) Service (D) None of the above
56. The period spent on _____ shall not count for earning leave other than half-pay leave under the Liberalised Leave Rules.
 (A) Paternity leave (B) Maternity leave
 (C) Study leave (D) Leave Not due
57. Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of _____.
 (A) 180 days (B) 365 days (C) 730 days (D) None of the above
58. During the period of CCL shall be paid _____ of leave salary for first 365 days and for subsequent periods of CCL leave salary of _____ shall be paid
 (A) 75%, 60% (B) 100%, 80% (C) 60%, 50% (D) 80%, 100%
59. Child Care Leave shall not be granted in more than 3 spells in a calendar year with each spell of Child Care Leave being not less than 5 days.
 (A) 3,5 (B) 3,15 (C) 2,10 (D) None of the above.
60. Joining Time Rules are contained in _____.
 (A) Chapter 11 of IREC, Vol.I (B) Chapter 10 of IREC, Vol.I
 (C) Chapter 9 of IREC, Vol.I (D) Chapter 12 of IREC, Vol.I
61. Joining Time shall be granted to a Railway servant on transfer in public interest to enable him to join the new post either _____ or _____.
 (A) at outstation, home station (B) at the same station or a new station
 (C) at abroad, at overseas (D) None of the above
62. In the case of temporary transfer not exceeding 180 days the joining time allowed is _____ days.
 (A) 10days (B) 12 days (C) 0 days (D) None of the above
63. The joining time shall commence from the date of _____ if the charge is made over on the forenoon.
 (A) Relinquishment of charge of the old post (B) assumption of charge at new post
 (C) discharge of old post (D) None of the above
64. The joining time shall commence from the following date if the charge is made over in the _____.
 (A) afternoon (B) Forenoon (C) Next day (D) None of the above
65. Joining time shall be allowed to a Railway servant to join a new post within the same station or which does not involve change of residence from one station to another is _____.
 (A) 10 days (B) 12 days (C) one day (D) None of the above

66. For the purpose of the term same station will be interpreted to mean the area falling within the jurisdiction of the _____ or _____.
 (A) Municipality or corporation (B) Ward, locality
 (C) Panchayat, municipality (D) none of the above
67. If the distance between the old headquarters and the new headquarters is 1,000 Kms., or less, the joining time admissible is _____ days.
 (A) 10 days (B) 12 days (C) one day (D) None of the above
68. If the distance between the old headquarters and the new headquarters is more than 1,000 Kms., the joining time admissible is _____ days.
 (A) 10 days (B) 12 days (C) one day (D) None of the above
69. If the distance between the old headquarters and the new headquarters is more than 2,000 Kms., the joining time admissible is _____ days.
 (A) 10 days (B) 12 days (C) one day (D) 15 days
70. 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.
 (A) 10 days (B) 12 days (C) one day (D) None of the above
71. Extension of Joining time beyond the limits can be granted up to a maximum limit of _____ days.
 (A) 15 days (B) 20 days (C) 30 days (D) None of the above
72. Extension of Joining time beyond the limits can be granted up to a maximum limit of 30 days by _____.
 (A) HODs (B) Branch Officer (C) Divisional Officer
 (D) None of the above
73. Extension of Joining time beyond the limits can be granted upto a maximum limit of 30 days by _____ on the divisions.
 (A) Divisional Railway Manager (B) Addl General Manager (C) General Manager
 (D) Branch Officer
74. Extension of Joining time beyond 30 days can be granted by _____.
 (A) Ministry of Railways (B) Government of India
 (C) Minister of state for Railway (D) Railway Minister
75. Special Casual Leave can be granted in lieu of joining time.
 (A) True (B) False (C) Neither (D) None of the above
76. The credit of joining time to the leave account will be subject to the usual restriction on accumulation of _____ in the leave account.
 (A) LAP (B) LHAP (C) Leave Not due (D) EOL
77. Joining time cannot be combined with vacation.
 (A) True (B) False (C) Neither (D) None of the above
78. Joining time can be combined with any other kind of leave except _____.
 (A) LAP (B) LHAP (C) Casual Leave (D) Leave not due

79. A railway servant on joining time shall be regarded as on _____
 (A) Leave (B) Duty (C) Online (D) joining duty
80. During joining time, a railway servant shall be entitled to CCA and HRA at the rates applicable to the _____.
 (A) Old station (B) new station (C) Neither (D) None of the above

1	A	2	A	3	B	4	A	5	C
6	D	7	C	8	D	9	C	10	D
11	A	12	D	13	D	14	A	15	C
16	A	17	B	18	C	19	A	20	C
21	C	22	C	23	C	24	B	25	C
26	C	27	A	28	B	29	A	30	A
31	A	32	C	33	A	34	A	35	C
36	D	37	A	38	A	39	A	40	A
41	A	42	C	43	D	44	B	45	D
46	A	47	A	48	D	49	A	50	B
51	A	52	B	53	C	54	A	55	C
56	C	57	C	58	B	59	A	60	A
61	A	62	C	63	A	64	A	65	A
66	A	67	A	68	B	69	D	70	B
71	C	72	A	73	A	74	A	75	B
76	A	77	A	78	D	79	B	80	A

Pass rules

1. Gold Pass is entitled to officers' working in PLPM of ____
(A) 15 (B) 16 (C) 17 (D) Both (B) & (C)
2. VPU by passenger carrying trains is admissible subject to a cut of ____ in the admissible amount of Composite Transfer Grant if a car is carried in the VPU and of ____ if car is not carried.
(A) 20%, 25% (B) 25%, 20% (C) 15%, 20% (D) None of the above
3. Widow complimentary pass scheme is effective from
(A) 12.03.1987 (B) 11.03.1987 (C) 13.03.1987 (D) 14.03.1987
4. ____ means a person exclusively employed on salary in the personal service of a railway servant
(A) Servant (B) Maid (C) Attendant (D) None of the above
5. Dependency criteria for dependant relatives for inclusion in pass is ____ of pay per month of the Railway servant or minimum Pension/Family Pension of Rs 9000/- and the dearness relief on pension whichever is more.
(A) 10% (B) 12% (C) 15% (D) 20%
6. No of schedules available in Railway Servants (Pass) Rules, 1993 are
(A) Six (B) Five (C) Seven (D) Four
7. Not more than ____ dependents can be included in pass/ PTO subject to the condition that the total number of persons included in the Pass/ PTO will not exceed ____ in privilege pass/PTO
(A) 2, 5 (B) 1, 5 (C) 5, 2 (D) None of the above
8. A ____ pass may be issued to the son or daughter of a railway servant who is a bona-fide student of any recognized educational institution.
(A) School (B) Medical (C) Privilege (D) Special
9. The attendant be a guardian will be issued only a II Class Pass while the school pass is issued to son or daughter in same class as entitled to Railway servant.
(A) 1st class (B) 2nd class (C) 1st A class (D) 2nd A class
10. School pass will be issued in case of recognized vacations of not less than ____ consecutive days duration or closure of institution due to unforeseen circumstances.
(A) Four (B) Two (C) Three (D) Five
11. School Passes may also be issued up to ____ months in advance
(A) Three (B) Two (C) Four (D) Six
12. A ____ may be issued to a railway servant for performing rail journey from the place of residence to the place of his work.
(A) School Pass (B) Duty Pass (C) Residential Card pass (D) Special pass
13. Post retirement complimentary passes are eligible on retirement with a service of ____ yrs
(A) 25 (B) 20 (C) 15 (D) 30

14. ___ sets of post retirement complimentary passes are eligible for employees in PLPM 1 to 7 on retirement with a minimum of 20 years of service
(A) 1 (B) 2 (C) 3 (D) 4
15. ___ sets of post retirement complimentary passes are eligible for employees in PLPM 8 to 17 on retirement with a minimum of 20 years of service
(A) 1 (B) 2 (C) 3 (D) 4
16. Pass/PTO is valid for period of ___ months
(A) Four (B) Three (C) Five (D) Six
17. Details of family members/dependent relatives should be furnished to the Pass issuing authority at least once in ___ years and change in the same should also be intimated as and when the same takes place.
(A) Three (B) Four (C) Five (D) Six
18. A separate pass may be issued for _____ when Pass holder travels in Rajadhani Express, Shatabdi Express, Duonto Exp. and Garibrath Express
(A) Servant (B) Maid (C) Attendant (D) None of the above
19. _____ is not permitted in the duty cheque/card/metal passes over Darjeeling Himalayan Section of Northeast Frontier Railway.
(A) Bicycle/Motor cycle (B) Motor car (C) Moped (D) None of the above
20. Group 'A' and 'B' officers are entitled to travel in _____ on Kalka-Simla Section while on duty.
(A) Rajdhani Express (B) Shatabdi Express (C) Rail Car (D) Mail & Express trains
21. Duty Passes are not admissible during leave other than _____ taken in continuation of period of duty
(A) LAP (B) Casual (C) EOL (D) LHAP
22. A motor car or motor cycle allowed may be carried by passenger train or goods train at the option of the railway servant.
(A) True (B) False (C) Neither (D) None of the above
23. Privilege Pass permits to carry _____ Kilograms of luggage for each adult member the Pass and _____ for each child.
(A) 70, 35 (B) 120, 60 (C) 140, 70 (D) None of the above
24. IInd Class 'A' pass shall be of _____ colour.
(A) Green (B) Pink (C) Yellow (D) White
25. The holder of new IInd Class 'A' pass shall be entitled to travel by AC-3 tier
(A) First Class (B) AC-2 tier (C) AC-3 tier (D) 2nd Sitting
26. Permanent railway servants and temporary railway servants with more than 3 years continuous railway service, whose applications have been forwarded and who have been selected and appointed for post in other Central Government Departments/Offices, Public Sector Undertakings or autonomous bodies are allowed the benefits of passes/PTOs for a period of _____ years from the date of relief from the

Railways, during which they are permitted to retain their lien.

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

27. A _____ or _____ may be included in a school pass issued to student son/boy under 18 years.
(A) Parent (B) Guardian (C) Either (A) or (B) (D) Attendant
28. Dependent relatives are not entitled to be included in _____ Passes
(A) Privilege (B) Post retirement complimentary (C) School (D) Widow
29. No _____ is allowed in a Residential card pass
(A) Servant (B) Maid (C) Attendant (D) None of the above
30. Railway employees who undertake mountaineering and trekking expeditions duly sponsored by Indian Mountaineering Federation and Youth Hostels Association of India are eligible for grant of special pass of the entitled class on privilege account for _____ only.
(A) Self (B) Family members (C) Dependant relatives (D) None
31. A _____ journey pass may be granted to a Railway servant on whom the penalty of dismissal or removal from service has been imposed to enable him to attend the personal hearing given by the appellate authority before disposing of the appeal.
(A) Outward (B) Return (C) circular (D) None
32. Special Class Railway Apprentices are eligible for _____ sets of Passes and _____ sets of PTOs for self in a year for travel in First Class.
(A) 2, 4 (B) 6, 4 (C) 3, 4 (D) 1,2
33. _____ set(s) of free pass of the entitled class on retirement/death may be issued to a retired railway servant or in the event of his demise, to the person or persons entitled to receive payment of his settlement dues.
(A) Two (B) One (C) Three (D) None

1	A	2	B	3	A	4	C	5	C
6	C	7	A	8	A	9	B	10	C
11	C	12	C	13	B	14	B	15	C
16	C	17	C	18	C	19	A	20	C
21	B	22	A	23	A	24	C	25	C
26	B	27	C	28	C	29	C	30	A
31	B	32	C	33	B	****	*****	*****	*****

VI. BUDGET AND FIVE YEAR PLANS, DELEGATION OF POWERS &
CANNONS OF FINANCIAL PROPRIETY

1. In respect of major projects valuing more than the prescribed limit, a memorandum is prepared and vetted by Railway Board Finance before sending to NITI Aayog for perusal of which authority?
(A) AMs Committee (B) Expanded Board for Railway
(C) Budget Directorate (D) None of these
2. Arrange in the order of occurrence for major projects whose value is more than the prescribed limit:
a. In Principle Approval of NITI Aayog b. Consideration by EBR
c. CCEA approval d. Inclusion in the Pink Book
(A) b,a,c,d (B) a,b,c,d
(C) d,c,b,a (D) b,c,d
3. For inclusion in the Pink Book, Projects valuing less than Rs. 20 crs are approved and approval to process more than Rs.20 crs works 'on file' signified by which authority?
(A) GMs of Zonal Railways concerned (B) AMs Committee
(C) NITI Aayog (D) Ministry of Finance
4. Expenditure can be incurred on a project/work upon
(A) Approval by AMs Committee (B) Inclusion in the Pink Book
(C) Sanction of detailed Estimate for the work included in the Pink Book
(D) None of these
5. Separation convention of 1924 on railways is the result of recommendations of which Committee?
(A) Kunzru Committee (B) Prakash Tandon Committee
(C) Rakesh Mohan Committee (D) Acworth Committee
6. Railway Budget merged with General Budget from which Financial Year?
(A) 2017-18 (B) 2016-17
(C) 2015-16 (D) None of these
7. Find odd one amongst the following:
(A) Capital (B) DRF
(C) DF (D) CF
8. Find odd one
(A) DF (B) CF
(C) DSF (D) DRF
9. Which of the following is not an internally generated source of financing?
(A) DRF (B) Pension Fund
(C) PPP (D) DF
10. In works, safety expenditure is financed from which source of finance?
(A) DF-I (B) DF-II
(C) DF-III (D) DF-IV

11. under which Major Head, Funds created out of surplus are shown?
(A) 3001 (B) 3006
(C) 3075 (D) 1001
12. Earnings of Railways reflected in which part of Government Accounts, as Non- Tax Revenue?
(A) Part III Public Account (B) Part II Contingency Fund of India
(C) Part I Consolidated Fund of India (D) None of these
13. IR expenditure on Policy formulation, Direction, Research and Other Miscellaneous organizations is budgeted under which Major Head?
(A) 3001 (B) 3006
(C) 3075 (D) 1001
14. Railway Audit expenditure is budgeted under which Major Head?
(A) 5001 (B) 3075
(C) 3006 (D) 3001
15. Expenditure on Railway Centralized Training Institutes is budgeted under which Major head?
(A) 5001 (B) 3001
(C) 1002 (D) 3075
16. Appropriation to Funds from Railway Surplus is budgeted under which Major head?
(A) 1001 (B) 3001
(C) 3002 (D) 3006
17. How many Demands for Grants are allotted for Ministry of Railways after merger of Railway Budget with general Budget?
(A) 1 (B) 2
(C) 3 (D) 4
18. 'Annual Financial Statement' referred to in Art 112 (1) of the Constitution of India is otherwise known as –
(A) Balance Sheet (B) Finance Account
(C) Annual Budget (D) Cash- flow statement
19. Percentage of working expenses to Gross earnings is known as
(A) Inventory Turn Over ratio (B) Operating Ratio
(C) Liquidity Ratio (D) None of these
20. Demand for Grant number assigned for Railways in 2020-21 is
(A) 80 (B) 82
(C) 83 (D) None of these
21. Demand for Grant number assigned for Railways in 2022-23 is
(A) 80 (B) 85
(C) 83 (D) None of these

22. While Pension Fund is appropriated under Sub Major Head 12, Pension and Retirement expenditure is booked under which Sub Major Head of Ordinary Working Expenses?
 (A) Sub Major Head 9 (B) Sub Major head 10
 (C) Sub Major head 11 (D) Sub Major Head 12
23. Examples of Charged expenditure
 (A) Pay and allowances of C&AG (B) Any award decreed by court of law
 (C) None of these (D) Both of these
24. As per Art 113(2) of Constitution of India, Budget estimates are presented to Parliament in the form of
 (A) Demands for Grants (B) Abstract Estimate
 (C) Appropriation Accounts (D) Finance Accounts
25. On Zonal railways, Budget process starts in which month?
 (A) November (B) September
 (C) August (D) December
26. Grants will be allotted through Budget Orders, after
 (A) Submission of Demands for grants to Parliament
 (B) Obtaining Vote of Parliament
 (C) Passing of Appropriation bill in Parliament
 (D) None of these
27. Unspent Budget allotment is
 (A) Carried forward next year
 (B) Revenue grant lapses, while Capital grant is carried forward to next year
 (C) Both revenue and capital grants are available for that financial year only
 (D) None of these
28. Expenditure spent in excess of grant is regularized by Parliament after tabling of Appropriation accounts and this is called
 (A) Spending limit (B) Budget order
 (C) Expenditure order (D) Excess grant
29. Budget is a
 (A) Managerial document (B) Constitutional document
 (C) None of these (D) Both of these
30. Based on the revised estimate projections, where additional grants are required, the same will be communicated separately after obtaining vote of Parliament. These are called
 (A) Additional grants (B) Supplementary grants
 (C) Excess grants (D) Original grants
31. As per Art 113(3) of Article of Constitution of India, no Demand for grant can be made except on the recommendation of
 (A) Chairman, Railway Board (B) FC (Railways)
 (C) President (D) NITI Aayog

32. Under which Article of Constitution of India, charged expenditure is not subjected to Vote of Parliament?
 (A) 112(1) (B) 113(1)
 (C) 113 (2) (D) 115(1)
33. Budget reviews conducted on railways are:
 a. August Review
 b. Revised Estimate / Budget Estimate
 c. Final Modification
 (A) b,c (B) b only
 (C) a,b,c (D) d only
34. Which of the following is true?
 a. Based on RE, Revised grant is given b. Based on BE, Budget Grant is given
 c. Based on FM, Final Grant is given
 (A) a only true (B) b only true
 (C) c only true (D) a,b,c are true
35. Revised Estimate is prepared based on earnings/expenditure incurred for---, and projections for the balance period.
 (A) First 3 months (B) First 5 months
 (C) First 9 months (D) None of these
36. Final Modification is prepared based on expenditure trends of---, and projections for the balance period.
 (A) First 3 months (B) First 5 months
 (C) First 9 months (D) None of these
37. Funds for Motorcar Advance is budgeted under which segment of budget?
 (A) Revenue (B) Capital
 (C) Earnings (D) Civil grants
38. How many times Earnings budget is reviewed?
 (A) Once at RE/BE stage (B) Twice at RE/BE and FM stage
 (C) Thrice at August review, RE/BE stage and FM stage (D) Every month
39. NPS, Government Contribution is budgeted under which Sub Major Head (SMH) and Primary Unit (PU)?
 (A) SMH 11 and PU 99 (B) SMH 11 and PU 08
 (C) SMH 09 and PU 08 (D) SMH 1 and PU 08
40. Re-appropriation of funds from one plan head to another plan head is within the powers of
 (A) DRM (B) PHOD
 (C) GM (D) Railway Board
41. Re-appropriation of funds from one source to another source is within the powers of
 (A) Railway Board (B) GM
 (C) PHOD (D) DRM
42. Re-appropriation of funds from one itemized work to another itemized work is within the powers of

- (A) DRM (B) PHOD
(C) GM (D) Railway Board
43. Re-appropriation of funds under allocation EBR from one itemized work to another itemized work of the same plan head is within the powers of
(A) Railway Board (B) GM
(C) PHOD (D) DRM
44. Re-appropriation of funds from a priority work to a non-priority work
(A) DRM (B) PHOD
(C) GM (D) Railway Board
45. Which of the following is/are correct? Re-appropriations sanctioned at zonal level are
a. Reflected in budget VPN b. Sanction memoranda is issued
c. Associate finance concurrence is taken
(A) a only correct (B) b only correct
(C) b&c correct (D) All are correct
46. Which of the following is/are correct? Funds can be re-appropriated to a work
a. having administrative approval and technical sanction
b. not exceeding its sanctioned cost
c. during the currency of Vote on account
(A) a only correct (B) b only correct
(C) a&b correct (D) All are correct
47. Re-appropriation of funds from sanctioned survey to another sanctioned survey requires the sanction of
(A) DRM (B) PHOD
(C) GM (D) Railway Board
48. Re-appropriation from/to or among works under plan head 21, requires sanction of
(A) DRM (B) PHOD
(C) GM (D) Railway Board
49. Re-appropriation of funds for booking expenditure of left over works to a work not appearing in the LAW book
(A) is within the powers of Railway Board
(B) is to be revived first and then only sanctioned by GM
(C) is within the powers of GM
(D) is within the powers of DRM
50. Re-appropriation of funds for booking expenditure of left over works to a work not appearing in the Pink book
(A) is to be technically revived first and then funds are allotted by Railway Board
(B) is to be technically revived first and then only sanctioned by GM
(C) is to be projected under RE; technically revived and then funds are allotted by Railway Board
(D) is within the powers of DRM
51. Under revenue expenditure re-appropriation of funds from/to staff primary Units is within the powers of

- (A) Personal sanction of GM (B) PHOD
(C) DRM (D) None of the above
52. Re-appropriation instructions between Primary Units of revenue expenditure is communicated
(A) along with the spending limit order by Budget Directorate
(B) along with the Budget orders by Budget Directorate
(C) along with the Revised Grant by Budget Directorate (D) None of these
53. Irregular re-appropriations are reflected by Audit in which Annexure of the Appropriation Accounts?
(A) Annexure H (B) Annexure I
(C) Annexure J (D) Annexure K
54. Re-appropriation of funds in all plan heads from pink book itemized work, provided the original outlay is not getting reduced below Rs.1 lakh
(A) DRM (B) PHOD
(C) GM (D) Railway Board
55. Which of the following is/are correct?
a. re-appropriations should not be done after RE/RG
b. re-appropriations may be done without relating to RE/RG
c. re-appropriations may be carried out before end of financial year
(A) a only correct (B) a&b are correct
(C) c only correct (D) b&c are correct
56. Important Budgetary control tool on cash out go against cash content of budget allotted is called
(A) Works, Machinery & Rolling Stock Programme (B) Financial Review
(C) Parliamentary Control (D) Exchequer Control
57. Exchequer Control mechanism means
(A) imposing restrictions on drawing limits on the banks
(B) Self-imposed expenditure discipline against budget allotment
(C) Self-imposed expenditure discipline against cash content of budget allotment
(D) None of these
58. Payments under NPS are now booked to which Abstract and Sub Head?
(A) L-650 (B) N-130 (C) M-110 (D) None of these
59. Leave Encashment to railway retirees is booked to which Abstract?
(A) Abstract J (B) Abstract K (C) Abstract L (D) None of these
60. Leave Encashment to railway Audit retirees is booked to which Head?
(A) Major Head 3001 (B) L-710
(C) A-110 (D) None of these
61. Abstract K doesn't cover the expenditure of this department
(A) General Management (B) Security (C) Catering
(D) Compensation Claims

62. Cost of Training:
i. other than Hindi & Medical ii. Hindi and
iii. Medical, Health and Welfare is booked to which Abstract?
(A) Abstract J (B) Abstract K (C) Abstract L (D) None of these
63. Non-Practising Allowance of Railway doctors is booked to which Abstract, Sub-head and PU?
(A) J-220-28 (B) J-240-22 (C) J-210-13 (D) J-230-32
64. Pay and allowances of train passing and control office staff are booked to which Abstract and Sub-head?
(A) Abstract A, 910 (B) Abstract F, 210
(C) Abstract G, 210 (D) None of these
65. Pay and allowances of Guards are booked to which Abstract and Sub-head?
(A) Abstract A, 910 (B) Abstract G, 510
(C) Abstract F, 210 (D) None of these
66. Receipts from non-govt railways and other bodies for traffic expenses are booked to which Subhead of Abstract G?
(A) 990 (B) 930
(C) 920 (D) 910
67. Pay and allowances of Loco running staff are booked to which Abstract?
(A) Abstract D (B) Abstract E
(C) Abstract F (D) Abstract G
68. Salary of Gatekeepers (Sub head 210) is booked to which Abstract?
(A) Abstract D (B) Abstract G
(C) Abstract B (D) Abstract C
69. Expenditure under revenue Primary Units 1 to 16 are generally called as
(A) Contingent expenditure (B) Staff expenditure
(C) Contractual obligations (D) Stores expenditure
70. Which type of revenue exp is booked to PU 29?
(A) Children Education Allowance
(B) Leave encashment
(C) Payments to reengaged staff, officers and consultants
(D) Cost of material directly purchased
71. Under PU 53, which type of revenue expenditure is booked?
(A) Cost of computer hardware
(B) Expenditure on Laptop purchased by officers
(C) All India Leave Travel Concession
(D) Interest on delayed deposit of NPS contributions
72. GST PUs are
(A) PU 72 to 75 (B) PU 42 to 44
(C) All of these (D) None of these

73. How many modules are there in complete Revenue expenditure allocation?
 (A) Abstract, Detailed head (B) Abstract, Detailed head, PU
 (C) Detailed head and PU (D) Abstract and PU
74. Revenue allocation to fee payable to legal counsel is
 (A) A-0164-99 (B) A-0790-99
 (C) F-0151-99 (D) C-0594-99
75. Plan head 1100 is for
 (A) New lines (Construction) (B) New lines (RVNL)
 (C) New lines (D) None of these
76. Plan Head 4200 denotes
 (A) Staff quarters (B) Staff Amenities
 (C) Staff welfare (D) Passenger Amenities
77. Primary Unit in Accounting Classification indicates
 (A) Activity of expenditure (B) Object of expenditure
 (C) None of these (D) Both
78. Plan head for Training/HRD is
 (A) 36 (B) 51 (C) 53 (D) 65
79. As per Article 266 of the Indian Constitution, all revenues of the Government flow into
 (A) Public Account of India (B) Contingency Fund of India
 (C) Consolidated Fund of India (D) All of these
80. All public moneys received for and on behalf of Government are credited to
 (A) Public Account of India (B) Contingency Fund of India
 (C) Consolidated Fund of India (D) All of these
81. For meeting unforeseen expenditure, pending authorization from Parliament, this fund is kept at the disposal of President of India
 (A) Public Account of India (B) Contingency Fund of India
 (C) Consolidated Fund of India (D) All of these
82. Primary responsibility for allocation of receipts and payments rests with
 (A) Accounts dept (B) Executive dept (C) both (D) None
83. Closed Provident Fund accounts are credited to
 (A) Abstract Z (B) Deposit Miscellaneous (PF)
 (C) Deposit-Unpaid Wages (D) None of these
84. Abstract "A" refers to
 (A) General Superintendence and Services
 (B) Repairs and Maintenance of Motive Power
 (C) Repairs and Maintenance of Permanent Way and Works
 (D) Repairs and Maintenance of Carriages and Wagons.
85. Abstract "B" refers to
 (A) General Superintendence and Services

- (B) Repairs and Maintenance of Motive Power
 - (C) Repairs and Maintenance of Permanent Way and Works
 - (D) Repairs and Maintenance of Carriages and Wagons.
86. Abstract "C" refers to
- (A) General Superintendence and Services
 - (B) Repairs and Maintenance of Motive Power
 - (C) Repairs and Maintenance of Permanent Way and Works
 - (D) Repairs and Maintenance of Carriages and Wagons.
87. Abstract "D" refers to
- (A) General Superintendence and Services
 - (B) Repairs and Maintenance of Motive Power
 - (C) Repairs and Maintenance of Permanent Way and Works
 - (D) Repairs and Maintenance of Carriages and Wagons.
88. Abstract "E" refers to
- (A) Repairs and Maintenance of Plant and Equipment
 - (B) Operating Expenses-Fuel
 - (C) Operating Expenses-Rolling Stock and Equipment
 - (D) Operating Expenses-Traffic
89. Abstract "F" refers to
- (A) Repairs and Maintenance of Plant and Equipment
 - (B) Operating Expenses-Fuel
 - (C) Operating Expenses-Rolling Stock and Equipment
 - (D) Operating Expenses-Traffic
90. Abstract "G" refers to
- (A) Repairs and Maintenance of Plant and Equipment
 - (B) Operating Expenses-Fuel
 - (C) Operating Expenses-Rolling Stock and Equipment
 - (D) Operating Expenses-Traffic
91. Abstract "J" refers to
- (A) Staff Welfare and Amenities.
 - (B) Provident Fund, Pension and other retirement benefits
 - (C) Operating Expenses-Rolling Stock and Equipment
 - (D) Operating Expenses-Traffic
92. Abstract "K" refers to
- (A) Staff Welfare and Amenities.
 - (B) Operating Expenses-Fuel
 - (C) Miscellaneous Working Expenses
 - (D) Appropriation to Funds
93. Abstract "L" refers to
- (A) Staff Welfare and Amenities.
 - (B) Operating Expenses-Fuel
 - (C) Miscellaneous Working Expenses
 - (D) provident fund, pension and other retirement benefits

94. Abstract "M" refers to
 (A) Staff Welfare and Amenities.
 (B) Operating Expenses-Fuel
 (C) Miscellaneous Working Expenses
 (D) Appropriation to Funds
95. Abstract "N" refers to
 (A) Government Contribution for Defined Contribution Pension Scheme
 (B) Appropriation to Funds
 (C) Suspense.
 (D) Repairs and Maintenance of Plant and Equipment
96. Abstract "O" refers to
 (A) Government Contribution for Defined Contribution Pension Scheme
 (B) Appropriation to Funds
 (C) Suspense.
 (D) Repairs and Maintenance of Plant and Equipment
97. The Five-year plan was first launched in
 A) China B) USSR C) India D) Bhutan
98. The call for Garibi Hatao" *Removal of poverty*" was incorporated in
 A) Fourth five-year plan B) Fifth five-year plan
 C) Sixth five-year plan D) Seventh five-year plan
99. Who is the Ex-officio Chairman of the Planning commission in India?
 A) Prime minister B) President
 C) Home minister D) Vice president
100. Planning commission of India was started in which year?
 A) 1942 B) 1947 C) 1950 D) 1955
101. Which five-year plan concentrates mainly on rapid industrialization heavy and basic industry?
 A) First five-year plan B) Second five-year plan
 C) Third five-year plan D) Fourth five-year plan
102. Which five-year plan was depended on the Harrod-Domar model?
 A) First five year plan B) Second five year plan
 C) Third five year plan D) Fourth five year plan
103. Mahalanobis Model came in effect in which five-year plan?
 A) First five-year plan B) Second five-year plan
 C) Third five-year plan D) Fourth five-year plan
104. Subash Chandra bose first setup National Planning Committee in which year?

- A) 1928 B) 1929 C) 1938 D) 1939
105. Second five year plan focused on which sector?
 A) Public sector B) Private sector
 C) Public and Private sector D) Service sector
106. Which of the following gives the final authority in India to approve a Five-year plan?
 A) Union Councils of minister B) Planning commission
 C) Prime Minister D) National Development Council
107. Which of the following was the last five-year plan in India?
 A) 4th plan B) 8th plan C) 10th plan D) 12th plan
108. Which five-year plan was Give attention to" *Growth with social justice &Equality*"?
 A) First five-year plan B) Fifth five-year plan
 C) Eighth five-year plan D) Ninth five-year plan
109. Which of the following plan named the title 'A plan of Economic Development for India '?
 A) Sarvodaya plan B) Bombay plan
 C) Visvesvaraya plan D) Gandhian Plan
110. When was the period of First Five year plan started?
 A) 1956 - 61 B) 1951-56 C) 1961-65 D) 1969-74
111. What was the major objective of Third Five years Plan?
 A) Socio- economic development B) Rapid industrialization development
 C) Regional development D) Financial Development
112. In which year LPG Model was introduced in India?
 A) 1965 B) 1991 C) 2004 D) 1950
113. Which of the Following is correct for National Development Council?
 A) Constitutional body B) Statutory body
 C) Executive body D) None of these
114. Which Of the Following is Not Considered for NITI Aayog ?
 A) Constitutional body B) Statutory body
 C) Both Constitutional & Statutory body D) Executive body
115. Who introduced "Gandhian Plan" in 1944?
 A) M.N Roy B) S. N Agrawal C) Jai Prakash Narayan
 D) Manmohan Singh
116. Who is known as the Founder of economic planning?

- A) Jawaharlal Nehru B) P. C Mahalanobis C) D. P Dhar
D) Narshimha Rao
117. The Planning commission of India is?
A) A constitutional body B) An independent and autonomous body
C) A statutory body D) A non-statutory body
118. P.C.Mahalanobis Model has been associated with five year plan?
A) First Five Year Plan B) Second Five Year Plan
C) Third Five Year Plan D) Fourth Five Year Plan
119. Which plan gave emphasis on removal of poverty for the first time?
A) Fourth B) Fifth C) Sixth D) Seventh
120. The Planning Commission of India was constituted in the year?
A) 1942 B) 1947 C) 1950 D) 1955
121. A rolling plan refer to a plan which?
A) does not change it target every year
B) changes its allocation every year
C) changes its allocations and target every year
D) changes only its target every year
122. In India the concept of 'minimum needs' and 'directed anti poverty programmes' were the innovation of?

A) Fourth five year plan B) Fifth five year plan
C) Sixth five year plan D) Seventh five year plan
123. When was the planning commission established?
A) 10th March 1950 B) 15th March 1950
C) 20th March 1950 D) 16th March 1951
124. Economic planning is in?
A) Union list B) State list
C) Concurrent list D) Not any specified list
125. National Development Council was constituted in?
A) August 16, 1950 B) August 6, 1952 C) August 1, 1951
D) August 16, 1952
126. 'Twenty Point Programme' was launched in the year?
A) 1969 B) 1975 C) 1977 D) 1980
127. Which of the following body approves the Five Year Plan of India?
A) Planning Commission of India B) National Development Council
C) Finance Commission D) Niti Aayog
128. Plan Holiday was declared after?

- A) The First Five Year Plan B) The Second Five Year Plan
C) The Third Five Year Plan D) The Fourth Five Year Plan
129. The First Five Year Plan of the Government of India was based on?
A) Leontief input-output model B) Harrod-Domar model
C) Mahalanobis two-sector model D) Mahalanobis four-sector model
130. The 12th Five Year Plan will be operative for the period?
A) 2010-2015 B) 2011-2016
C) 2012-2017 D) 2013-2018
131. In general our Five Year Plan aims at making our country attain the status of a/an?
A) Rich country B) Self sufficient country
C) Industrially advanced country D) Developed country
132. From which country India adopted the Five Year Plans?
A) England B) USA C) Australia D) Germany
133. Which area was given the top priority in the Second Five Year Plan?
A) Agriculture B) Self-reliance C) Removing poverty
D) Industry
134. Which Five Year Plan was terminated before the completion of its period?
A) Fifth Five Year Plan B) Sixth Five Year Plan
C) Seventh Five Year Plan D) Eight Five Year Plan
135. Who introduced the concept of Five Year Plan in India?
A) Lal Bahadur Shastri B) Jawaharlal Nehru
D) Indira Gandhi D) B. R. Ambedkar
136. In which Five Year Plan India opted for Mixed Economy?
A) First Five Year Plan B) Second Five Year Plan
C) Fifth Five Year Plan D) Tenth Five Year Plan
137. Important Ratio worked out to gauge the financial health of Zonal Railways and IR as a whole is
(A) Operation Ratio (B) Net Revenue to Capital at Charge
(C) Surplus or Shortfall to Capital Employed (D) Inventory Turn Over Ratio
138. Net Revenue of a Zonal Railway is the difference between
(A) Gross Earnings minus Ordinary Working Expenses
(B) Miscellaneous receipts minus miscellaneous expenses
(C) Total Receipts minus Total Expenditure
(D) None of these
139. Charged expenditure is
(A) Voted by Parliament (B) Sanctioned by FC (Railways)
(C) Sanctioned by Chairman, Railway Board (D) Sanctioned by President

1	A	2	A	3	B	4	C	5	D
6	A	7	A	8	D	9	D	10	D
11	B	12	C	13	A	14	D	15	B
16	D	17	C	18	C	19	B	20	C
21	B	22	D	23	D	24	A	25	B
26	C	27	C	28	D	29	D	30	B
31	C	32	D	33	A	34	D	35	B
36	C	37	D	38	A	39	B	40	D
41	A	42	C	43	B	44	D	45	D
46	C	47	C	48	C	49	B	50	C
51	D	52	A	53	B	54	C	55	D
56	D	57	C	58	A	59	C	60	B
61	A	62	B	63	C	64	C	65	B
66	D	67	C	68	B	69	B	70	C
71	C	72	A	73	B	74	A	75	C
76	A	77	A	78	D	79	C	80	A
81	B	82	B	83	B	84	A	85	C
86	B	87	D	88	A	89	C	90	D
91	A	92	C	93	D	94	D	95	C
96	A	97	C	98	B	99	A	100	C
101	B	102	A	103	B	104	C	105	A
106	D	107	D	108	D	109	B	110	B
111	C	112	B	113	A	114	C	115	B
116	B	117	D	118	B	119	B	120	C
121	C	122	B	123	B	124	C	125	B
126	B	127	B	128	C	129	B	130	C
131	D	132	A	133	D	134	A	135	B
136	B	137	A	138	C	139	D	****	****

VII. RIGHT TO INFORMATION ACT

1. Right to Information Act, 2005 came into force on which of the following date?
(A) 22 June 2005 (B) 12 October 2005 (C) 15 June 2005 (D) 15 August 2005
2. The RTI application is addressed to_____.
(A) Chief Minister of the respective state (B) Prime Minister of India
(C) President of India (D) Public Information Officer
3. The Right to Information Act, 2005 replaced which Act?
(A) Information Technology Act, 2000 (B) Freedom of Information Act, 2002
(C) Delimitation Act, 2002 (D) None of the above
4. Who can file an RTI application?
(A) Only Indian Nationals (B) Only Foreign Nationals,
(C) Both A and B (D) None of the above
5. What is the age criterion to file an RTI application?
(A) 18 years and above (B) 45 years and above (C) 16 years and above (D) No age bar
6. Who is the Chief Information Commissioner (CIC) of India?
(A) Sudhir Bhargava (B) Yashvardhan Kumar Sinha,
(C) Radha Krishna Mathur (D) Bimal Julka
7. The Preamble to the RTI Act states that informed citizenry and transparency of information is vital to_____.
(A) Eradicate Corruption (B) Promote Corruption
(C) Contain Corruption (D) Measure corruption
8. Consider the following statements related to the RTI Act, 2005.
(i) No court shall entertain any suit, application or other proceedings in respect of any order made under this Act.
(ii) No such order shall be called in question otherwise than by way of an appeal under this Act.
(iii) Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed.
Which of the above statement(s) is true?
(A) Only (i) (B) Only (ii) (C) Only (i) and (ii) (D) All of them
9. The Central Information Commission falls under which ministry?
(A) Ministry of Home Affairs (B) Ministry of Personnel,
(C) Ministry of Human Resource Development (D) None of the above
10. Who appoints the members and chairman of the Central Information Commission?
(A) President alone can appoint (B) Chief Justice of Supreme of India
(C) Committee under the leadership of Prime Minister (D) Home Minister of the country.

11. Which of the following statement is/are correct about the Central Information Commission?
 1. Post of Central Information Commission is derived from the RTI Act, 2005.
 2. Chief Information Commission and other commissioners can hold office for the period of 3 years.
 3. On the advice of Supreme Court the President can remove the Chief Information Commission and other commissioners.
 (A) Only 1 & 3 (B) Only 3 (C) Only 1 & 2 (D) Only 1
12. The salary and other allowances of the Chief Information Commission are same as;
 (A) Chief Justice of Supreme Court of India
 (B) Attorney General of India
 (C) Comptroller and Auditor General of India
 (D) Chief Election Commissioner
13. What is the tenure of Chief Information Commissioner?
 (A) 5 years (B) 3 years (C) 6 years (D) Not fixed
14. The President of India can remove the Chief Information Commissioner on the grounds of...
 (1) Insolvent (2) Involved in any paid employment outside office
 (3) Unfit to continue in office due to infirmity of mind and body.
 (4) Proved misbehaviour or incapacity
 (A) Only 1 & 4 (B) Only 3 & 4 (C) Only 1 & 3 (D) All
15. Who of the following is not the part of the committee to select Chief Election Commissioner and other information commissioners?
 (A) Prime Minister of India (B) Chief Justice of Supreme Court
 (C) Leader of Opposition in the Lok Sabha
 (D) A Union Cabinet Minister appointed by the Prime Minister
16. What can be the maximum strength of the Information Commissioners?
 (A) 5 (B) 7 (C) 10 (D) 12
17. A person, who desires to obtain any information under RTI Act, shall make a request in writing or through electronic means in which language?
 (A) English (B) Hindi,
 (C) official language of the area in which the application is being made,
 (D) All the above
18. Under which section of RTI Act, 2005 the CPIO has to transfer the application concerning another public authority?
 (A) Section 6(3) (B) Section 6(1) (C) Section 2(e) (D) Section 5(2)
19. Which Section of RTI Act, 2005 prescribe designation of Public Information Officers?
 (A) Section 4, (B) Section 3, (C) Section 5, (D) Section 2
20. The person making request for the information shall be provided the information free of charge under which of the following circumstances?
 (A) where a public authority fails to comply with the time limits specified
 (B) where is fee required is below Rs.10/-

- (C) where the information pertains to the life and liberty of the person
(D) All the above
21. What is the fee prescribed under RTI Act, 2005 for those persons who are below poverty line as may be determined by the appropriate Government?
(A) No fee (B) Rs.1/- (C) Rs.5/- (D) Rs.2/-
 22. What is the normal time limit for disposal of the RTI request from the date of its receipt?
(A) 15 days (B) 20 days (C) 30 days (D) 45 days
 23. Under Section 6(3) of RTI Act, 2005 the CPIO has to transfer the application concerning another public authority within how many days of its receipt?
(A) three days (B) five days (C) two days (D) six days
 24. An applicant making request for information shall not be required to give?
(A) any reason for requesting the information
(B) any other personal details except those that may be necessary for contacting him
(C) Both A and B (D) None of the above
 25. As per Section 7(9) of RTI Act, 2005, information shall ordinarily be provided in the form in which it is sought unless it would?
(A) Disproportionately divert the resources of the public authority
(B) Would be detrimental to the safety or preservation of the record in question
(C) Both A and B (D) None of these
 26. Which section of RTI Act, 2005 prescribe "exemption from disclosure of information"?
(A) Section 8 (B) Section 7 (C) Section 6 (D) Section 5
 27. If an extra fee is requested by the CPIO, the period intervening between the despatch of the said intimation and payment of fees shall be?
(A) Counted for the purpose of calculating the period of thirty days
(B) Excluded for the purpose of calculating the period of thirty days
(C) Taken as standard 5 days calculating the period of thirty days (D) None of the above
 28. Which among the following is the duty of the Central Assistant Public Information Officer or a State Assistant Public Information Officer?
(A) to receive the applications for information or appeals under this Act for forwarding the same forthwith to the CPIO/ SPIO
(B) to receive the fee for the RTI Applications
(C) to assist the CPIO/SPIO is furnishing reply to the applicant
(D) to ensure that RTI applications are replied within the prescribed period
 29. Where an application for information or appeal is given to the Central/State Assistant Public Information Officer, a period of _____ days shall be added in computing the period for response specified under Section 7?
(A) three days (B) five days (C) ten days (D) two days
 30. If the information sought under RTI Act, 2005 concerns the life or liberty of a person, the same shall be provided within?
(A) 24 hours of its receipt (B) 48 hours of its receipt (C) 5 days of its receipt
(D) 10 days of its receipt

31. Where a request has been rejected under RTI Act 2005, the CPIO shall communicate to the person making the request?
 (A) the reasons for such rejection
 (B) the period within which an appeal against such rejection may be preferred
 (C) the particulars of the appellate authority (D) All the above
32. Right to Information Act, 2005 is Act No. ___ of 2005?
 (A) 22 (B) 11 (C) 33 (D) 44
33. Right to Information Act, 2005 received the assent of the President on?
 (A) 15th June 2005 (B) 8th December 2004
 (C) 14th November 2005 (D) 24th January 2005
34. Indian citizens have the right to information held by the public authority because of:
 (A) Judgement of the Supreme Court
 (B) Implementation of international laws by Government of India
 (C) All States agreed to implement the Act
 (D) The RTI Act, 2005 was passed by the Parliament and implemented with effect from 12.10.2005
35. The object of the RTI Act is:
 (A) To promote transparency in the working of public authorities
 (B) To promote accountability in the working of public authorities
 (C) To create informed citizenry
 (D) All the above
36. "Information" is defined under which section of RTI Act, 2005?
 (A) Section 2(e) (B) Section 2(f)
 (C) Section 2(c) (D) Section 2(g)
37. Which among the following fall under the category of Information as defined in Section 2(f) of RTI Act, 2005?
 (A) Records (B) E-mails (C) Documents (D) All of the these
38. The Right to Information Act has been divided into how many chapters?
 (A) 6 Chapters (B) 4 Chapters (C) 5 Chapters (D) 7 Chapters
39. How many sections are provided In the Right to Information Act, 2005?
 (A) 25 sections (B) 31 sections (C) 30 sections (D) 32 sections
40. As per RTI Act, 2005 "record" includes?
 (A) any document, manuscript and file
 (B) any microfilm, microfiche and facsimile copy of a document
 (C) any other material produced by a computer or any other device
 (D) All the above
41. "Right to information" is defined under which section of RTI Act, 2005?
 (A) Section 2(e) (B) Section 2(f) (C) Section 2(j) (D) Section 2(g)

42. How many terms were defined under section (2) of the Right to Information Act, 2005?
 (A) 14 terms from (a) to (n) (B) 13 terms from (a) to (m)
 (C) Both (a) and (b) are correct (D) None of the above is correct
43. "Appropriate Government" means under Right to Information Act, 2005:
 (A) The Central Government (B) The Union Territory Administration
 (C) The State Government (D) All of the these
44. Which among the following information is NOT exempted from disclosure as defined under Section 8 of RTI Act, 2005?
 (A) information, disclosure of which would prejudicially affect the sovereignty and integrity of India
 (B) information relating to Union Public Service Commission
 (C) information which has been expressly forbidden to be published by any court of law or tribunal
 (D) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information
45. Information which would impede the process of investigation or apprehension or prosecution of offenders shall be denied under which Section of RTI Act, 2005?
 (A) Section 7(i) (B) Section 8(h) (C) Section 10(m) (D) Section 5(1)
46. Severability clause is provided in which section of RTI Act, 2005?
 (A) Section 8 (B) Section 11 (C) Section 10 (D) Section 17
47. "Third party information" is contained in which section of RTI Act, 2005?
 (A) Section 11 (B) Section 15 (C) Section 23 (D) Section 41
48. Where a notice is served to a third party under RTI Act, 2005 in respect of any information or record or part thereof, the third party shall, within ___ days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure?
 (A) thirty days (B) five days (C) fifteen days (D) ten days
49. under which Section of RTI Act, 2005 Central Information Commission is constituted?
 (A) Section 12 (B) Section 15 (C) Section 8 (D) Section 7
50. What is the maximum number of Central Information Commissioners allowed at a time to hold the office?
 (A) Ten (B) Seven (C) Five (D) No such limit
51. The Chief Information Commissioner and Information Commissioners shall be appointed by?
 (A) Union Public Service Commission (B) Chief Justice of India
 (C) Prime Minister of India (D) President of India
52. Who among the following is not a member of the committee to select Chief Information Commissioner and Information Commissioners?
 (A) the Prime Minister, who shall be the Chairperson
 (B) Leader of Opposition in the Lok Sabha

(C) Leader of Opposition in the Rajya Sabha
(D) a Union Cabinet Minister to be nominated by the Prime Minister

53. Headquarters of the Central Information Commission is situated at?
(A) Hyderabad (B) Kolkata (C) New Delhi (D) Ghaziabad
54. Which among the following with regard to holding of office of Chief Information Commissioner is correct?
i. Chief Information Commissioner shall hold office for such term as may be prescribed by the Central Government
ii. CIC shall not be eligible for reappointment
iii. No Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years
(A) All the above (B) Only i and iii (C) Only ii and iii (D) Only i and ii
55. Terms of office and conditions of service of CIC and IC as contained in Section 13 of RTI Act, 2005 were last amended in the year?
(A) 2021 (B) 2020 (C) 2019 (D) 2016
56. Where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than __ years in aggregate as the Information Commissioner and the Chief Information Commissioner?
(A) ten years (B) seven years (C) five years (D) three years
57. The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to whom, resign from his office?
(A) the President (B) the Prime Minister
(C) Chief Justice of Supreme Court (D) Speaker of Lok Sabha
58. First appeal to the first appellate authority can be preferred by the applicant within _____ days from the expiry of the prescribed time limit or from the receipt of the decision from the PIO.
(A) 30 days (B) 45 days (C) 60 days (D) 90 days
59. First Appeal shall be disposed of by the first appellate authority within _____ days from the date of its receipt
(A) 30 days (B) 45 days (C) 60 days (D) 90 days
60. The Second Schedule of the RTI Act, 2005 lists
A. the intelligence and security organizations established by the Central Government that are exempted from the purview of the RTI Act, 2005
B. All Departmental information of Central and State Governments
C. Central Information Commission D. None
61. The Second Schedule of the RTI Act, 2005 can be amended by
(A) Central Govt. (B) State (C) Both (D) None
62. What is the time span mentioned in the `RTI Act, 2005` for making orders for removing difficulties in giving effect to the provisions of the `RTI Act, 2005`?
A) 2 years from the commencement of the Act.
B) 1 years from the commencement of the Act.

- C) 3 years from the commencement of the Act.
D) 4 years from the commencement of the Act.
63. How many schedules does the `RTI Act, 2005` have?
(A) 5 (B) 10 (C) 2 (D) 8
64. Which of the following is not come under the definition of 'information' under RTI Act 2005?
(A) Log books (B) File notings
(C) Data material held in any electronic form (D) All of these
65. The officer designated by the public authorities in all administrative units or offices under it to provide information to the citizens requesting for information under the Act is known as
(A) Appellate Authority (B) Chief Information Commissioner
(C) Public Information Officer (D) Assistant Public Information Officer.
66. What is the time limit to get the information under RTI Act 2005?
(A) 15 days (B) 45 days (C) 60 days (D) 30 days
67. What is the time limit to get the information concerning the life and liberty of a person?
(A) 48 hours (B) 24 hours (C) 5 days (D) 10 days
68. If the interests of a third party are involved in information sought for, the maximum time limit to get the information will be
(A) 15 days (B) 45 days (C) 60 days (D) 30 days
69. What is the fee for getting information under RTI Act
(A) Rs.20/- (B) Rs.50/- (C) Rs.10 /- (D) Rs.100/-
70. First appeal to the first appellate authority can be preferred by the applicant within _____ days from the expiry of the prescribed time limit or from the receipt of the decision from the PIO
(A) 15 days (B) 45 days (C) 60 days (D) 30 days
71. First Appeal shall be disposed of by the first appellate authority within _____ days from the date of its receipt.
(A) 15 days (B) 45 days (C) 60 days (D) 30 days
72. Period for disposing first appeal can be expand by _____ days from 30 days if necessary
(A) 15 days (B) 10 days (C) 25 days (D) 30 days
73. The RTI Act gives right to seek information from the following:
(A) Private companies (B) MNCs (C) Public authorities (D) Associations
74. Section 4 (1) (b) (xi) of RTI Act states that a public authority should publish:
(A) The budget allocated to each of its agency (B) Proposed expenditure
(C) Reports on disbursement made (D) All of these

75. Which Section of RTI Act deals with 'exemption from disclosure of information'.
 (A) Section 8 (B) Section 9 (C) Section 11 (D) Section 7
76. "The `RTI Act, 2005` stipulates that a Public Authority should transfer an RTI application or a part thereof to another Public Authority if the application or a part of it pertains to information"
 (A) held by another Public Authority
 (B) the subject matter of which is more closely connected with the functions of another Public Authority
 (C) Both (A) and (B) (D) Neither (A) nor (B)
77. "Who receives applications under the `RTI Act, 2005`?"
 (A) Public Information Officer at the administrative unit level
 (B) Assistant Public Information Officer at the sub-district, sub-divisional levels
 (C) Any officer of a Public Authority who is available in the Authority's office when the application is made
 (D) Only (A) and (B)
78. An applicant making request for information
 (A) shall be given the reason why the information sought for
 (B) shall be given the personal details of the applicant
 (C) shall not be given any reason for requesting the information or any other personal details except those that may be necessary for contacting him
 (D) None of these
79. How many types of 'Public Authorities' are there?
 (A) Central Public Authorities (B) State Public Authorities
 (C) Both (A) & (B) (D) None of the above
80. A first appeal against the decision of a PIO can be preferred by
 (A) An Applicant (B) A person from within the Public Authority
 (C) A person outside the Public Authority to whom the information pertains
 (D) All
81. A Public Information Officer will be liable to be imposed a monetary penalty for
 (A) refusal to receive an information application
 (B) not providing information within specified time limits
 (C) destroying information (D) All

82. Which of the following are true?
 (A) A PIO has to offer reasonable assistance to an applicant to reduce an oral application into writing
 (B) A PIO is under no obligation to provide requested information to non-BPL category persons without the payment of application / initial fees
 (C) A PIO is under no obligation to provide the requested information to non-BPL category persons without the payment of further fees as specified by her / him
 (D) All are true
83. According to the `RTI Act, 2005`, as far as exempted organizations are concerned, the exemption applies to
 (A) Certain organizations of the Central Government as listed in the 2nd Schedule and to the information submitted by these organizations to this Government
 (B) Certain organizations of the State Governments as may be notified by them in the Official Gazette, but NOT to the information furnished by these organisations to the respective State Governments
 (C) Both (A) & (B) (D) None of the above
84. While inquiring into a complaint, Information Commissions have the power to
 (A) Receive evidence on affidavit
 (B) Requisition record or copies thereof from any court or office
 (C) Issue summons for examination of witnesses or documents .
 (D) All of them

1	B	2	D	3	B	4	A	5	D
6	B	7	C	8	D	9	B	10	C
11	A	12	D	13	A	14	D	15	C
16	C	17	D	18	A	19	C	20	A
21	A	22	C	23	B	24	C	25	C
26	A	27	B	28	A	29	B	30	B
31	D	32	A	33	A	34	D	35	D
36	B	37	D	38	A	39	B	40	D
41	C	42	A	43	D	44	B	45	B
46	C	47	A	48	D	49	A	50	A
51	D	52	C	53	C	54	A	55	C
56	C	57	A	58	A	59	A	60	A
61	A	62	A	63	C	64	D	65	C
66	D	67	A	68	B	69	C	70	D
71	D	72	A	73	C	74	D	75	A

76	C	77	D	78	C	79	C	80	A
81	D	82	D	83	C	84	D	****	****

8.0 WORKING KNOWLEDGE IN COMPUTERS – BASICS AND INTERNET

1. Which one of the following is not an input device?
 A) Key Board B) Mouse C) Scanner D) Speaker
2. DNS in internet technology stands for
 A) Distributed Name System B) Data Name System
 C) Dynamic Name System D) Domain Name System
3. Portable program means
 A) Independent from its authors B) Independent of platform
 C) Program with wheels D) None of the above
4. Memories which can be read only are called
 A) RAM B) ROM C) DRAM D) Virtual memory
5. Memory in computer terminology means
 A) RAM B) ROM C) DRAM D) Hard Disk
6. Temporary memory or volatile memory in computer terminology means
 A) RAM B) ROM C) DRAM D) Hard Disk
7. The memory to where we write and from where we read is called
 A) ROM B) RAM C) DRAM D) Hard Disk
8. Permanent memory in computer terminology means
 A) RAM B) ROM C) DRAM D) Hard Disk
9. MS DOS operating system is a
 A) Graphical user interface, single tasking operating system
 B) Graphical user interface, multi-tasking operating system
 C) Command driven interface, single tasking operating system
 D) Command driven interface, multi- tasking operating system
10. A website main page is called
 A) Main page B) Home page C) Browser page D) Bookmark page
11. What is considered the 'back bone' of world wide web
 A) Uniform resource locator (URL)

- B) Hypertext markup language (HTML)
 - C) Hypertext transfer protocol (HTTP)
 - D) File Transfer Protocol (FTP)
12. We access the world wide web using
 A) Browser B) Search Engine C) Operating System D) High bandwidth
13. A wireless network uses _____ waves to transmit signals
 A) Mechanical B) Radio C) Magnetic D) Sound
14. What device includes an adapter that decodes data sent in radio signals?
 A) Modem B) Digital Translator C) Router D) Switch
15. Which of the following is not a characteristic of a computer?
 A) Intelligence B) Speed C) Versatility D) Automation
16. Which of the input device cannot be used to work in MS Office?
 A) Scanner B) Mouse C) Key Board D) Joy Stick
17. Loading operating system into RAM is called
 A) Printing B) Saving C) Booting D) Starting
18. The bar on the top of the window that bears the name of the window is known as
 A) Task bar B) Title bar C) Menu bar D) Status bar
19. URL stands for
 A) Universal Research List B) Universal Resource List
 C) Uniform Research Locator D) Uniform Resource Locator
20. What is the short cut key to “undo” the last action in a document?
 A) Ctrl + Z B) Ctrl + Y C) Ctrl + X D) Ctrl + B
21. Chip is a common nick name for a(n)
 A) Transistor B) Resistor C) Integrated Circuit D) Semi-conductor
22. Which of the following devices has a limitation that we can only store information into it but cannot modify or erase it?
 A) Floppy disk B) Hard disk C) Tape drive D) CD-ROM
23. Which of the following is not a computer language?
 A) Microsoft B) C C) C++ D) Java
24. What is the purpose of keeping computes on sleep mode?
 A) Back up B) To write contents of RAM to hard disk
 C) Reduce power consumption D) To improve download speed
25. Fire walls are used to protect against
 A) Un-authorized access B) Virus attacks
 C) Data driven attacks D) Fire attacks
26. The software tool that enables a user to interact with a computer for a specific purpose is known as

- A) Hardware B) Network software C) Shareware D) Application
27. What is output?
 A) What the processor takes from the user
 B) What the user gives to the processor
 C) What the processor gets from the user
 D) What the processor gives to the user
28. The term “user interface” refers to
 A) What the user sees on the screen and how they can interact with it
 B) How the operating system responds to user commands
 C) The means by which the user interacts with the peripheral devices
 D) The monitor that is available for the computer
29. Mozilla Firefox is
 A) Programming software
 B) Database
 C) Browser software
 D) Graphic user interface
30. What is the function of Recycle Bin
 A) Store deleted files B) store temporary files
 C) Store corrupted files D) store document files
31. Use of icons and windows are characteristic of a _____ interface
 A) Command – interface B) Windows – oriented
 C) Graphic – interface D) Menu – driven
32. The ability of an operating system to control the activities of multiple programs at the same time is called
 A) Multi-processing B) Multi-tasking
 C) Multi-operating D) Multi-paging
33. In a network, the computer that stores the files and processes the data is named as
 A) Server B) Terminal C) Modem D) All of these
34. LAN speed is measured in
 A) KBPS B) MBPS C) MIPS D) BPS
35. Objective of UPS(Un-interrupted Power Supply) is
 A) Using for storage B) To increase the speed of a computer
 C) Provides backup power D) All of the above
36. QWERTY is used with reference to
 A) Monitor B) Printer C) Mouse D) Key Board
37. “Zipping” a file means
 A) Encrypting the message B) Transferring the message
 C) Compressing the message D) All of the above
38. Which of the following is different from others

- A) Internet B) Windows C) Unix D) Linux
39. The term we use to describe physical components of the system is
A) Software B) Hardware C) Mother Board D) All of these
40. _____ is known as unauthorized access to others system
A) Encryption B) Decryption C) Hacking D) None of these
41. In computers what is the smallest and basic unit of data storage
A) Bit B) Byte C) Kilo Byte D) Newton
42. WAV file format is associated with what type of files?
A) Video B) Sound C) Image D) Word document
43. What does BCC means in E-mail
A) Black Carbon Copy B) Blind Carbon Copy
C) Business Computer Centre D) Business Computer Card
44. The term Pentium is related to what?
A) Mouse B) Hard disk C) Microprocessor D) DVD
45. Which of the following is not a search engine?
A) Google B) Bing C) Yahoo D) Orkut
46. A URL (uniform resource locator) is
A) A computer program
B) a web server
C) the address of a document or page on world wide web
D) an acronym for unlimited resources for learning
47. The operating system is the most common type of _____ software
A) Application software B) Communication software
C) Word processing software D) System software
48. Measuring unit for capacity of hard drive is
A) Byte B) Kilo Byte C) Mega Byte D) Giga Byte
49. What is an operating system?
A) interface between the hardware and application programs
B) collection of programs that manages hardware resources
C) system service provider to the application programs
D) all of the mentioned
50. What is the main function of the command interpreter?
A) to provide the interface between the API and application program
B) to handle the files in the operating system
C) to get and execute the next user-specified command
D) none of the mentioned
51. In Operating Systems, which of the following is/are CPU scheduling algorithms?
A) Priority

- B) Round Robin
 - C) Shortest Job First
 - D) All of the mentioned
52. Which one of the following errors will be handle by the operating system?
- A) lack of paper in printer
 - B) connection failure in the network
 - C) power failure
 - D) all of the mentioned
53. HTML is used to create
- A) machine language program
 - B) high level program
 - C) web page
 - D) web server
54. The process of transferring files from a computer on the Internet to your computer is called
- A) Uploading
 - B) Forwarding
 - C) FTP
 - D) Downloading
55. In internet terminology IP means
- A) Internet Provider
 - B) Internet Protocol
 - C) Internet Procedure
 - D) Internet Processor
56. Verification of a login name and password is known as:
- A) configuration
 - B) Accessibility
 - C) Authentication
 - D) Logging in
57. Internet explorer falls under :
- A) Browser
 - B) Compiler
 - C) Operating system
 - D) IP address
58. A computer on internet are identified by :
- A) e-mail address
 - B) street address
 - C) IP address
 - D) None of the above
59. The Process of erasing a disk is called :
- A) Wiping
 - B) Formatting
 - C) Cleaning

D) Defragmenting

60. Which one is not an Image Editing software?

- A) Photo Shop
- B) MS PowerPoint
- C) Corel Draw
- D) MS Paint

61. Which one is an example of database designing software ?

- A) MS Excel
- B) MS Word
- C) MS PowerPoint
- D) MS Access

62. Notepad is used for :

- A) Text
- B) Image
- C) Both Text and Image
- D) None of these

63. Special purpose software are :

- A) Application software
- B) System software
- C) Utility software
- D) None of the above

64. In computer operating system and utility programs are examples of :

- A) System software
- B) Device drivers
- C) Application software
- D) Customized software

65. The physical device of computer is controlled by :

- A) Mouse
- B) Keyboard
- C) Assembler
- D) None of these

66. An assembly language is a

- A) Low level programming language
- B) Middle level programming language
- C) High level programming language
- D) Internet based programming language

67. Which of the following is not a function of the operating system ?

- A) Manage Resource
- B) Internet Access
- C) Provided as user interface
- D) Load and run applications

68. DOS stands for

- A) Digital Operating System
- B) Disk Operating System
- C) Database Operating System
- D) Disk Operating Software

69. The first screen you see when any windows operating system is up and running is

- A) Main screen
- B) Home page
- C) First screen
- D) Desktop

70. Which allows moving from one web page document to another is called

- A) Icon
- B) Web link
- C) Hyperlink
- D) Hyper text

ANSWERS TO THE QUESTIONS

1	D	2	D	3	B	4	B	5	A
6	A	7	B	8	D	9	C	10	B
11	C	12	A	13	B	14	C	15	A
16	D	17	B	18	B	19	D	20	A
21	C	22	D	23	A	24	C	25	A
26	D	27	D	28	A	29	B	30	A
31	C	32	B	33	A	34	B	35	C
36	D	37	C	38	A	39	B	40	C
41	A	42	B	43	B	44	C	45	D
46	C	47	D	48	D	49	D	50	C
51	D	52	D	53	C	54	D	55	B
56	C	57	A	58	C	59	B	60	B
61	D	62	A	63	A	64	A	65	D
66	A	67	B	68	B	69	D	70	C

Fundamentals of MS-Word, MS-Excel and MS-Power Point

1. Which of the following is MS Office Suite's software program?
A) Microsoft Word B) Microsoft Excel
C) Microsoft PowerPoint D) All of the above
2. Microsoft Word is a _____.
A) Computer Hardware Program B) Computer Non-application Program
C) Computer Application Program D) None of the above
3. What is MS Word used for?
A) Design Pictures B) Design Videos
C) Paint D) Design Texts
4. Which of the following is NOT present in MS Word?
A) Word Count B) Font Size
C) Brush D) Page Margin
5. Documents can be _____ with MS Word.
A) Created B) Edited C) Saved D) All of the above
6. Microsoft Word was released in which year?
A) 1981 B) 1982 C) 1983 D) 1984
7. What was the initial name of Microsoft Word when it was released?
A) Multi-Technique Word B) Multi-Transition Word
C) Multi-Type Word D) Multi-Tool Word
8. What is meant by the concept of WYSIWYG in MS Word?
A) What You See Is What You Get
B) What You Seek Is What You Get
C) What You See Is What You Give
D) What You Seek Is What You Give
9. Office Button is symbolized with which feature on MS Word?
A) Paper B) Ribbon
C) Arrow D) Office
10. Which of the following option is provided by Office Button?

- A) Open B) Save C) Print D) All of the above
11. Where is Office Button located in MS Word?
A) Left Upper B) Left Bottom C) Right Upper D) Right Bottom
12. Which of the following option is NOT present in Office Button?
A) Prepare B) Send C) Publish D) None of the above
13. Quick Access Toolbar is present at _____ of Office Button in MS Word.
A) Up B) Down C) Left D) Right
14. Which commands are present in Quick Access Toolbar?
A) Save B) Undo C) Redo D) All of the above
15. Which of the following command is NOT present in Quick Access Toolbar?
A) Draw Table B) E-mail C) Print Preview D) Prepare
16. Title Bar is present at the _____ of the Quick Access Toolbar.
A) Up B) Down C) Left D) Right
17. Microsoft Office 2007 introduced the Ribbon as a _____ element.
A) User Index B) User Interface C) User Indent D) User Initiate
18. Ribbon is located _____ Quick Access Toolbar and Title Bar in MS Word.
A) Left B) Right C) Above D) Below
19. How many tabs are there in Ribbon in MS Word?
A) 6 B) 7 C) 8 D) 9
20. Which of the following is a tab in Ribbon in MS Word?
A) Home B) Insert C) Page Layout D) All of the above
21. Which of the following tab is the default in MS Word?
A) Home B) Insert C) Page Layout D) Reference
22. How many groups of related commands are there in Home tab?
A) 4 B) 5 C) 6 D) 7
23. Which of the following is NOT present as a command in Home tab?
A) Clipboard B) Font C) Paragraph D) None of the above
24. Which of the following document settings can be changed from Home tab?
A) Font Size B) Adding Bullets C) Adjusting Styles D) All of the above
25. Which of the following is the 2nd tab in the Ribbon?
A) Home B) Insert C) Page Layout D) References
26. Which of the following can be added using Insert tab?
A) Table B) Picture C) Clip Art D) All of the above

27. Which of the following is NOT a command in Insert tab?
A) Page B) Table C) Link D) Style
28. Which of the following can be changed using Page layout tab?
A) Theme B) Page Setup C) Arrange D) All of the above
29. Which of the following tab is used to add the document citation?
A) Home B) Insert C) Page Layout D) References
30. How many commands are present in References tab?
A) 4 B) 5 C) 6 D) 7
31. Which of the following is a group of related command in References tab?
A) Table of Contents B) Footnotes C) Citations & Bibliography
D) All of the above
32. Which of the following is the least-often used tab in Ribbon?
A) Home B) Insert C) Mailings D) References
33. What can be done using Mailings tab?
A) Merge emails B) Write & Insert Fields C) Preview Results
D) All of the above
34. Which of the following command is not present in Review tab?
A) Proofing B) Comments C) Tracking D) None of the above
35. Using View tab, we can switch between –
A) Single Page and Two Page Views
B) Two Page and Three Page Views
C) Single Page and Three Page Views
D) Single Page and Multiple Page Views
36. Which of the following is a layout tool?
A) Boundaries B) Guides C) Rulers D) All of the above
37. How many groups of commands is there in View tab?
A) 5 B) 6 C) 7 D) 8
38. Which of the following is a command in View tab?
A) Document Views B) Show/Hide C) Zoom
D) All of the above
39. Ruler is present _____ the Ribbon.
A) Above B) Below C) Left D) Right
40. With the help of Ruler, one can change the _____ of the document.
A) Design B) Text C) Image D) Format
41. Which of the following doesn't come under Text Basics?
A) Insert Text B) Delete Text C) Save the document
D) Apply a Style

42. Which of the following comes under the methodology to delete the text?
 A) Press Backspace on the keyboard after placing the cursor over the text
 B) Press the Delete key after placing the cursor to the left of the text
 C) Press Backspace or Delete to delete the selected text
 D) All of the above
43. In order to select a single word –
 A) Single Click within the word
 B) Double Click within the word
 C) Right Click within the word
 D) Scroll in Word
44. A _____ within the paragraph will select the entire paragraph.
 A) Single-click
 B) Double-click
 C) Triple-click
 D) Scroll
45. Which of the following is the correct order to select the entire document?
 A) Home > Editing > Select All > Select
 B) Home > Select All > Select > Editing
 C) Home > Editing > Select > Select All
 D) Home > Select All > Editing > Select
46. What is the keyboard shortcut to Select All?
 A) Ctrl + R
 B) Ctrl + Alt
 C) Ctrl + Enter
 D) Ctrl + A
47. Which of the following keyboard shortcut is used to select the text in the _____ direction _____ of the arrow key?
 A) Ctrl + Arrow
 B) Shift + Arrow
 C) Ctrl + Shift
 D) Ctrl + S
48. In order to Copy and Paste Text in MS Word –
 i) In the Home tab, click Paste
 ii) Copy and paste the text by placing the cursor there
 iii) Click the Copy option on the Home tab
 IV) To copy a text, choose it
 Select the correct order:
 A) i > ii > iii > iv
 B) ii > iii > iv > i
 C) iii > iv > I > ii
 D) iv > iii > ii > i
49. _____ option appears in the menu to Copy the text and _____ option appears in the menu to Paste the text.
 A) Copy, Paste
 B) Paste, Copy
 C) Copy, Cut
 D) Cut, Paste
50. Which option is correct to save the document in MS Word?
 A) Save
 B) Save As
 C) Ctrl+S
 D) All of the above
51. There will be a _____ line underlined if any contextual errors are found in the document.
 A) Red
 B) Green
 C) Blue
 D) Yellow
52. A _____ line will be drawn underlined if a spelling mistake is found in the document.
 A) Red
 B) Green
 C) Yellow
 D) Orange

53. There is a _____ underline on the text of any grammar mistakes in the document.
A) Orange B) Green C) Black D) Purple
54. In order to correct the errors in MS Word–
i) Suggestions appear in a list
ii) The cursor should be placed over the text that needs to be corrected
iii) Use the right-click menu to select
iv) With a left click, select the correct word
Select the correct order:
A) II > III > IV > I B) II > IV > III > I
C) II > III > I > IV D) II > I > III > IV
55. Which of the following is automatically counted in MS Word?
A) Number of Words B) Number of Pages
C) Number of Characters D) All of the above
56. Where is the Word Count shown in MS Word?
A) Ribbon B) Task Bar C) Status Bar D) View
57. In order to change the font to Bold, click _____ and in order to change the font to italic, click _____.
A) Ctrl + I, Ctrl + B B) Ctrl + B, Ctrl + I C) Ctrl + U, Ctrl + P
D) Ctrl + P, Ctrl + U
58. In Home tab, which group can help us to change the font color?
A) Clipboard B) Font C) Paragraph D) Styles
59. How many options are there in case menu?
A) 3 B) 4 C) 5 D) 6
60. Which of the following is present in Case Menu?
A) Sentence Case B) Lowercase C) Uppercase D) All the above
61. What does Sentence Case Option do?
A) Capitalization of the first letter of each sentence
B) Capitalization of the first letter of each word
C) Capitalization of each letter of the text
D) Capitalization of every first letter of each word in the sentence
62. What does Capitalize Each Word Option do?
A) Capitalization of each word in the sentence
B) Capitalization of first letter of each word
C) Capitalization of the first letter of each sentence
D) Capitalization of the last letter of each sentence
63. Which option in Case Menu allows us to shift the text case between two different case views?
A) Lowercase B) Uppercase C) Toggle Case D) None of the above
64. Paragraph group is present under which tab?

- A) Home B) Insert C) Page Layout D) References
65. How many alignment options are present in Paragraph group?
A) 3 B) 4 C) 5 D) 6
66. Which of the following is present in Alignment Option?
A) Align Text Left B) Center C) Align Text Right D) All of the above
67. What does Justify option do?
A) It aligns the text to left margin
B) It aligns the text to right margin
C) It aligns the text to both left and right margin
D) It aligns the text to center
68. A _____ lets you place a block of text at a specific location within your document.
A) Block B) Font C) Format D) Text Box
69. Bold, Italic and Underline commands are present in which group in Home tab?
A) Clipboard B) Font C) Paragraph D) Styles
70. What is the function of bold option?
A) Bolding your document's text is possible with it
B) Your document can be italicized with this option
C) Underlining your document is possible with it
D) None of the above
71. You can underline your document's text with _____.
A) Italic B) Strikethrough C) Underline D) Bold
72. Under which group in Home tab you can create first line indent?
A) Clipboard B) Font C) Paragraph D) Styles
73. Under which section can we change the first line indent in Special field?
A) Indents and Spacing B) Line and Page Breaks
C) Both a and b D) None of the above
74. We can apply styles in which tab?
A) Home B) Insert C) Page Layout D) References
75. Under which option in Styles task pane can we customize style?
A) Customize B) Modify C) Change D) Update
76. Using which button can we add new style from Styles task pane?
A) Style Inspector B) Manage Styles C) New Style
D) None of the above
77. Which of the following is a type of Page Orientation?
A) Portrait B) Landscape C) Both A and B D) None of the above
78. Portrait and Landscape are present under which command in Page Layout group?

- A) Margins B) Size C) Columns D) Orientation
79. What is the default paper size in MS Word?
A) 8*11 B) 8.5*11 C) 8*11.5 D) 8.5*11.5
80. Documents have a _____ to separate their text from their borders.
A) Text B) Border C) Space D) Margin
81. Word documents contain _____, which appear at the top and bottom of the document, respectively.
A) Headers and Footers B) Footers and Headers
C) Headers D) Footers
82. Which of the following is the command present in Design tab to modify the table?
A) Table Style B) Table Styles C) Draw Borders
D) All of the above
83. _____ is a picture or a graphic that can be added to a document.
A) Clickart B) Clusterart C) Coldart D) Clipart
84. Which of the following is a type of checkbox available in MS Word?
A) A non-clickable checkbox B) A clickable checkbox
C) Both A. and B. D) None of the above
85. Which of the following is an advantage to convert a word file into PDF file?
A) Ensure that the document is formatted correctly
B) Mobile devices are more compatible with PDF files than with Word documents.
C) Data encryption is supported by PDF
D) All of the above
86. Which of the following type of Border can be added in MS Word?
A) Colourful B) Text C) Picture D) All of the above
87. Which of the following is a type of page break present in MS Word?
A) Double Page Break B) Column Break
C) Text Indentation Break D) Row Break
88. What is the default margin set in MS Word?
A) 0.5 Inch B) 1 Inch C) 1.5 Inch D) 0.1 Inch
89. A document's margins are adjusted using the _____ in Microsoft Word.
A) Margin B) Border C) Space D) Indent
90. Which of the following is a type of Indent in MS Word?
A) Hanging B) First Line C) Left & Right
D) All of the above
91. Which of the following is an advantage of Pie Chart?
A) Pie charts lose their effectiveness when there are a lot of data points to use
B) Information is quickly understandable and can be analyzed immediately
C) Exact values cannot be determined from the data.

- D) The comparison of data slices on a Pie chart is problematic
92. Subscript and Superscript symbols are ____ and ____ respectively in Font group of the Home tab?
A) X_2 and X^2 B) X^2 and X_2 C) X^2 and ^2X D) $_2X$ and X^2
93. What is the measurement unit, _____ used in Ruler?
A) Inch B) Centimetre C) Both A and B D) None of the above
94. You can use the formula palette to
A) Format cells containing numbers B) create and edit formula containing functions
C) Enter assumptions data D) copy a range of cells
95. When a range is selected, how can you activate the previous cell?
A) Press the Alt key B) Press Tab C) Press Enter D) None of above
96. Which tool you will use to join some cells and place the content at the middle of joined cell?
A) From Format Cells dialog box click on Merge Cells check box
B) From Format Cells dialog box select the Centered alignment
C) From Format Cells dialog box choose Merge and Center check box
D) Click on Merge and Center tool on formatting toolbar
97. Tab scroll buttons are place on Excel screen
A) Towards the bottom right corner B) towards the bottom left corner
C) Towards the top right corner D) towards the top left corner
98. The Name box on to the left of formula bar
A) Shows the name of workbook currently working on
B) Shows the name of worksheet currently working on
C) Shows the name of cell or range currently working on
D) None of above
99. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?
A) Work sheet B) chart sheet C) module sheet D) data sheet
100. Which of the following is not the correct method of editing the cell content?
A) Press the Alt key B) Press the F2 key
C) Click the formula bar D) Double click the cell
101. You can merge the main document with data source in Excel. In mail merge operation, Word is usually
A) Server B) source C) client D) none
102. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?
A) F8 B) F9 C) F10 D) F11

103. You want to set such that when you type Baishakh and drag the fill handle, Excel should produce Jestha, Aashadh and so on. What will you set to effect that?
 A) Custom List B) Auto Fill Options
 C) Fill across Worksheet D) Fill Series
104. Where can you change automatic or manual calculation mode in Excel?
 A) Double CAL indicator on status bar
 B) Go to Tools >> Options >> Calculation and mark the corresponding radio button
 C) Both of above D) None of above
105. How can you show or hide the gridlines in Excel Worksheet?
 A) Go to Tools >> Options >> View tab and mark or remove the check box named Gridline
 B) Click Gridline tool on Forms toolbar C) Both of above
 D) None of above
106. Which of the following Excel screen components can NOT be turned on or off?
 A) Formula Bar B) Status Bar C) Tool Bar D) None of above
107. What happens when you press Ctrl + X after selecting some cells in Excel?
 A) The cell content of selected cells disappear from cell and stored in clipboard
 B) The cells selected are marked for cutting
 C) The selected cells are deleted and the cells are shifted left
 D) The selected cells are deleted and cells are shifted up
108. Which of the following option is not available in Paste Special dialog box?
 A) Add B) Subtract C) Divide D) SQRT
109. Which command will you choose to convert a column of data into row?
 A) Cut and Paste B) Edit >> Paste Special >> Transpose
 C) Both of above D) None of above
110. It is acceptable to let long text flow into adjacent cells on a worksheet when
 A) data will be entered in the adjacent cells
 B) no data will be entered in the adjacent cells
 C) there is no suitable abbreviation for the text
 D) there is not time to format the text
111. Which of the cell pointer indicates you that you can make selection?
 A) Doctor's symbol (Big Plus) B) small thin plus icon
 C) Mouse Pointer with anchor at the tip D) None of above
112. Which of the cell pointer indicates that you can fill series?
 A) Doctor's symbol (Big Plus) B) small thin plus icon
 C) Mouse Pointer with anchor at the tip D) None of above
113. Which of the cell pointer indicate that you can move the content to other cell?
 A) Doctor's symbol (Big Plus) B) small thin plus icon
 C) Mouse Pointer with anchor at the tip D) None of above

114. What happens when you press Ctrl + X after selecting some cells in Excel?
 A) The cell content of selected cells disappears from cell and stored in clipboard
 B) The cells selected are marked for cutting
 C) The selected cells are deleted and the cells are shifted left
 D) The selected cells are deleted and cells are shifted up
115. Long text can be broken down into many lines within a cell. You can do this through
 A) Wrap Text in Format >> Cells
 B) Justify in Edit >> Cells
 C) Text Wrapping in Format >> Cells, Layout tab
 D) All of above
116. MS Excel provides the default value for step in Fill Series dialog box
 A) 0
 B) 1
 C) 5
 D) 10
117. Ctrl + D shortcut key in Excel will
 A) Open the font dialog box
 B) Apply double underline for the active cell
 C) Fill down in the selection
 D) None of above
118. The short cut key Ctrl + R is used in Excel to
 A) Right align the content of cell
 B) Remove the cell contents of selected cells
 C) Fill the selection with active cells to the right
 D) None of above
119. The command Edit >> Fill across Worksheet is active only when
 A) One sheet is selected
 B) When many sheets are selected
 C) When no sheet is selected
 D) None of above
120. Which of the following series type is not valid for Fill Series dialog box?
 A) Linear
 B) Growth
 C) Autofill
 D) Time
121. Which of the following you can paste selectively using Paste Special command?
 A) Validation
 B) Formats
 C) Formulas
 D) All of above
122. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?
 A) Square
 B) Percentage
 C) Goal Seek
 D) Divide
123. Edit >> Delete command
 A) Deletes the content of a cell
 B) Deletes Formats of cell
 C) Deletes the comment of cell
 D) Deletes selected cells
124. To remove the content of selected cells you must issue ____ command
 A) Edit >> Delete
 B) Edit >> Clear >> Contents
 C) Edit >> Clear >> All
 D) Data >> Delete
125. The Delete key of keyboard is assigned to which command in Excel?
 A) Edit >> Clear >> Contents
 B) Edit >> Clear >> All
 C) Edit >> Delete
 D) All of above
126. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must
 A) From Edit menu choose clear and then Formats

- B) From Edit menu choose Delete
 - C) Click on Remove Formatting tool on Standard Toolbar
 - D) Double click the Format Painter and then press Esc key in keyboard
127. By default, Excel provides 3 worksheets. You need only two of them, how will you delete the third one?
- A) Right click on Sheet Tab of third sheet and choose Delete from the context menu
 - B) Click on Sheet 3 and from Edit menu choose Delete
 - C) Both of above
 - D) None of above
128. Which of the following action removes a sheet from workbook?
- A) Select the sheet, then choose Edit >> Delete Sheet
 - B) Select the sheet then choose Format >> Sheet >> Hide
 - C) Both of above
 - D) None of above
129. While Finding and Replacing some data in Excel, which of the following statement is valid?
- A) You can Find and Replace within the sheet or workbook
 - B) Excel does not have option to match case for find
 - C) Both are valid
 - D) None are valid
130. Which of the following is not true about Find and Replace in Excel
- A) You can search for bold and replace with italics
 - B) You can decide whether to look for the whole word or not
 - C) You can search in formula too
 - D) You can search by rows or columns or sheets
131. You can move a sheet from one workbook into new book by
- A) From Edit menu choose Move or Copy sheet, mark the Create a copy and Click OK
 - B) From Edit menu choose Move or Copy then choose (Move to end) and click OK
 - C) From Edit menu choose Move or Copy then select (new book) from To Book list and click OK
 - D) None of above
132. What is the short cut key to replace a data with another in sheet?
- A) Ctrl + R
 - B) Ctrl + Shift + R
 - C) Ctrl + H
 - D) Ctrl + F
133. Which of the following is not a valid Zoom percentage in Excel?
- A) 10
 - B) 100
 - C) 300
 - D) 500
134. The spelling tool is placed on toolbar
- A) Standard
 - B) Formatting
 - C) Drawing
 - D) Reviewing
135. If you need a text to show vertically in a cell. How will you achieve this?
- A) Choose Vertical on Text alignment in Format Cells dialog box
 - B) Choose 90 Degrees in Orientation of Format Cells dialog box
 - C) Choose Distributed from the Vertical drop down list of Format Cells dialog box

- D) Choose Center Across Selection from Horizontal combo box in Format Cells dialog box
136. Can you set 0.5 inch left indentation for a cell in Excel?
 A) Excel does not have indentation feature
 B) You can specify indentation only if you turn the rulers on
 C) Indentation can be set from Format Cells dialog box
 D) The indentation can be specified only when printing
137. You can automatically adjust the size of text in a cell if they do not fit in width by
 A) Double clicking on the right border of column header
 B) From Format choose Columns and then Auto fit Selection
 C) From Format Cells dialog box mark Shrink to fit check box
 D) All of above
138. Formatting a cell in Currency, you can specify
 A) Decimal Places B) Currency Symbol C) Both the above D) None of above
139. Formatting a cell in Number format you can't set
 A) Decimal Places B) Use 1000 separator
 C) Negative numbers D) Currency Symbol
140. What is entered by the function =today()
 A) The date value for the day according to system clock
 B) The time value according to system clock
 C) Today's date as Text format D) All of above
141. Which function will you use to enter current time in a worksheet cell?
 A) =today() B) =now() C) =time() D) =currentTime()
142. Special category of Number tab in Format Cells dialog box can be used to apply formats like
 A) Zip Code B) Phone Number C) Both of above D) None of above
143. Merge cells option can be applied from
 A) Format Cells dialog box Alignment Tab B) Formatting toolbar
 C) Both of above D) None of above
144. Pre-made sheet formats like Simple, Classic, Accounting, Colorful etc. can be applied from
 A) from Format >> Cells B) from Format >> Autoformat
 C) from Table >> Autoformat D) All of above
145. Which of the following format you can decide to apply or not in AutoFormat dialog box?
 A) Number format B) Border format C) Font format
 D) All of above
146. How can you remove borders applied in cells?
 A) Choose None on Border tab of Format cells
 B) Open the list on Border tool in Formatting toolbar then choose first tool (no border)
 C) Both A & B

- D) None of above
147. Where can you set the shading color for a range of cells in Excel? Choose required color
- A) from Patterns tab of Format Cells dialog box
 - B) Choose required color on Fill Color tool in Formatting toolbar
 - C) Choose required color on Fill Color tool in Drawing toolbar
 - D) All the above
148. You can set Page Border in Excel from
- A) From Border tab in Format Cells dialog box
 - B) From Border tool in Formatting toolbar
 - C) From Line Style tool in Drawing toolbar
 - D) You cannot set page border in Excel
149. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply
- A) Use =if() function to format the required numbers red
 - B) Apply Conditional Formatting command on Format menu
 - C) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
 - D) All of above
150. You can check the conditions against _____ when applying conditional formatting
- A) Cell value
 - B) Formula
 - C) Both A & B
 - D) None of above
151. Which of the following is not true regarding Conditional Formatting?
- A) You can add more than one condition to check
 - B) You can set condition to look for Bold and apply Italics on them.
 - C) You can apply Font, border and pattern formats that meet the specified conditions
 - D) You can delete any condition from Conditional Formatting dialog box if it is not required
152. Which of the following is invalid statement?
- A) Sheet tabs can be colored
 - B) Some picture can be applied as a background of a sheet
 - C) You can set the column width automatically fit the amount of text
 - D) The width of a row can be specified manually or fit automatically.
153. Which of the following is invalid regarding the Protection in Excel?
- A) Protect Sheet
 - B) Protect Workbook
 - C) Protect Workspace
 - D) All of above are valid
154. The Trace Precedence on Auditing shows
- A) Which cells are used in current formula
 - B) In which formula the current cell is used
 - C) Which cells are used in this formula and in which formula this cell is used
 - D) None of above
155. The Trace Dependence in auditing shows
- A) Which cells are used in current formula
 - B) In which formula the current cell is used
 - C) Which cells are used in this formula and in which formula this cell is used

- D) None of above
156. The arrows created by Auditing can be removed by
A) Click on the arrow and press Delete
B) Click on Remove All arrows on Formula Auditing toolbar
C) Both of above
D) None of above
157. Which of the following options is not available to remove arrows of Formula Auditing?
A) Remove all precedent arrows B) Remove all dependent arrows
C) Remove all arrows D) Remove all arrows for this cell
158. Which of the following is not What IF analysis tool in Excel?
A) Goal Seek B) Scenarios C) Macros D) None of above
159. You can set Excel in Automatic or Manual calculation mode. If it is in manual mode which key you will press to update the formula values?
A) F9 B) F5 C) F8 D) F11
160. By default, the cell pointer moves down when you press Enter. From where can you change this setting?
A) Tools >> Options >> View tab B) Tools >> Options >> Calculation tab
C) Tools >> Options >> Edit tab D) Tools >> Options >> Transition tab
161. When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as
A) AutoFill B) AutoCorrect C) AutoComplete D) AutoFormat
162. How many recent files you can display on File menu at maximum?
A) 4 B) 6 C) 9 D) 12
163. The default and maximum number of sheets for a new workbook in Excel 2003 is
A) 3 and 255 B) 3 and 256 C) 1 and 255 D) 1 and 256
164. When you enter Sunday and fill right, Excel fill in with Monday, Tuesday and so on. From where Excel knows what to fill in next?
A) AutoComplete B) AutoFormat
C) Custom List D) Calculation Automatic
165. The minimum and maximum value you can set for Save Auto Recovery Info in Excel are
A) 1 and 120 minutes B) 0 and 120 minutes
C) 2 and 60 minutes D) 1 and 10 minutes
166. Which of the following cannot be hidden from Tools >> Options then View tab?
A) Startup Task Pane B) Formula bar C) Status bar D) Scroll Bar
167. The default font size in Excel worksheet is
A) 11 points B) 12 points C) 14 points D) None of above
168. Which of the following is not an option in the spelling dialog box?
A) Edit B) Ignore C) Ignore all D) Change

169. You can quickly change the appearance of your work by choosing Auto Format from the Menu
A) Edit B) View C) Format D) Tools
170. To protect a worksheet, you can choose Protection and the Protect Sheet from the _____ menu
A) Edit B) Format C) Tools D) Data
171. You can open the Highlight Changes dialog box by choosing Track Changes from the Menu.
A) Edit B) Insert C) Format D) Tools
172. Which of the following is not a worksheet design criterion?
A) Efficiency B) Auditability C) Description D) Clarity
173. To copy cell contents using drag and drop, press the
A) End key B) Shift key C) Esc key D) None of above
174. If you press, the cell accepts your typing as its contents.
A) Enter B) Ctrl + Enter C) TAB D) Insert
175. What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the sourcedata has changed?
A) Format Report B) Pivot Table C) Refresh Data D) Show Detail
176. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
A) Formula B) Field C) Data D) Query Correct Answer:
177. You can edit existing Excel data by pressing the
A) F1 key B) F2 key C) F3 key D) F4 key
178. The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is
A) G1-G10 B) B1.G10 C) B1;G10 D) B1:G10
179. What function displays row data in a column or column data in a row?
A) Hyperlink B) Index C) Transpose D) Rows
180. When you insert an Excel file into a Word document, the data are
A) Hyperlinked B) Placed in a word table C) Linked D) Embedded
181. Macros are "run" or executed from the menu.
A) Insert B) Format C) Tools D) Data
182. You can open the consolidate dialog box by choosing Consolidate from the Menu.
A) Insert B) Format C) Tools D) Data
183. Which types of charts can excel produce?
A) Line graphs and pie charts only B) Only line graphs

- C) Bar charts, line graphs and pie charts D) Bar charts and line graphs only
184. How are data organized in a spreadsheet?
 A) Lines and spaces B) Layers and planes
 C) Rows and columns D) Height and width
185. What does the VLOOKUP function do?
 A) Looks up text that contain 'v'
 B) Checks whether text is the same in one cell as in the next
 C) Finds related records
 D) All of above
186. A function inside another function is called a function.
 A) Nested B) Round C) Sum D) Text
187. Which function calculates your monthly mortgage payment?
 A) PMT (payments) B) NPER (number of periods)
 C) PV (present value) D) All of above
188. Which of the following methods cannot be used to enter data in a cell?
 A) Pressing an arrow key B) Pressing the tab key
 C) Pressing the Esc key D) Clicking the enter button to the formula bar
189. Which of the following will not set text in selected cells to italics?
 A) Pressing Ctrl + I on the keyboard
 B) Using the Tools – Wizard – Web Form menu item
 C) Using the Format – Cells – Font menu item D) None of the above
190. Which of the following methods cannot be used to edit the content of cell?
 A) Pressing the Alt key B) Clicking the formula bar
 C) Pressing F2 D) Double clicking the cell
191. Which of the following is an absolute cell reference?
 A) ! A1 B) \$A\$1 C) #a#1 D) A1
192. What symbol is used before a number to make it a label?
 A) " (quote) B) = (equal) C) _ (underscore) D) ' (apostrophe)
193. Which symbol must all formula begin with?
 A) = B) + C) (D) @
194. Which of the following formulas will Excel Not be able to calculate?
 A) =SUM(Sales)-A3 B) =SUM (A1:A5) *.5
 C) =SUM (A1:A5)/ (10-10) D) =SUM (A1:A5)-10
195. A typical worksheet has Number of columns
 A) 128 B) 256 C) 512 D) 1024
196. How many characters can be typed in a single cell in Excel?
 A) 256 B) 1024 C) 32,000 D) 65,535
197. A worksheet can have a maximum of Number of rows

- A) 256 B) 1024 C) 32,000 D) 65,535
198. Which of the following is not an example of a value?
A) 350 B) May 10, 2001 C) 57% D) Serial Number 50771
199. The chart wizard term data series refers to
A) A chart legend B) A collection of chart data markers
C) A set of values you plot in a chart D) A data label
200. The Chart wizard term data categories refer to;
A) Chart plot area B) A horizontal axis
C) The organization of individual values with a chart's data series
D) The data range that supply chart data
201. A worksheet range is a
A) A command used for data modeling B) A range of values such as from 23 to 234
C) A group of cells D) A group of worksheets
202. Getting data from a cell located in a different sheet is called ...
A) Accessing B) Referencing C) Updating D) Functioning
203. Tab scrolling button
A) Allow you to view a different worksheet
B) Allow you to view additional worksheet rows down
C) Allow you to view additional worksheet columns to the right
D) Allow you to view additional sheets tabs
204. Data can be arranged in a worksheet in an easy to understand manner using
A) auto formatting B) applying styles C) changing fonts D) all of above
205. The auto calculate feature
A) Can only add values in a range of cells
B) Provides a quick way to view the result of an arithmetic operation on a range of cells
C) Automatically creates formulas and adds them to a worksheet
D) A and c
206. Excel uniquely identifies cells within a worksheet with a cell name
A) Cell names B) Column numbers and row letters
C) Column letters and row numbers D) Cell locator coordinates
207. to view a cell comment
A) click the edit comment command on the insert menu
B) click the display comment command on the window menu
C) position the mouse pointer over the cell
D) click the comment command on the view menu
208. When you want to insert a blank imbedded excel object in a word document you can
A) Click the object command on the insert menu
B) Click the office links button on the standard toolbar
C) Click the create worksheet button on the formatting toolbar

- D) Click the import excel command on the file menu
209. To save a workbook, you:
A) Click the save button on the standard toolbar from the menu B) Press Ctrl+F5
C) Click Save on the Windows Start button D) Select Edit>Save
210. You can edit a cell by
A) Clicking the formula button B) Double clicking the cell to edit it in-place
C) Selecting Edit>Edit Cell from the menu D) None of above
211. Which elements of worksheet can be protected from accidental modification
A) Contents B) Objects C) Scenarios D) All of above
212. You can use the drag and drop method to
A) Copy cell contents B) Move cell contents
C) Add cell contents D) a and b
213. It is acceptable to let long text flow into adjacent cells on a worksheet when
A) Data will be entered in the adjacent cells
B) No data will be entered in the adjacent cells
C) There is no suitable abbreviation of the text
D) None of the above.
214. How can you delete a record?
A) Delete the column from the worksheet
B) Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button
C) Select Data > Delete Record from the menu
D) Click the Delete button on the Standard toolbar
215. Right clicking something in Excel:
A) Deletes the object
B) Nothing the right mouse button is there for left handed people
C) Opens a shortcut menu listing everything you can do to the object
D) Selects the object
216. Documentation should include
A) Destination and users of the output data B) Source of input data
C) Information on the purpose of the workbook D) All of the above
217. Files created with Lotus 1-2-3 have an extension
A) DOC B) XLS C) 123 D) WK1
218. To delete an embedded objects, first
A) Double click the object B) Select the object by clicking it
C) Press the Shift + Delete keys D) Select it and then press the delete key
219. Comments can be added to cells using
A) Edit > Comments B) Insert > Comments
C) File > Comments D) View > Comments
220. Which of the following is not a worksheet design criterion?

- A) Efficiency B) Adaptability C) Description D) Clarity
221. To copy cell contents using drag and drop press the
A) End key B) Shift key C) Ctrl key D) Esc key
222. Which of the following is the latest version of Excel
A) Excel 2000 B) Excel 2002 C) Excel ME D) Excel XP
223. When you copy a formula
A) Excel erases the original copy of the formula
B) Excel edits cell references in the newly copied formula
C) Excel adjusts absolute cell references
D) Excel doesn't adjust relative cell references
224. The autofill feature
A) extends a sequential series of data B) automatically adds range of cell values
C) applies a boarder around the selected cells D) none of the above
225. Which menu option can be sued to split windows into two
A) Format > window B) View > window > split
C) Window > split D) View > split
226. You can use the formula palette to
A) Format cells containing numbers
B) Create and edit formulas containing functions
C) Enter assumptions data D) Copy a range of cells
227. You can convert existing excel worksheet data an charts to an HTML document by using
A) FTP wizar B) Internet assistant wizar
C) Intranet wizar D) Import wizar
228. A circular reference is
A) Geometric modeling tool B) A cell that points to a drawing object
C) A formula that either directly or indirectly depends on itself
D) Always erroneous
229. Which of following is Not one of Excel's what-if function?
A) Goal seek B) Solver C) Scenario manager D) Auto Outline
230. When you insert an excel file into a word document. The data are
A) Hyperlinked placed in a word table B) Linked
C) Embedded D) Use the word menu bar and toolbars
231. Which of the following is not information you can specify using the solver?
A) Input cells B) Constraints
C) Target cell D) Changing cells
232. Each excel file is called a workbook because
A) It can contain text and data
B) It can be modified
C) It can contain many sheets including worksheets and chart sheets

- D) You have to work hard to create it
233. Excel probably considers the cell entry January 1, 2000 to be a
A) Label B) Value C) Formula D) Text string
234. You can enter which types of data into worksheet cells?
A) Labels, values, and formulas B) Labels and values but not formulas
C) Values and formulas but not labels D) Formulas only
235. All worksheet formula
A) Manipulate values B) Manipulate labels
C) Return a formula result D) Use the addition operator
236. A function inside another function is called ____
A) Nested function B) Round function C) Sum function D) Text function
237. Which of the following is not an underline option in the format cells dialog box?
A) Double B) Single Accounting
C) Double Accounting D) Single Engineering
238. Formulas in Excel start with
A) % B) = C) + D) –
239. The default header for a worksheet is
A) Username B) Date and Time C) Sheet tab Name D) None
240. Which of the following is not an option of the spelling dialog box?
A) Ignore B) Ignore all C) Edit D) Change
241. Which of the following methods will not enter data in a cell?
A) Pressing the Esc key
B) Pressing an arrow key
C) Pressing the tab key
D) Clicking the enter button to the formula bar
242. What is the keyboard shortcut for creating a chart from the selected cell range?
A) F2 B) F4 C) F8 D) F11
243. The Software which contains rows and columns is called
A) Database B) Drawing C) Spreadsheet D) Word processing
244. You can group noncontiguous worksheets with
A) The alt+enter key B) The ctrl key and mouse
C) The shift key and the mouse D) The group button on the standard toolbar
245. _____ appear at the bottom of the Excel window.
(A) Title bar (B) Formula bar
(C) **Work sheet tabs** (D) Name box
246. What are the basic rectangular building blocks of a spreadsheet?
(A) **Cells** (B) Zoom slider
(C) Help button (D) All of these

247. Which of the following is not a term pertaining to spreadsheets?
(A) Cell (B) Character
(C) Browser (D) Formula
248. Another name for a pre-programmed formula in Excel is
(A) Cell (B) Graph
(C) Function (D) Range
249. Excel is a program that is used to prepare a
(A) Slide presentation **(B) Spreadsheet**
(C) Text document (D) Database
250. In which tab wrap text feature is present in MS Excel 2007?
(A) Formulas (B) View
(C) Insert **(D) Home**
251. Which of the following identifies a cell in Excel?
(A) Address (B) Formula
(C) Name (D) Label
252. Which term is used to join the selected cells in to one cell?
(A) Filter (B) Wrap
(C) Pivot **(D) Merge**
253. A formula in Excel always begins with an ____
(A) Equal sign (B) Colon
(C) Comma (D) Space
254. When the CPU detects an interrupt, then it saves its
(A) Previous state (B) Next state
(C) Current state (D) All of the above
255. A(n) ____ is a series of two or more adjacent cells in a column or row or rectangular group of cells.
(A) List (B) Section
(C) Range (D) Area
256. What is the extension of saved file in MS Excel?
(A) .xls (B) .xks
(C) .xos (D) .xbs
257. Which command is used to close the window of Excel?
(A) Alt+ F4 (B) Ctrl + W
(C) Ctrl +R (D) Ctrl+ C
258. What is the total region surrounding the chart?
(A) Chart area (B) legend
(C) Clipart area (D) Plot area

259. What is the intersection of a column and a row on a worksheet called ?
 (A) Column (B) Value
(B) Address (D) **Cell**
260. What type of chart is useful for comparing values over categories?
(A) Pie Chart (B) **Column Chart**
 (B) Line Chart (D) Dot Graph
261. Which function in Excel tells how many numeric entries are there?
(A) NUM (B) **COUNT**
 (B) SUM (D) CHKNUM
262. A features that displays only the data in column (s) according to specified criteria
 (A) Formula (B) Sorting
(B) Filtering (D) **Pivot**
263. Statistical calculations and preparation of tables and graphs can be done using
(A) Adobe Photoshop (B) **Excel**
 (B) Notepad (D) Power Point
264. What type of chart will you use to compare performance of two employees in the year 2016?
(A) Column Chart (B) **Line Chart**
 (B) Pie Chart (D) Dot Chart
265. Which one is not a Function in MS Excel ?
(A) SUM (B) **AVG**
 (B) MAX (D) MIN
266. Functions in MS Excel must begin with ____
(A) An () sign (B) **An Equal Sign**
 (B) A Plus Sign (D) A > Sign
267. Which function in Excel checks whether a condition is true or not ?
 (A) SUM (B) COUNT
(B) IF (D) **AVERAGE**
268. In Excel, Columns are labelled as ____
(A) A, B, C, etc (B) 1,2,3 etc
 (B) A1, A2, etc. (D) \$A\$1, \$A\$2, etc.
269. The Greater Than sign (>) is an example of _____ operator.
(A) Arithmetic (B) **Logical**
 (B) Conditional (D) Greater
270. What type of chart is useful for showing trends or changes over time ?
 (A) Pie Chart (B) Column Chart
(B) Line Chart (D) **Dot Graph**
271. The process of arranging the items of a column in some sequence or order is known as :
 (A) Arranging (B) Autofill

- (B) **Sorting** (D) Filtering
272. The ____ feature of MS Excel quickly completes a series of data
 (A) Auto Complete (B) **Auto Fill**
 (B) Fill Handle (D) Sorting
273. What type of chart is useful for comparing parts of a whole?
 (A) **Pie Chart** (B) Column Chart
 (B) Line Chart (D) Dot Graph
274. In Excel, Rows are labelled as ____
 (A) A, B, C, etc (B) **1,2,3 etc**
 (B) A1, A2, etc. (D) \$A\$1, \$A\$2, etc.
275. What do you use to create a chart?
 (A) Pie Wizard (B) Excel Wizard
 (B) **Data Wizard** (D) **Chart Wizard**
276. How will you graphically represent expenditure in different departments?
 (A) Column Chart (B) Line Chart
 (B) **Pie Chart** (D) Dot Chart
277. What type of chart is good for single series of data?
 (A) Column Chart (B) Line Chart
 (B) **Pie Chart** (D) Cone Chart
278. The basic unit of a worksheet into which you enter data in Excel is called a
 (A) **Cell** (B) table
 (B) Box (D) column
279. How many sheets are there, by default, when we create a new Excel file?
 (A) **1** (B) **3**
 (B) 5 (D) 10
280. In Excel, which one denoted a range from B1 through E5
 (A) B1 - E5 (B) **B1:E5**
 (B) B1 to E5 (D) B1\$E5
281. An Excel file is generally called a / an :
 (A) E-Spreadsheet (B) Worksheet
 (B) **Workbook** (D) Sheet
282. What type of chart will you use to compare performance of sales of two products ?
 (A) **Column Chart** (B) Line Chart
 (B) Pie Chart (D) Both A and B
283. Which of the following is not a valid function in MS Excel
 (A) SUM() (B) COUNT()
 (B) **SUBTRACT()** (D) COUNTA()

284. Which of the following methods CANNOT be used to enter data in a cell in MS Excel?
 (A) Pressing an arrow key (B) Pressing the tab key
 (B) **Pressing the Esc key** (D) Clicking the enter button to the formula bar
285. Which tool helps better for what if analysis in MS Excel ?
 (A) Track Change (B) Formula Auditing
 (B) **Goal Seek** (D) Pivot Table
286. In MS Excel, _____ are numbered from 1 to onwards and _____ are numbered from A to onwards.
 (A) Columns, rows (B) Rows, slides
 (B) Slides, rows (D) **Rows, columns**
287. Let's say the contents of cells A1, A2, B1 and B2 are 0, 0, a and 0 respectively. What will be the output of the following Microsoft Excel formula ? = COUNT (A1 : B1)
 (A) 4 (B) 1
 (B) 0 (D) **3**
288. Which of the following is used to move an active cell to the first column on the current row ?
 (A) Page up (B) Ctrl + Home
 (B) Page down (D) **Home**
289. What is the value of the following MS Excel formula SUMSQ(1, 2, 3, 4)
 (A) 10 (B) 34
 (B) **30** (D) 24
290. The tool in MS Excel to summarize, sort, recognize, group, count, total or average data stored in a database?
 (A) Filtering and Sorting (B) Data Analysis
 (B) **Pivot Table** (D) Power View
291. By default, text data is _____ aligned in a cell.
 (A) **Left** (B) Right
 (B) Center (D) Justify
292. Which area in an excel window allows entering values and formulas
 (A) Title bar (B) Menu bar
 (B) **Formula bar** (D) Standard toolbar
293. When you insert an excel file into a word document. The data are
 (A) Hyperlinked placed in a word table (B) **Linked**
 (C) Embedded (D) Use the word menu bar and toolbars
294. The Paste Special command lets you copy and paste:
 (A) Multiply the selection by a copied value (B) Cell comments
 (B) Formatting options
 (C) **The resulting values of a formula instead of the actual formula**
295. Which of the following options is not located in the Page Setup dialog box?

- (A) **Page Break Preview.** (B) Page Orientation
(B) Margins (D) Headers and Footers
296. To view a cell comment
(A) click the edit comment command on the insert menu
(B) click the display comment command on the window menu
(C) **position the mouse pointer over the cell**
(D) click the comment command on the view menu
297. To copy cell contents using drag and drop press the
(A) **End key** (B) Shift key
(B) Ctrl key (D) Esc key
298. How many characters can be typed in a single cell in Excel?
(A) 256 (B) 1024
(B) **32000** (D) 65535
299. A worksheet can have a maximum of Number of rows
(A) 1024 (B) 32000
(B) **52000** (D) **1048576**
300. When you see a cell with a red triangle in the top right corner, what does this signify?
(A) There is an error in the cell
(B) **There is a comment associated with the cell**
(C) The font color for text in the cell is red
(D) A formula cannot be entered into the cell
301. To hold row and column titles in places so that they do not scroll when you scroll a worksheet, click the
(A) Unfreeze panes command on the window menu
(B) **Freeze panes command on the window menu**
(C) Hold titles command on the edit menu
(D) Split command on the window menu
302. You can activate a cell by
(A) Pressing the Tab key (B) Clicking the cell
(C) Pressing an arrow key (D) **All of above**
303. What function displays row data in a column or column data in a row?
(A) Hyperlink (B) Index
(B) **Transpose** (D) Row
(C)
304. Which types of charts can excel produce?
(A) Line graphs and pie charts only
(B) Only line graphs
(C) **Bar charts, line graphs and pie charts**
(D) Bar charts and line graphs only
305. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
(A) **Formula** (B) Field

(B) Data

(D) Query Correct Answer:

306. Excel is a
(A) Graphic program (B) None of these
(C) Word processor (D) **A spreadsheet**
307. Which of the following is not a valid Zoom percentage in Excel?
(A) 10 (B) 100
(C) 300 (D) **500**
308. Can you set 0.5 inch left indentation for a cell in Excel?
(A) Excel does not have indentation feature
(B) You can specify indentation only if you turn the rulers on
(C) **Indentation can be set from Format Cells dialog box**
(D) The indentation can be specified only when printing
309. You can automatically adjust the size of text in a cell if they do not fit in width by
(A) Double clicking on the right border of column header
(B) From Format choose Columns and then Autofit Selection
(C) **From Format Cells dialog box mark Shrink to fit check box**
(D) All of above
310. What is entered by the function =today()
(A) **The date value for the day according to system clock**
(B) The time value according to system clock
(C) Today's date as Text format
(D) All of above
311. Which function will you use to enter current date & time in a worksheet cell?
(A) =today() (B) **=now()**
(B) =time() (D) =current Time()
312. Which of the following statements is not true?
(A) **You can type text directly into a PowerPoint slide but typing in text box is more convenient.**
(B) From Insert menu choose Picture and then File to insert your images into slides.
(C) You can view a PowerPoint presentation in Normal Slide Sorter or Slide Show view.
(D) You can show or hide task pane from View >> Toolbars.
313. To start Microsoft PowerPoint application
(A) Click on Start > Programs > All Programs > Microsoft PowerPoint
(B) Hit Ctrl + R then type ppoint.exe and Enter
(C) **Click Start > Run then type powerpnt then press Enter**
(D) All of above
314. Which of the following section does not exist in a slide layout?
(A). Titles (B) Lists (C) Charts (D) **Animations**
315. Which of following are not PowerPoint views?
(A) **Page View** (B) Print View
(C) Normal View (D) Outline View

316. What is the easiest way to place same graphic in same place in all slides
(A) Place graphic in Notes Master (B) **Place graphic in Slide Master**
(C) Place graphic in Handout Master (D) Place graphic manually in all slide
317. To add a Header/Footer in Handout
(A) View -> Page Setup (B) View -> Header/Footer
(C) **View -> Handout Master** (D) None of Above
318. Slide Transaction can be apply to
(A) Current Slide (B) Selected Slides (C) All Slides (D) **All of the above**
319. What is defined by Handout Master?
(A) Slide Formatting (B) Slide Transaction
(C) **Layout of Handout** (D) Layout of Slide
320. In notes master view, how do you modify the font size of text ?
(A) Modify the slide design (B) Modify the notes master layout
(C) **Modify the text within the body placeholder**
(D) All of the above
321. Want your logo in the same position on every slide, automatically? Insert it on the
(A) Handout master (B) Notes master (C) **Slide master** (D) All of the above
322. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?
(A) **Slide sorter view** (B) Notes pages view
(C) Slide view (D) Outline view
323. Objects on the slide that hold text are called
(A) **Placeholders** (B) Object holders
(C) Auto layouts (D) Text holders
324. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page?
(A) Slide with animation (B) Outline view
(C) Notes page (D) **Audience handout**
325. _____ controls all the main slide control tasks for your presentation.
(A) **Task Pane** (B) Task Bar
(C) Control Panel (D) None of above
326. Which of the following cannot be toggled from View > Toolbars?
(A) Control Toolbox (B) **Slides**
(C) Revisions (D) Reviewing

327. Which of the following pane is not available in Task Pane?
(A) Getting Started (B) Clip Art
(C) Word Art (D) Search Results
328. Which of the following pane is NOT available in Task Pane?
(A) Slide Design **(B) Master Slide**
(C) Slide Layout (D) Slide Transition
329. A new presentation can be created from
(A) Blank Presentation (B) From Existing Presentation
(C) From Design Template **(D) All of above**
330. In slide layout panel how many layouts are available for text layout by default?
(A) 4 (B) 7 (C) 12 (D) None of above
331. Which of the following statement is false?
(A) If you choose to select from one of the pre-made slide layouts you can change the positioning
(B) If you choose to select from the pre-made slide layouts you cannot delete the objects in the layout
(C) Blank Slide is at the top of the 'Content Layouts' area in the Slide Layout panel
(D) All of above are false statements
332. What lets you to create new presentation by selecting ready-made font color and graphics effects?
(A) Presentation Template (B) Master Slide
(C) Design Template (D) Animation Scheme
333. Which command will you use in PowerPoint if you need to change the color of different objects without changing content?
(A) Design Template **(B) Color Scheme**
(C) Font Color (D) Object Color
334. What PowerPoint feature will you use to apply motion effects to different objects of a slide?
(A) Slide Transition (B) Slide Design
(C) Animation Objects **(D) Animation Scheme**
335. What feature will you use to apply motion effects in between a slide exits and another enters?
(A) Slide Transition (B) Slide Design
(C) Animation Objects (D) Animation Scheme

336. Which short cut key inserts a new slide in current presentation?
(A) Ctrl+N **(B) Ctrl+M** (C) Ctrl+S (D) All of above
337. The difference between Slide Design and Auto Content Wizard is
(A) Both are same
(B) Auto Content Wizard is just the wizard version of Slide Design
(C) Slide Design does not provide sample content but Auto Content Wizard provides sample content too!
(D) Slide Design asks your choice in steps but Auto Content Wizard does not let you make choices
338. What happens if you select first and second slide and then click on New Slide button on toolbar?
(A) A new slide is inserted as first slide in presentation
(B) A new slide is inserted as second slide in presentation
(C) A new slide is inserted as third slide in presentation
(D) None of above
339. Which of the following method can insert a new slide in current presentation?
(A) Right click on the Slide panel and choose New Slide
(B) From Insert menu choose New Slide
(C) Click on New Slide button on toolbar
(D) All of above
340. In which menu can you find features like Slide Design, Slide Layout etc.?
(A) Insert Menu **(B) Format Menu**
(C) Tools Menu (D) Slide Show Menu
341. Which menu provides you options like Animation Scheme, custom Animation, Slide Transition?
(A) Insert Menu (B) Format Menu
(C) Tools Menu **(D) Slide Show Menu**
342. Which of the following is not a part of Slide Design
(A) Design Template (B) Color Scheme
(C) Animation Scheme **(D) Slide Layout**
343. How many steps are there between Start and Finish in AutoContent Wizard?
(A) 3 (B) 4 (C) 5 (D) 6
344. What is the best way to create another copy of a slide?
(A) Click the slide then press Ctrl+A and paste in new slide
(B) From Insert Menu choose Duplicate Slide

- (C) Redo everything on a new slide that you had done on previous slide
(D) None of above
345. From which menu you can access Picture, Text Box, Chart etc?
(A) File (B) Edit **(C) Insert** (D) View
346. If you want to insert some slides from other presentation into current one choose
(A) From Insert menu choose Slides from Files
(B) From Insert menu choose Slides from Presentation
(C) From Insert menu choose Slides
(D) None of above
347. What are the three options available in Insert > Picture menu?
(A) Clipart Pictures Shapes
(B) Clipart From File Shapes
(C) Clipart From Files AutoShapes
(D) Clipart Pictures AutoShapes
348. To insert slide numbers
(A) Insert a text box and select Insert > Page Number
(B) Insert a textbox and select Insert > Number > PageNumber
(C) Choose Insert > Slide Number
(D) Insert a new text box and select Insert > slide Number
349. In a PowerPoint presentation
(A) Sound clips can be inserted but not movie clips
(B) Movie clips can be inserted but not sound clips
(C) Both cannot be inserted
(D) Both can be inserted
350. What happens if you edited an image inserted in PowerPoint
(A) The original file that was inserted is not changed
(B) The original file that was inserted is changed
(C) The original file is changed when you save presentation
(D) None of above
351. The effect applied to display when slides changes in slide show view is
(A) Slide Animation (B) Custom Animation
(C) Custom Transition **(D) Slide Transition**
352. Which file format can be added to a PowerPoint show?
(A) .jpg (B) .gif (C) .wav **(D) All of the above**

353. To insert a hyperlink in a slide
 (A) Choose Insert >> Hyperlink (B) Press Ctrl + K
 (C) Hyperlinks can't be inserted in slides
(D) Both A and B
354. When you delete a text box object from a slide in PowerPoint Presentation
 (A) The object is deleted but text box and the text inside is left on the slide
 (B) The text box is deleted and the text is pasted on the slide
(C) The text box and text both are deleted
 (D) None of above
355. Material consisting of text and numbers is best presented as
(A) A table slide (B) A bullet slide
 (C) A title slide (D) All of the above
356. Which of the following should you use if you want all the slides in the presentation to have the same 'look'?
 (A) The slide layout option (B) Add a slide option
 (C) Outline view **(D) A presentation design template**
357. In order to edit a chart, you can
 (A) Triple click the chart object (B) Click and drag the chart object
(C) Double click the chart object (D) Click the chart object
358. How can you create a uniform appearance by adding a background image to all slides?
 (A) Create a template **(B) Edit the slide master**
 (C) Use the autocorrect wizard (D) All of the above
359. You can create a new presentation by completing all of the following except
 (A) Clicking the new button on the standard toolbar
 (B) Clicking file new **(C) Clicking file open**
 (D) Pressing ctrl + N
360. To select one hyperlink after another during a slide presentation, what do you press?
(A) Tab (B) Ctrl + K (C) Ctrl + H (D) All of above
361. Special effects used to introduce slides in a presentation are called
 (A) Effects (B) Custom animations
(C) Transitions (D) Present animations
362. What is the term used when a clip art image changes the direction of faces?
 (A) Group (B) Flip **(C) Rotate** (D) All of the above

363. The slide that is used to introduce a topic and set the tone for the presentation is called the
(A) table slide (B) graph slide
(C) bullet slide (D) **title slide**
364. Which of the following is the default page setup orientation of slide in PowerPoint
(A) Vertical (B) **Landscape** (C) Portrait (D) None of above
365. Which of the following tool enables you to add text to a slide without using the standard placeholders?
(A) **Text tool box** (B) Line tool (C) Drawing tool (D) Auto shapes tool
366. Which command brings you to the first slide in your presentation?
(A) Next slide button (B) Page up (C) **Ctrl + Home** (D) Ctrl + End
367. The PowerPoint view that displays only text (title and bullets) is
A. Slide show
B. Slide sorter view
C. Notes page view
D. **Outline view**
368. Which of the following options in the printer dialog box would you select to print slides 5 and 12 in a presentation?
A. **Slides**
B. Custom shows
C. Current slide
D. All
369. When using PowerPoint, to play a PowerPoint show for previewing the show, select
A. View slide sorter
B. View slide
C. **View slide show**
D. View outline
370. In Microsoft PowerPoint in order to see all the slides on one screen use
A. **view slide sorter**
B. view slide
C. view master
D. view slide show
371. Which of the following allow you to select more than one slide in a presentation?
A. Alt + Click each slide
B. Shift + drag each slide

- C. Shift + Click each slide
D. Ctrl + Click each slide
372. Which of the following will not advance the slides in a slide show view?
A. Esc key
B. The spacebar
C. The Enter key
D. The mouse button
373. Which of the following is not an option when printing handouts?
A. Six slides per page
B. Five slides per page
C. Three slides per page
D. Two slides per page
374. What are symbols used to identify items in a list?
A. Icons
B. Markers
C. Bullets
D. Graphics
375. Line spacing refers to
A. The space between the lines of text
B. The height of the line
C. The length of the line
D. A and C
376. Which of the following uses the spelling and grammar feature to indicate an incorrect spelling?
A. The incorrect word appears in all capital letters
B. The incorrect word has a wavy red line under it
C. The incorrect word appears italicized
D. The incorrect word appears bold
377. Which of the following provides a means of printing out features notes with a miniature slide on a printed page?
A. Slides with animation
B. Outline view
C. Notes page
D. Audience handout
378. Which of the following should you do to bring a bullet back to a previous level?
A. Press the shift + tab keys
B. Press the shift key

- C. Press the enter key
 - D. Press the tab key
379. An organization has a president, vice president, managers and supervisors. On what level of an organization chart are the vice presidents
- A. Fourth level
 - B. Third level
 - C. Second level**
 - D. First level
380. The maximum zoom percentage in Microsoft PowerPoint is
- A. 100
 - B. 200
 - C. 400**
 - D. 500
381. Animation schemes can be applied to..... in the presentation
- A. All slides
 - B. Select slides
 - C. Current slide
 - D. All of the above**
382. Which of the following is not a transition effect?
- A. Blinks diagonal**
 - B. Dissolve
 - C. Fade through black
 - D. Blinds vertical
383. Microsoft PowerPoint is a
- A. Database program
 - B. Spreadsheet program
 - C. Presentation program**
 - D. Word processing program
384. Which of the following fill effects can you use for the slide background?
- A. Gradient
 - B. Texture
 - C. Picture
 - D. All of the above**
385. Which of the following are types of sound files?
- A. LOG files
 - B. DAT files

C. WAV files

D. DRV files

386. Which of the following is not a way to cut text?
A. Select the text and press the delete button
B. Select the text and select Edit Cut from the menu
C. Select the text and click the Cut button on the toolbar
D. Select the text and press Ctrl + X
387. PowerPoint presentations are widely used as
A. Note outlines for teachers
B. Project presentations by students
C. Communication of planning
D. All of above
388. What is the use of 'Hide Slide' option?
A. to hide the selected slides during Presentation
B. to hide the selected slides during Editing
C. to hide the selected slides during Printing
D. to hide the selected slides during Deleting
389. Which is the menu to create a text box on a slide?
A. View -> Text Box
B. Tools -> Text Box
C. Insert -> Text Box
D. Format -> Text Box
390. This task pane shows the design that is currently being used in a presentation.
A. Slide Show
B. Slide Style
C. Slide Design
D. Slide Format
391. The spelling dialog box can be involved by choosing spelling from _____ menu.
A. Insert
B. File
C. Tools
D. View
392. Which key do you press to check spelling?
A. F3
B. F5
C. F7
D. F9

393. Which PowerPoint feature allows the user to create a simple presentation without having to spend too much time on it?
A. AutoContent Wizard
B. Animation
C. Color Schemes
D. Chart Wizard
394. Which PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide?
A. Color Schemes
B. Animation
C. Transition Settings
D. Handouts
395. Slide sorter of PowerPoint is available on _____ menu.
A. Insert
B. File
C. View
D. Edit
396. To print the PowerPoint presentation, press
A. Ctrl + T
B. Ctrl + E
C. Ctrl + S
D. Ctrl + P
397. What is a slide transition?
A. Overheads
B. Letters
C. A special effect used to introduce a slide in a slide show
D. The way one slide looks
398. What does 'apply design template' do?
A. Changes the content of the slide
B. Adds functionality to the slide
C. Changes the look of the slide without changing the content
D. None of the above
399. How can you stop a slide show?
A. Press the right arrow
B. Press Escape
C. Press the left arrow
D. Press the down arrow

400. What do you do to start the slide show?
A. Click on Go
B. Turn on transition
C. Click on the Slide Show icon
D. All of the above
401. A Chart can be put as a part of the presentation using
A. Insert -> Pictures -> Chart
B. Insert -> Chart
C. Edit -> Chart
D. View -> Chart
402. We can replace a font on all sides with another font using the option :
A. Edit -> Fonts
B. Tools -> Fonts
C. Tools -> Replace Fonts
D. Format -> Replace Fonts
403. Which key on the keyboard can be used to view Slide show?
A. F1
B. F2
C. F5
D. F10
404. Which view in Power Point can be used to enter Speaker Comments?
A. Normal
B. Slide Show
C. Slide Sorter
D. Notes Page view
405. Which option can be used to create a new slide show with the current slides but presented in a different order?
A. Rehearsal
B. Custom Slide show
C. Slide Show Setup
D. Slide Show View
406. Power Point presentation is a collection of _____
A. Slides and Handouts
B. Speaker's notes
C. Outlines
D. All of the above

407. How can the slide show be repeated continuously?
A. loop continuously until 'Esc'
 B. repeat continuously
 C. loop more
 D. none
408. A File which contains readymade styles that can be used for a presentation is called :
 A. AutoStyle
B. Template
 C. Wizard
 D. Pre formatting
409. Ellipse Motion is a predefined _____
 A. Design Template
 B. Color Scheme
C. Animation Scheme
 D. None of these
410. To open the existing presentation, press
 A. Ctrl + L
 B. Ctrl + N
 C. Ctrl + A
D. Ctrl + O
411. Which button is used to add instant animation to the presentation and helps interactive presentation?
 A) Add button B) Start button
 C) Insert button D) Action button
412. Which tool allows user to select different layout for slide?
 A) Apply design B) Bullets C) New slide D) Slide Layout
413. Which shortcut key is used to create new presentation in powerpoint?
 A) Ctrl + P B) Ctrl + N C) Ctrl + M D) Ctrl + X
414. How many panes are there in backstage view in power point 2010?
 A) 3 B) 5 C) 7 D) 9
415. Which menu is used to apply various effects to the text in a slide?
 A) Animation B) Design C) Transitions D) Slide show
416. Which menu is used to apply various visual effects to the slide in power point?
 A) Animation B) Design C) Slide show D) Transitions
417. Which menu is used to select a predefined chart style?
 A) Animation B) Design C) Slide show D) Transitions

418. Which template makes specify common design elements in all slides in the presentation?
 A) Fax template B) User template
 C) Data template D) Master template
419. Which shortcut key is used to invoke thesaurus dialog box in Power Point? .
 A) Shift+F7 B) Ctrl+F7 C) Alt+F7 D) Ctrl+Alt+F7
420. Which option is used to create a presentation automatically in Power Point?
 A) Template B) Blank Presentation
 C) Auto content wizard D) Standard test bar
421. Which holder holds text, title and picture in power point?
 A) Content Holder B) Image Holder
 C) Place Holder D) Slide Holder
422. Which option is used to insert the related hints of a slide?
 A) Note Master B) Presentation Master
 C) Slide Master D) Hints Master Ans. A
423. Which combination of key is used to select all slides from current slide to first slide?
 A) Alt + Home B) Ctrl + Home
 C) Shift + Home D) Tab + Home
424. Which option is used to display the selected slides only for presentation?
 A) From Beginning B) From current slide
 C) Broadcast slide show D) Custom slide show
425. Which one of the following is a effect option in power point presentation?
 A) Diamond B) Fade C) Push D) Reveal
426. Which combination of key is used to show the laser pointer during slide show?
 A) Alt + left mouse button B) Alt + right mouse button
 C) Ctrl + left mouse button D) Ctrl + right mouse button
427. The MS office tool used for preparation of presentations is called _____.
 A) MS Word B) MS Excel C) MS Access D) MS Powerpoint
428. The command to invoke power point from command line is _____.
 A) Powerpoint B) power C) point D) msppt
429. The default extension for a presentation prepared in powerpoint contained in MS Office version 2007 or later is _____.
 A) .accdb B) .pptx C) .xlsx (d) .docx
430. The default extension for a presentation prepared in powerpoint contained in MS Office version 2003 or earlier is _____.
 A) .doc B) .xls C) .ppt D) .mdb
431. PowerPoint is suitable for creating _____ presentations.
 A) business B) educational C) strategic (military) D) all of them

432. PowerPoint may be started using _____.
 A) Start>All Apps>Microsoft Office>Microsoft Powerpoint
 B) Pressing Windows+R, typing "powerpnt" and pressing enter
 C) Both a & b
 D) None of them
433. Delivering an information through Powerpoint helps _____.
 A) to keep the attention of audience B) to create a collaborative environment
 C) permits the speaker to maintain the flow of information D) all the above
434. Creating a presentation in Powerpoint helps to share the information with those who _____ the direct session.
 A) Who could attend B) who could not attend
 C) Who become interested to know the information after completion of
 D) All the above
435. Power point helps to create a mix of _____ to make the presentation lively and interesting.
 A) audio/video B) text/ table/ lists C) images/ graphs D) all of them
436. Power point can help to deliver content over _____.
 A) web B) email C) social media D) all the above
437. New presentation in power point can be created using _____.
 A) File>New B) Ctrl + N C) both A & B D) none of them
438. On choosing File>New, _____ can be chosen to start the presentation.
 A) Blank Presentation B) Themes C) either A or B D) none of them
439. In Power point, slide styles may be chosen from _____ menu.
 A) Design>Themes B) Home>Font
 C) Home>Slides D) Home>Paragraph
440. In Power point, font for presentation may be chosen from _____ menu.
 A) Design>Themes B) Home>Font
 C) Home>Slides D) Home>Paragraph
441. In Power point, new slide, slide layout, slide reset and slide sectioning may be chosen from _____ menu.
 A) Design>Themes B) Home>Font
 C) Home>Slides D) Home>Paragraph
442. In Power point, paragraph style for presentation may be chosen from _____ menu.
 A) Design>Themes B) Home>Font
 C) Home>Slides D) Home>Paragraph
443. In Power point, drawing for use in the presentation may be created using _____ menu.
 A) Design>Themes B) Home>Font
 C) Home>Slides D) Home>Paragraph

444. In Powerpoint, table can be inserted using _____ menu.
A) Insert>Tables B) Insert>Images
C) Insert>Illustrations D) Insert>Links
445. In Powerpoint, images like picture from file, clipart and photo albums can be inserted using _____ menu.
A) Insert>Tables B) Insert>Images
C) Insert>Illustrations D) Insert>Links
446. In Powerpoint, geometric shapes, hyperlink and action link can be inserted using _____ menu.
A) Insert>Tables B) Insert>Images
C) Insert>Illustrations D) Insert>Links
447. In Powerpoint, geometric shapes, smart art and chart can be inserted using _____ menu.
A) Insert>Tables B) Insert>Images
C) Insert>Illustrations D) Insert>Links
448. In Powerpoint, textbox, header & footer, word art, date & time, slide number and text objects from other applications can be inserted using _____ menu.
A) Insert>Tables B) Insert>Images
C) Insert>Illustrations D) Insert>Links
449. In Powerpoint, equations and mathematical symbols can be inserted using _____ menu.
A) Insert>Tables B) Insert>Images
C) Insert>Illustrations D) Insert>Links
450. In Powerpoint, media objects like video and audio can be inserted using _____ menu.
A) Insert>Tables B) Insert>Text
C) Insert>Symbol D) Insert>Media
451. In Powerpoint, page setup and slide orientation may be controlled using _____ menu.
A) Design>Page Setup B) Design>Themes
C) Insert>Colors D) Insert>Fonts
452. In Powerpoint, slide transition effects may be controlled using _____ menu.
A) Design>Effects B) Design>Themes
C) Insert>Colors D) Insert>Fonts
453. In Powerpoint, slide theme can be controlled using _____ menu.
A) Design>Background B) Design>Themes
C) Insert>Colors D) Insert>Fonts
454. In Powerpoint, color themes (background, foreground, title color, etc.) can be controlled using _____ menu.
A) Design>Background B) Design>Themes
C) Insert>Colors D) Insert>Fonts

455. In Powerpoint, fonts can be chosen using _____ menu.
 A) Design>Background B) Design>Themes
 C) Insert>Colors D) Insert>Fonts
456. In Powerpoint, background fill colour, hide background graphics using _____ menu.
 A) Design>Background B) Design>Themes
 C) Insert>Colors D) Insert>Fonts
457. In Powerpoint, presentation preview can be started using using _____ menu.
 A) Transition>Preview B) Transition>Transition to this slide
 C) Timing D) none of the above
458. In Powerpoint, slide transition effects can be applied using using _____ menu.
 A) Transition>Preview B) Transition>Transition to this slide
 C) Timing D) none of the above
459. In Powerpoint, sound effects for slide transition, automatic-transition time, etc. can be applied using _____ menu.
 A) Transition>Preview B) Transition>Transition to this slide
 C) Timing D) none of the above
460. In Powerpoint, animated flow of text and images in presentation can be applied using _____ menu.
 A) Animations>Advanced Animation B) Animations>Preview
 C) Animation>Timing D) none of the above
461. In Powerpoint, slide animation preview can be opened using _____ menu.
 A) Animations>Advanced Animation B) Animations>Preview
 C) Animation>Timing D) none of the above
462. In Powerpoint, animation timings can be controlled using _____ menu.
 A) Animations>Advanced Animation B) Animations>Preview
 C) Animation>Timing D) none of the above
463. In Powerpoint, slide shows from beginning, slide show from current slide and custom slide show can be started using _____ menu.
 A) Slide show>Start slide show B) Slide show>Set up
 C) Slide show>Monitors D) none of the above
464. In Powerpoint, slide shows can be setup,slide can be hidden, timing can be rehearsed and slide transition times can berecorded using _____menu.
 A) Slide show>Start slide show B) Slide show>Set up
 C) Slide show>Monitors D) none of the above
465. In Powerpoint, proofing, language, comments and comparison of 2 slide showscan be accomplished using _____ menu.
 A) Review B) View C) Slide show D) Animations

466. In Powerpoint, presentation views, master views, ruler, grilines, guides, zoom, fit to window, color, grayscale, black andwhite, new window, arrange all, cascade, move split, swich windows and macros can be accessed using _____ menu.
A) Review B) View C) Slide show D) Animations
467. To make effective presentation, minimize text and maximize _____.
A) images B) graphs C) videos D) all the above
468. To make an effective impact, a presentation should be _____.
A) Very long, running to 2 or 3 hours B) short and sweet
C) Unorganized, mixing head and tail at one place D) blank from first to last slide
469. Optimum duration for making a presentation is _____.
A) 7 hours B) 3 to 4 hours C) 1 minute D) 22 to 35 minutes
470. In presentation, the rule of 3 means, _____.
A) People forget the first 3 items B) people forget the last 3 items
C) People remember the best 3 items D) people remember the worst 3 items
471. After preparing a presentation, it should _____ to make it effective.
A) Be kept in a pen drive or CD till delivery
B) Never be opened till delivery
C) Be opened just for delivery
D) Be rehearsed many times
472. To make an effective presentation, one should _____ the text typed in the slides.
A) Simply keep reading
B) add spice to the text through stories and fables
C) keep reading (whether the audience listens or not)
D) none of them
473. One should record the presentation in _____ and watch it again to find the mistakes done during delivery.
A) paper B) video C) text D) transcript
474. To make an effective presentation, one should _____.
A) forget what is on the current slide
B) forget what is on the next slide
C) remember offer a lead to the next slide
D) never care for the order of slides
475. One should have _____ to cater to the unexpected situations of projector failure, power failure, computer failure, disk error, etc.
A) a backup plan for alternate delivery (like through paper handouts)
B) a style to say sorry
C) a practice to weep in front of the audience over the failure
D) guts to say good bye without making the presentation
476. Before making a presentation, the presenter should _____.

- A) arrive at the room early B) verify the presentation loaded on the projector
C) choose the best place to stand during the presentation D) All the above
477. The Powerpoint dialog box is useful to create a new presentation by using:
A) Installed templates B) Open
C) Installed themes D) Both A and C
478. How many slide layouts are available in new slide dialog box?
A) 9 B) 7 C) 14 D) 16
479. Which view is shown in the presentation of slides in a conference?
A) Slide sorter view B) slide view C) slide show view D) outline view
480. How do you insert text in a slide?
A) Using outline text B) inserting text boxes
C) right clicking D) Both A and B
481. How do you move from one slide to another slide?
A) Using scroll bars B) using next and previous slide
C) Using outline pane D) All the above
482. Every presentation contains _____
A) Title slide B) Speaker's notes C) Audience Handouts D) All the above
483. Different type of slides are _____
A) Text slide B) Title slide C) Chart slide D) All the above
484. Which tab is not available on left panel when you open a presentation?
A) Outline B) slides C) **Notes** D) All the above
485. Which of the following section does not exist in a slide layout?
A) Titles B) Lists C) Charts D) Animations
486. Power Point presentation are widely used as
A) Note outlines for teachers B) Project presentations by students
C) Communication of planning D) **All the above**
487. A new presentation can be created from
A) blank presentation B) From existing presentation
C) From Design template D) All the above
488. In slide layout panel how many layouts are available for text layout by default.
A) 4 B) 7 C) 12 D) None of the above
489. Which of the following statement is false?
A) If you choose to select from one of the pre-made slide layouts, you can change the positioning
B) If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout
C) blank Slide is at the top of the 'content layouts' area in the slide layout panel
D) None of the above

490. What lets you create new presentation by selecting ready-made font color and graphics effects
A) Presentation Template B) Master slide
C) Design Template D) Animation Scheme
491. Which command will you use in powerpoint if you need to change the color of different objects without changing content?
A) Design Template B) Color scheme
C) Font color D) Object color
492. What PowerPoint feature will you use to apply motion effects to different objects of a slide?
A) Slide Transition B) Slide Design
C) Animation Objects D) Animation Scheme
493. The different between slide design and Auto content wizard is
A) Auto content wizard is just the wizard version of slide design
B) Slide design does not provide sample content but auto content wizard provides sample content tool
C) Slide design asks your choice in steps but auto content wizard does not let you make choice
D) All of the above
494. In which menu can you find features like slide Design, Slide Layout etc.?
A) Insert menu B) Format menu
C) Tools menu D) slide show menu
495. Which menu provides you options like Animation scheme, custom Animation, slide transition?
A) Insert menu B) Format menu
C) Tools menu D) slide show menu
496. What happens if you select first and second slide and then click on New slide button on toolbar
A) A new slide is inserted as first slide in presentation
B) A new slide is inserted as second slide in presentation
C) A new slide is inserted as third slide in presentation
D) None of the above
497. What is the best way to create another copy of a slide?
A) click the slide then press ctrl + A and paste in new slide
B) From insert menu choose duplicate slide
C) Redo everything on a new slide that you had done on previous slide
D) None of the above
498. If you want to insert some slides from other presentation into current one choose
A) from insert menu choose slides from files
B) from insert menu choose slides from presentation
C) from inset menu choose slides
D) None of the above

499. To insert slide numbers
A) insert a text box and select insert > page number
B) insert a text box and select insert > number > page number
C) choose insert > slide number
D) insert a new text box and select insert > slide number
500. To insert a hyperlink in a slide
A) choose insert > hyperlink
B) press ctrl + K
C) Hyperlinks can't be inserted in slides
D) Both A and B
501. Which of the following statement is true
A) You can insert text boxes from drawing toolbar in PowerPoint
B) You cannot insert text boxes from drawing toolbar in Powerpoint
C) Text boxes are provides when you choose a layout and can't be inserted afterwards
D) None of the above
502. When you delete a text box object from a slide in PowerPoint Presentation
A) The object is deleted but text box and the text inside is left on the slide
B) The text box is deleted and the text is pasted on the slide
C) The text box and text both are deleted
D) None of the above
503. Which of the following font effect is not available in PowerPoint Font dialog box?
A) Underline
B) Shadow
C) emboss
D) Strikethrough
504. Which of the following should you use if you want all the slides in the presentation to have the same 'look'?
A) The slide layout option
B) Add a slide option
C) Outline view
D) A presentation design template
505. To exit the PowerPoint
A) click the application minimize button
B) Click the document close button
C) Double click the applications control menu icon
D) Double click the document control menu icon
506. You can create a new presentation by completing all of the following except
A) Clicking the new button on the standard toolbar
B) Clicking file new
C) Clicking file open
D) Pressing ctrl + N
507. You can embed a MS-Organization Chart in a slide by
A) Clicking the object command on the edit menu
B) Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar
C) clicking the ms organization chart button on the formatting toolbar
D) clicking the MS-Organization chart button on the standard toolbar
508. To select one hyperlink after another during a slide presentation, what do you press?
A) Tab
B) Ctrl K
C) Ctrl + H
D) All of the above
509. Special effects used to introduce slides in a presentation are called
A) Effects
B) Custom animation
C) Transitions
D) Present animations

510. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
A) Highlighting B) Dragging C) Selecting D) Moving
511. How can you create a uniform appearance by adding a background image to all slides?
A) Create a template B) Edit the slide master
C) Use the autocorrect wizard D) All of the above
512. The slide that is used to introduce a topic and set the tone for the presentation is called the
A) Table slide B) Graph slide C) bullet slide D) Title slide
513. Which of the following should be used when you want to add a slide to an existing presentation?
A) File, add a new slide B) Insert, New slide C) File Open D) File New
514. The size of the organization chart object
A) is determined by the presentation design and cannot be changed
B) Is determined by the presentation design but can be changed in PowerPoint
C) Is dependent on the amount of text within the organization chart
D) Both B and C
515. Which of the following is the default page setup orientation of slide in PowerPoint
A) Vertical B) Landscape C) Portrait D) None of these
516. Want a PowerPoint photo album slide show to play continuously
A) Use random slide transitions B) Launch an online broadcast
C) Loop continuously D) All of the above
517. Which of the following tool enables you to add text to a slide without using the standard placeholders?
A) Text tool box B) Line tool C) Drawing tool D) Auto shapes tool
518. Which command brings you to first slide in your presentation?
A) Next slide button B) Page up C) Ctrl + Home D) Ctrl + End
519. Which of the following can you use to add times to the slides in a presentation?
A) Slide show menu B) Rehearse timings button
C) Slide transition button D) All of these
520. You can show the shortcut menu during the slide show by
A) Clicking the shortcut button on the formatting toolbar
B) Right clicking the current slide
C) clicking an icon on the current slide
D) A and B
521. Auto clipart is a feature that
A) Automatically places clipart in your presentation
B) Scans your presentation for incorrect spelling in your words on each slide

- C) Scan your presentation for incorrect spelling in Word Arts objects
D) All of the above
522. Which of the following allow you to select more than one slide in a presentation?
A) Alt + Click each slide B) Shift + drag each slide
C) Shift + click each slide D) Ctrl + Click each slide
523. The view that displays the slides on a presentation as miniature representations of the slides is called
A) Slide show B) slide sorter view C) notes page view D) outline view
524. The PowerPoint view that displays only text (title and bullets) is
A) slide show B) slide sorter view C) notes page view D) outline view
525. Which of the following presentation elements can you modify using the slide master?
A) Slide comments B) Slide transitions
C) Speaker note font and color D) All of the above
526. Which of the following provide a printed copy of your presentation?
A) Outline B) Speaker notes
C) Audience handouts D) All of the above C
527. Presentation designs regulate the formatting and layout for the slide and are commonly called
A) Design plates B) Templates
C) Placeholders D) Blueprints
528. Which of the following bypass the print dialog box when printing individual slides or an entire presentation?
A) File, print, preview B) The print button C) File, print D) Ctrl + P
529. Which of the following will not advance the slides in a slide show view?
A) Esc key B) The spacebar C) The enter key D) The mouse button
530. Comments on a presentation can record who wrote them and when they were added. What's the automatic way in PowerPoint 2002?
A) Use online collaboration B) Use comments
C) Use the notes page D) All of the above
531. When using PowerPoint, to play a PowerPoint show for previewing the show, select
A) View, slide sorter B) View, slide
C) View, slide show D) View outline
532. In Microsoft PowerPoint in order to see all the slides on one screen use
A) View, slide sorter B) View, slide
C) View, slide show D) View outline
533. Which dialog box in Power Point allows changing slides automatically in a period of time?
A) Action setting B) Slide transition
C) Slide animation D) Custom animation

534. What's the easy way to apply varied animations to text on slides
 A) apply effects in the custom animation task pane
 B) apply an animation scheme
 C) customize bullets with animated clipart
 D) All of the above
535. Using a custom animation effect, how do you make text appear on a slide by letter
 A) Apply the animation scheme fade in one by one
 B) Apply an entrance effect, and then set it to by letter in the effect options dialog box
 C) Apply the fly in entrance to the text, and then set its speed to very slow
 D) All of the above
536. Which of the following options in the printer dialog box would you select to print slides 5 and 12 in a presentation?
 A) slides B) Custom shows C) Current slide D) All the above
537. What's the best way to design the layout for your slides?
 A) Create layouts for slides, handouts and notes using the Master Layout dialog box in slide master view
 B) For each new slide, select a layout from the slide Layout task pane
 C) Apply templates from the slide Design task pane
 D) None of the above
538. Which item, contains text graphics, charts, sound, video, etc., in power point
 A) Slides B) Folder C) Handouts D) Desktop screen
539. What type of software program is power point?
 A) Word Processor B) Spread Sheet
 C) Presentation Graphics D) Database Management..
540. Which key is used to stop a power point presentation?
 A) ESC B) Tab C) Ctrl D) Enter
541. Which option offers a built in design through a dialog box?
 A) Auto content wizard B) Blank Presentation
 C) Standard tool bar D) Template
542. Which shortcut key is used to create/Add a new slide in power point?
 A) Ctrl + C B) Ctrl + N C) Ctrl + M D) Ctrl + S
543. Which one of the following is extension of power point 2010 presentation file?
 A) .docx B) .pptx C) .xlsx D) .accdb
544. Powerpoint presentation may be exported to _____.
 A) Portable Document Format (PDF)
 B) Video file (through File >Save & send)
 C) .jpg D) All of the above
545. In Microsoft PowerPoint two kinds of sounds effects files that can be added to the presentation are

A) .wav files and .mid files
C) .wav files and .jpg files

B) .wav files and .mid files
D) .jpg files and .gif files

1	D	2	C	3	D	4	C	5	D
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16	D	17	B	18	D	19	B	20	D
21	A	22	B	23	D	24	D	25	B
26	D	27	D	28	D	29	D	30	C
31	D	32	C	33	D	34	D	35	A
36	D	37	A	38	D	39	B	40	D
41	D	42	D	43	B	44	C	45	C
46	D	47	B	48	D	49	A	50	D
51	C	52	A	53	B	54	C	55	D
56	C	57	B	58	B	59	B	60	D
61	A	62	B	63	C	64	B	65	B
66	D	67	C	68	D	69	C	70	A
71	C	72	C	73	A	74	A	75	B
76	C	77	C	78	D	79	B	80	D
81	A	82	D	83	D	84	C	85	D
86	D	87	B	88	B	89	D	90	D
91	B	92	A	93	C	94	B	95	D
96	D	97	B	98	C	99	D	100	A
101	C	102	B	103	A	104	B	105	C
106	D	107	B	108	D	109	B	110	B
111	A	112	B	113	C	114	B	115	D
116	B	117	C	118	C	119	B	120	D

121	D	122	D	123	D	124	B	125	A
126	A	127	A	128	A	129	A	130	D
131	C	132	C	133	D	134	A	135	B
136	C	137	C	138	C	139	D	140	A
141	B	142	C	143	A	144	B	145	D
146	C	147	D	148	D	149	B	150	C
151	B	152	D	153	C	154	A	155	B
156	B	157	D	158	C	159	A	160	C
161	C	162	C	163	B	164	C	165	A
166	D	167	A	168	A	169	C	170	C
171	D	172	C	173	D	174	A	175	C
176	A	177	B	178	D	179	C	180	B
181	C	182	D	183	C	184	C	185	C
186	A	187	A	188	C	189	B	190	A
191	B	192	B	193	A	194	A	195	B
196	D	197	D	198	D	199	B	200	B
201	C	202	B	203	D	204	D	205	B
206	C	207	C	208	A	209	A	210	B
211	D	212	D	213	B	214	B	215	C
216	D	217	C	218	D	219	B	220	C
221	D	222	D	223	B	224	D	225	C
226	B	227	B	228	C	229	D	230	B
231	A	232	C	233	B	234	A	235	C
236	A	237	D	238	B	239	D	240	C
241	A	242	D	243	C	244	B	245	C
246	A	247	C	248	C	249	B	250	D
251	A	252	D	253	A	254	C	255	C
256	A	257	A	258	A	259	D	260	B
261	B	262	B	263	B	264	B	265	B
266	B	267	B	268	A	269	B	270	C
271	C	272	B	273	A	274	B	275	D

276	C	277	C	278	A	279	B	280	B
281	C	282	A	283	C	284	C	285	C
286	D	287	D	288	D	289	C	290	C
291	A	292	C	293	B	294	D	295	A
296	C	297	A	298	C	299	D	300	B
301	B	302	D	303	C	304	C	305	A
306	D	307	D	308	C	309	C	310	A
311	B	312	A	313	C	314	D	315	A
316	B	317	C	318	D	319	C	320	C
321	C	322	A	323	A	324	D	325	A
326	B	327	C	328	B	329	D	330	A
331	B	332	C	333	B	334	D	335	A
336	B	337	C	338	C	339	D	340	B
341	D	342	D	343	A	344	B	345	C
346	A	347	C	348	D	349	D	350	A
351	D	352	D	353	D	354	C	355	A
356	D	357	C	358	B	359	C	360	A
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366	C	367	D	368	A	369	C	370	A
371	D	372	A	373	B	374	C	375	A
376	B	377	D	378	A	379	C	380	C
381	D	382	A	383	C	384	D	385	C
386	A	387	D	388	A	389	C	390	C
391	C	392	C	393	A	394	C	395	C
396	D	397	C	398	C	399	B	400	C
401	B	402	D	403	C	404	D	405	B
406	D	407	A	408	B	409	C	410	D
411	D	412	A	413	B	414	A	415	A
416	D	417	B	418	D	419	A	420	C
421	C	422	A	423	C	424	D	425	A
426	C	427	D	428	A	429	B	430	C

431	D	432	C	433	D	434	D	435	D
436	D	437	C	438	C	439	A	440	B
441	C	442	D	443	A	444	A	445	B
446	C	447	B	448	B	449	D	450	D
451	A	452	A	453	B	454	C	455	D
456	A	457	A	458	B	459	C	460	A
461	B	462	C	463	A	464	B	465	A
466	B	467	D	468	B	469	D	470	C
471	D	472	B	473	B	474	C	475	A
476	D	477	D	478	A	479	C	480	D
481	D	482	D	483	D	484	C	485	D
486	D	487	D	488	A	489	B	490	C
491	B	492	D	493	B	494	B	495	D
496	C	497	B	498	B	499	D	500	D
501	A	502	C	503	D	504	D	505	B
506	C	507	B	508	A	509	C	510	B
511	B	512	D	513	B	514	D	515	B
516	A	517	A	518	C	519	B	520	B
521	D	522	C	523	B	524	D	525	B
526	C	527	B	528	B	529	A	530	C
531	C	532	A	533	B	534	B	535	B
536	A	537	B	538	A	539	C	540	A
541	D	542	B	543	B	544	D	545	A

IX. OFFICIAL LANGUAGE POLICY AND RULES

- Which article of the Constitution of India mentions about the Official Language of the Union?
(A) Article - 112 (B) Article -120 (C) Article -340 (D) Article – 343(1)
- According to the Constitution of India, the Official Language of the Union will be Hindi and the script will be ?
(A) Roman (B) Kharosthi (C) Devanagri (D) Brahmi
- Which sub-committee of Parliamentary Committee on Official Language inspects Railway offices?

- (A) Second Sub Committee (B) Third Sub Committee
(C) First Sub Committee (D) None of the above
4. How many members of Lok Sabha are there in the Parliamentary Committee on Official Language constituted under section 4 of the Official Language Act?
(A) 5 (B) 10 (C) 15 (D) 20
 5. How many members of Rajya Sabha are there in the Parliamentary Committee on Official Language?
(A) 5 (B) 10 (C) 15 (D) 22
 6. In which year the Official Language Rule were passed?
(A) 1963 (B) 1967 (C) 1976 (D) 1987
 7. With a view of implementation of Official Language, how many regions have been classified in India under Official Language Rules 1976?
(A) 2 (B) 3 (C) 4 (D) 5
 8. The names of the Central Government offices of which ____ percent employees have acquired working knowledge of Hindi are notified in the Gazette. ?
(A) 60% (B) 70% (C) 80% (D) 100%
 9. When is Hindi Day celebrated every year in the Central Government Offices?
(A) 12th September (B) 14th September (C) 12th January (D) 14th January
 10. When did the Constituent Assembly accept Hindi as the Official Language?
(A) 10th January 1975 (B) 10th September 1975
(C) 14th September 1949 (D) 14th September 1963
 11. How many languages have been recognized in the 8th schedule of the constitution so far?
(A) 15 (B) 18 (C) 22 (D) 24
 12. What is the period for holding the meetings of the Official Language Implementation Committee constituted in Central Government Offices?
(A) Once in 3 months (B) Once in 6 months
(C) Once in a year (D) Once in 2 years
 13. What is the periodicity of holding the meetings of Town Official Language Implementation Committee?
(A) Once in 3 months (B) Once in 6 months
(C) Once in a year (D) Once in 2 years
 14. How many rules are there in the Official Language Rules 1976?
(A) 9 (B) 10 (C) 12 (D) 14
 15. The Annual Program of Official Language is released by which ministry?
(A) Human Resource Ministry (B) Ministry of Railways
(C) All Ministries (D) Ministry of Home Affairs
 16. In which order the boards are displayed in Non-Hindi speaking areas?

- (A) Hindi, English, Regional Language (B) English, Hindi, Regional Language
(C) Regional Language, Hindi, English (D) Regional Language, English, Hindi
17. Who is the Chairman of the Official Language Implementation Committee of the Divisional Railway Office?
(A) MRA (B) DRM (C) AMRA (D) GM
18. Who is the Chairman of Zonal Railways Official Language Implementation Committee?
(A) MRA (B) PCPO (C) GM (D) Chairman, Railway Board
19. Who is entrusted with the responsibility of complying with Section 3(3) of the Official Language Act?
(A) Administrative Head of the office (B) Rajbhasha Adhikari
(C) Officer signing such documents (D) Concerned Clerk
20. Under which rule of the Official Language Rules 1976, in which language is it required to reply to the letters received in Hindi?
(A) Hindi (B) English (C) Hindi or English (D) Hindi-English bilingual
21. Which forms of the numerals should be used in official purposes of the Union of India?
(A) International form of Indian Numerals (B) Devnagari numerals
(C) Roman numerals (D) None of the above
22. Which of the following honors are given to the SAG and above officers for doing excellent work in the Official Language Hindi ?
(A) Kamlapati Tripathi Rajbhasha Gold Medal
(B) Rail Manthri Rajbhasha Silver Medal
(C) Rajbhasha Gourav Purskar
(D) Rail Manthri Rajbhasha Gold Medal
23. When an employee writes at least 10,000 words in Hindi during the year in his daily official work, under which award scheme he will be awarded.
(A) Home Ministry Award Scheme (B) Rail Mantri Award Scheme
(C) General Manager Award Scheme (D) Incentive award scheme
24. What should be the order of announcements at Railway stations?
(A) Hindi, regional language, English (B) Hindi, English, Regional language,
(C) Regional language, Hindi, English (D) Regional language, English, Hindi
25. In terms of Article 342 (1) of The Constitution of India, _____ language in _____ script shall be the official language of the Union.
(A) Hindi, Devanagari (B) Hindi, Nirmala UI
(C) English, American (D) None of the above
26. Article 343 (2) of the Constitution of India empowers _____ to authorize use of Hindi in addition English.
(A) The Prime Minister of India (B) The Home Minister
(C) The President of India (D) The Chief Minister of the state
27. The Official Language Act was passed in _____.
(A) 10.05.1961 (B) 10.05.1963 (C) 10.05.1962 (D) 10.05.1964

28. According to Official Language Rules, India is divided into three regions and they are _____, _____ and _____.
 (A) Region A (B) Region B (C) Region C
 (D) All the above
29. What are the States that come under Region A?
 (A) Bihar (B) Himachal Pradesh (C) Rajasthan
 (D) All the above
30. What are the States that come under Region B?
 (A) Punjab (B) Union territories of Andaman & Nicobar Islands (C) Chandigarh
 (D) All the above
31. Communications from Central Government Offices to the States, Offices and persons in _____ Region shall be in Hindi, and if it is in English, a Hindi translation shall accompany.
 (A) Region "C" (B) Region "A" (C) Region "B" (D) None of the above
32. Communications from Central Govt. Offices to States or Offices in _____ region shall be in Hindi, and if it is in English, Hindi translation shall accompany.
 (A) "A" (B) "B" (C) "C" (D) "D"
33. Communications from Central Govt. Offices to persons in Region B shall be in _____.
 (A) Hindi (B) English (C) Either (A) or (B) (D) None of the above
34. Communications from Central Government Offices to States or Persons in Region C shall be in _____.
 (A) Hindi (B) English (C) Regional language (D) Sanskrit
35. Communications between Central Govt. Offices in Region A shall be in _____.
 (A) Regional Language (B) Hindi (C) English (D) All the above
36. Communications between Central Govt Offices in Region B or C may be in _____.
 (A) Hindi (B) English (C) Either (A) or (B) (D) None of the above
37. Translations of such communication shall be provided along with the communication where it is addressed to Offices in _____.
 (A) Region "A" (B) Region "B" (C) Region "C" (D) Region "D"
38. Representations may be submitted by an employee in _____.
 (A) Hindi (B) Regional language (C) English (D) Either (A) or (C)
39. Representations, when made/signed in Hindi shall be replied to in _____.
 (A) Hindi (B) Regional language (C) English (D) Either (A) or (C)
40. Notings in Central Government Offices may be made by an employee in _____ and he will not be required to furnish a translation of it.
 (A) Hindi (B) English (C) Regional language (D) Either (A) or (B)

41. If an employee has working knowledge of Hindi, he will not ask for English translation of a Hindi Document, unless it is of _____ nature
(A) Legal (B) Technical (C) Either (A) or (B) (D) None of the above
42. Manuals, Codes, Forms, Notices etc., shall be printed or cyclostyled in _____ Form.
(A) Hindi & English Monoglot (B) Hindi & English uniglot
(C) Hindi & English polyglot (D) Hindi & English diglot
43. The forms and heading on registers shall be in _____.
(A) Hindi (B) English (C) Regional language (D) Both (A) & (B)
44. All name plates, sign boards, letter heads, inscriptions on envelopes and other stationery etc., shall be in _____.
(A) Hindi (B) English (C) Both (A) & (B) (D) Regional language
45. Responsibility to implement Official Language Rules is of _____.
(A) Divisional office (B) Head of Office (C) Branch Officer
(D) None of the above
46. Hindi Divas is celebrated on _____.
(A) 14th September (B) 14th October (C) 14th November (D) 14th August
47. Provisions regarding official language are contained in Article _____ and _____ of the Constitution of India.
(A) 120(1) (B) 210(1) (C) 343 to 351 (D) all the above
48. The form of numerals to be used for the official purposes of the union shall be the international form of Indian numerals.
(A) True (B) false (C) Neither (D) None
49. The Committee of Parliament on Official language comprises _____ members from Lok Sabha and _____ members from Rajya Sabha.
(A) 20, 10 (B) 15, 15 (C) 10, 20 (D) None
50. Article _____ of the Constitution deals with Language to be used in representation for redressal of Grievances.
(A) 348 (B) 351 (C) 349 (D) 350
51. _____ no. of languages has been accepted in the constitution as Official Language for the Union and States and included in the Schedule VIII under Article e 344(i) & 351.
(A) 20 (B) 21 (C) 22 (D) 23
52. "Hindi" is defined as _____ script under Official Languages Act, 1963.
(A) Devanagari (B) Urdu (C) English (D) French
53. The Union of India and Union Territories were divided into _____ regions for implementation of Official Language Rules.
(A) 1 (B) 2 (C) 3 (D) 4

54. Region A" means the States of
(A) Bihar (B) Chhattisgarh (C) Haryana (D) All the above
55. "Region B" means the States of _____
(A) Gujarat (B) Maharashtra (C) Punjab (D) All the above
56. Any Application, appeal or representation when made or signed in Hindi, shall be replied to in _____.
(A) English (B) Hindi (C) English or Hindi (D) None
57. State of Telangana falls under Region _____ for the purpose of implementation of Official Language Rules.
(A) A (B) B (C) C (D) All the above
58. State of Andhra Pradesh falls under Region ____ for the purpose of implementation of Official Language Rules.
(A) A (B) B (C) C (D) All the above
59. Under Collective Cash Award Scheme, 3 departments are awarded for doing commendable and maximum work in Hindi with
(A) First prize: Rs.9,000/- (B) Second prize : Rs.7, 000/-
(C) Third prize: Rs.5, 000/- (D) All the above
60. Under the scheme of Railway Board's Individual Cash Award Scheme Officers/ employees are awarded for doing commendable & maximum work in Hindi by Railway Board at All India Hindi Week Celebrations with a merit certificate and award of Rs. ____ .
(A) 2500/- (B) 1000/- (C) 1500/- (D) 500/-
61. An Award of Rs. -----, -----, ----- and ----- for writing original Hindibooks on Technical subjects are distributed by Railway Board to Railway men who write original Hindi books on technical subject.
(A) First Prize Rs.15000/- (B) Second Prize Rs.8000/-
(C) Third Prize Rs.5000/- & Consolation Prize Rs.2500/- (D) all the above
62. Rajeev Gandhi Gyana-Vignayan Award for writing original books on Technical/Science Subject are conferred with prize amount and merit certificate of Rs._____
(A) First Prize Rs.2 lakhs (B) Second Prize Rs.1.25 lakhs
(C) Third Prize Rs.75000/- & Consolation prize Rs.10000/- with memento
(D) All the above
63. Every year 3 awards under Indira Gandhi Rajbhasha Award Scheme is distributed to the writers of the best Hindi Books on Official working with cash award and memento
(A) First Prize Rs.60000/- (B) Second Prize Rs.45000/-
(C) Third Prize Rs.30000/- & Consolation Prize Rs.15000/- (D) All the above
64. Premchand Award Scheme to the best story book in Hindi is conferred with
(A) First Prize Rs.15000/- (B) Second Prize Rs.7000/-
(C) Third Prize Rs.3300/- (D) All the above
65. Maithilisharan Gupta Award award is given for best poetry book in Hindi with cash award and memento

- (A) First Prize Rs.60000/- (B) Second Prize Rs.45000/-
(C) Third Prize Rs.30000/- & Consolation Prize Rs.15000/- (D) All the above
66. Kamalaphthi Tripathi Rajbhasha Gold Medal is conferred to officers' in _____ Grade Officer for Outstanding Contribution towards Rajbhasha Implementation in Zonal Railway/ Production/ Workshop Units
(A) JAG (B) SAG (C) Above SAG (D) JS
67. Rail Mantri Rajbhasha Bronze Medal is conferred to officers' in _____ grade for Outstanding Contribution towards Rajbhasha Implementation in Zonal Railway/ Production/Workshop Units
(A) JAG (B) SAG (C) Above SAG (D) JS
68. Which article of the Constitution of India mentions about the Official Language of the Union?
(A) Article - 112 (B) Article -120 (C) Article -340 (D) Article - 343
69. According to the Constitution of India, the Official Language of the Union will be Hindi and the script will be ?
(A) Roman (B) Kharosthi (C) Devanagiri (D) Brahmi
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 (A) 9 (B) 10 (C) 12 (D) 14
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 (C) Regional Language, Hindi, English (D) Regional Language, English, Hindi
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 (A) Administrative Head of the office (B) Rajbhasha Adhikari
 (C) officer signing such documents (D) Concerned Clerk
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 (A) Kamlapati Tripathi Rajbhasha Gold Medal
 (B) Rail Manthri Rajbhasha Silver Medal
 (C) Rajbhasha Gourav Purskar
 (D) Rail Manthri Rajbhasha Gold Medal
87. When an employee writes at least 10,000 words in Hindi during the year in his daily official work, under which award scheme he will be awarded.
 (A) Home Ministry Award Scheme (B) Rail Mantri Award Scheme
 (C) General Manager Award Scheme (D) Incentive award scheme
88. According to the Annual Programme issued by the Ministry of Home Affairs, Department of Official Language, what percentage of the central government office's website should be in bilingual?

(A) 20

(B) 30

(C) 55

(D) 100

89. What should be the order of announcements at Railway stations?
(A) Hindi, regional language, English (B) Hindi, English, Regional language
(C) Regional language, Hindi, English (D) Regional language, English, Hindi

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

1	D	2	C	3	A	4	D	5	B
6	C	7	B	8	C	9	B	10	C
11	C	12	A	13	B	14	C	15	D
16	C	17	B	18	C	19	C	20	A
21	A	22	A	23	A	24	C	25	A
26	C	27	B	28	D	29	D	30	D
31	B	32	B	33	C	34	B	35	B
36	C	37	C	38	A	39	A	40	D
41	C	42	D	43	D	44	C	45	B
46	A	47	D	48	A	49	A	50	D
51	C	52	A	53	C	54	D	55	D
56	B	57	C	58	C	59	D	60	C
61	D	62	D	63	D	64	D	65	D
66	C	67	B	68	D	69	C	70	A
71	D	72	B	73	C	74	B	75	C
76	C	77	C	78	A	79	B	80	C
81	D	82	C	83	C	84	A	85	A
86	B	87	A	88	D	89	C	****	****

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