Syllabus for the post of Instructor/Personnel, ZRTI/MLY

1. Introduction to Railways Organisation structure role of minister staff of Personnel department, AVC of Personnel Department, basic introduction to Fundamental Rules and IREM (Vol I & II), IREC (Vol I & II) & Safety and Disaster Prevention.
2. Office Skills-filing system, Model SOP, E-office, LIMBS, Searching Judgments on various topics I-Pas, E-Pass, HRMS, Management Information System (MIS) Knowledge of various portals viz E-Drishti, Rail Dashboard, CPGRAM, NIVARAN etc.
3. Information Technology / Computer Knowledge.
4. Manpower Planning.
5. Recruitment Planning
6. Pay and Fixation of pay
7. Seniority
8. Career Progression and Performance Management.
9. Leave Rules and Joining Time
10. Conduct Rules.
11. Legal Matters
12. Industrial Relations
13. Pension Rules
14. Allowances
15. Advances
16. Pass Rules
17. Welfare Activities and Staff Benefit Fund
18. Discipline and Appeal Rules
19. Rajbhasha
20. Reservation Policy
21. Performance Appraisal
22. Hours of work and Period of Rest Rules.
23. Store Procurement.
24. Grievances Redressal Mechanism.
25. Field visit to DRM's office/ Workshop/ Store Depot.
26. Compensation Management & Accounts Audit
27. Labour Law
28. Post Retirement Benefit
29. IT and Computer Knowledge
30. Supervisory skill, Leadership, Change and its management.
31. Compassionate Ground Appointment.
32. Role of Law Assistant
33. Legal Matters (Different types of court cases, preparation of written statement, Affidavits, Appeals, Contempt Cases, NHRC matters)
34. Various Acts (Pay of Wages Act, Minimum Wages Act, Employees Compensation Act etc).
35. Field visit to Labour Commissioner, Court, CAT, High Court.
36. UMID
37. IPASS
38. NPS/UPS

*****

OBJECTIVE TYPE QUESTIONS IN ESTABLISHMENT MATTERS

1. Conversion of one kind of leave into another shall be considered, if received within _____ days.
   A.10 days B. 20 days C. 30 days D. 40 days

2. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that in which _____.
   A) Resumed B) Returning C) Reported D) None of the above.

3. CL shall not be combined with any other kind of leave since it is not a _____.
   A) Recognized leave B)On Duty C)Absent from duty D) none

4. No Railway Servant shall be granted leave of any kind for a continuous period exceeding _____.
   A) 5years B) 4years C 3years D2years

5. Railway Servant is entitled for credit of _____ days of LAP in a year
   A 15 B 30 C 25 D 60

6. Leave on average pay is credited in advance in 2 installments of 15 days each on the first day of _____ and _____ every calendar year.
   A 1st Jan/1st July B 1st June / 1st Dec C 2nd Jan/3rd June D 1st July/5th July

7. Ordinarily the maximum leave on average pay (LAP) that may be granted at a time to a railway servant shall be _____ days.
   A 50 B 70 C 120 D 180

8. In the year of appointment, LAP shall be credited to the leave account of an employee at the rate of _____ days for each completed calendar month of service.
   A 0 B 5 C 2 ½ D 4

9. A permanent/temporary Railway Servant shall be entitled to leave on half average pay(LHAP) of _____ days in respect of each completed year of service.
   A 20 days B 30 days C 80 days D 10 days

10. The amount of leave on half average pay that can be availed of in one spell shall be limited to _____.
    A 20 months B 24 months C 36 months D 90 days

11. In the year of appointment, LHAP shall be credited to the leave account of an employee at the rate of _____ days for each completed calendar month of service.
    A 4/3 B 2/5 C 5/3 D 5/5

12. Leave not due is debited against the _____ leave he is likely to earn subsequently after resuming to duty.
    A LAP B Hospital leave C LHAP D LWPD

13. Encashment of LAP upto _____ days shall not exceed in entire career
    A 30 days B 60 C 20 D 10

14. A railway servant while in service can encash LAP upto _____ days at a time in 2 years block period.
A 40 B 10 C 45 D 15

15. A female Government servant with less than 02 children may be granted maternity leave for .
A 100 B 135 C 180 D 160

16. CCL for 730 days shall be granted to female railway/single male employee for _____
A First 2 minor children B Any number of children C Only one child D None

17. Maximum of the paternity leave is _____days and shall be availed within_____ months.
A 15days/6months B 1day/ 3months C 2days/ 5months D 11days/ 12months

18. Not less than _____days of CCL can be availed at a time.
A 3 B 10 C 5 D 11

19. _____ leave is granted to a Railway servant who is disabled by injury inflicted or caused in or in consequence of due performance of his official duty or in consequence of his official position.
A Work related illness and injury leave(WRILL) B LAP C LHAP D Hospital

20. Railway servant who is under WRILL is not entitled to earn _____.
A SP.CL B CL C LAP/LHAP D None of above.

21. Full pay and allowances shall be granted on account of WRILL is for _____ .
A 24 months B Entire period of Hospitalization and Six months Beyond hospitalization
C 32 months D 40 months

22. Period of Study Leave for technical course shall be granted to Railway servants is
A 24 months B 12 months C 36 months D 21 months

23. Period of Study Leave for medical PG/PHD course shall be granted to Railway servants is
A 24 months B 12 months C 36 months D 21 months

24. In a year _____ days of CL is entitled to an employee appointed in an open line staff.

A. 10 days B 11 days C 15 days D None.

25. As per Hours of Employment Rules employees are classified into _____ number of categories.
A. Four B. Three C. Two D. Six

26. What is the statutory limit of hours of employment of Intensive Category employee in a week?
A. 60 Hrs B. 45 Hours. C. 75 Hrs D. 54 Hrs.

27. What is the statutory limit of hours of employment of Continuous Category employee in a week?
A. 60 Hrs B. 45 Hours. C. 75 Hrs D. 54 Hrs.

28. What is the statutory limit of hours of employment of EI Category employee?
A. 60 Hrs in a week B. 45 Hours in a week. C. 75 Hrs in a week D. 54 Hrs. in a week

29. Standard Hours of duty of Continuous category of employees is _____ hrs in a week.
A. 48 Hrs B. 45 Hours. C. 75 Hrs D. 42 Hrs.

30. Waiting Room Bearer comes under _____ Classification
A. Intensive category B. Essentially Intermittent C. Continuous D. Excluded

31. Weekly Hours of duty including P&C of continuous category of employees is------ Hrs.
A. 60 Hrs B. 45 Hours. C. 72 Hrs D. 54 Hrs.

32. In the case of Continuous category of employees more than _____ hrs of duty is Long on.
A. 6 Hrs B. 12/14 Hours. C. 10 Hrs D. 8 Hrs

33. _____ is empowered to classify the employment of Railway Servant
A. DRM B. Head of the Railways (GM) C. UPSC D. Rly Board

34. Weekly rest for Essentially Intermittent workers is _____ hrs including a full night in bed.
A. 22 consecutive hrs B not less than 30 consecutive hrs
C. 24 consecutive hrs D. Equal to 30 consecutive hrs

35. Weekly rest of Intensive category of employees is _____ hrs.
A. 22 consecutive hrs B not less than 30 consecutive hrs
C. 24 consecutive hrs D. Equal to 30 consecutive hrs

36. In which category Railway employees employed in confidential related work are Classified?
A. Essentially Intermittent B. Intensive category C. Continuous D. Exclude

37. Maximum how many breaks can be there in a split shift?
A. Two. B. Three C. Four D. Single

38. After how many hours of rest an EI category employee can again be called for duty in a day?
A. 6 Hrs B. 12/14 Hours. C. 10 Hrs D. 8 Hrs.

39. After how many hours of rest an Intensive category employee can again be called for duty in a day?
A. 6 Hrs B. 12/14 Hours. C. 10 Hrs D. 8 Hrs.

40. Within how many days Compensatory Off can be sanctioned?
A. 30 days B. 60 days C. 45 days D. no limit

41. Rough Assessment Job Analysis is conducted for ----------hrs?
A. 6 Hrs B. 24 Hours. C. 10 Hrs D. 8 Hrs.

42. For the Railway servants performing split duty, the number of spells of duty shall not exceed ____and the number of breaks shall be limited to ____;
A. Three and Two
B. Three and four

C. Two and four
D. None of the above.

43. Appeal against classification of employment can be made to_____-
A. General Manager B. DRM C. Regional Labour Commissioner
D. Branch Officer.

44. The document which shows employee's daily hours of duty, weekly rest and break between spells of duty besides other necessary particulars is called
A. Duty Chart B. Roster C. Attendance register
D. Overtime Allowance Register

45. Appointment of Regional Labour Commissioner is made through:
A. Railway Board B. Human Resource Ministry C. Labour Ministry D. Collector

46. The category of employment in which the employee does not get any rest or very little rest in his duty hours is called:
A. Intensive (B) Continuous (C) Essentially Intermittent (D) Excluded

47. Allowance that is given to Railway servant for performing duty beyond prescribed hours of employment:
(A) Travelling Allowance (B) Dearness Allowance (C) Overtime Allowance
(D) None among these.

48. Number periods of rest given to running staff in a month if one period of rest is 30 hrs:
(A) 1 (B) 2 (C) 3 (D) 4

49. Number periods of rest given to running staff in a month if one period of rest is 22 hrs:
(A) 1 (B) 2 (C) 5 (D) 4

50. Appeal against the orders of Regional Labour Commissioner can be made to Secretary to the Govt of India Ministry of Labour within _____ days.
(A) 30 (B) 60 (C) 90 (D) 180

51. What is the weekly hours of duty of the Railway servants other than Gateman 'C' Caretaker of Rest Houses, Chowkidar, Saloon Attendant, who have not been given Railway accommodation and their residence is 1 .0 Km away from the place of work?
A. 60 Hrs B. 45 Hours. C. 72 Hrs D. 54 Hrs.

52. Duty period between 22.00hrs to 06.00hrs is treated as Night duty and paid Night duty allowance (NDA) at hourly rate equal to_____
A. (Basic pay+ DA)/200 B. (Basic pay+ DA)/100. C. (Basic pay)/200 D. None.

53. Which method of Job Analysis is adopted generally for correct classification of employment?
A. Factual Job Analysis B. Rough assessment C. Issuance of certificate D. None

54. CTG is granted to the railway servant who is transferred on administrative grounds if transfer between stations is ------Kms
A. 20 kms. B. 30 kms C. 50 Kms D. 8 Kms

55. CTG shall be granted at the rate of _____ of last months basic pay

A. 100% B. 80% C. 75% C. 180%

56. The Railway servants (Discipline & Appeal) Rules came into force on _____.
A. 1968 B. 1972. C 1966 D. 1978.

57. _____form is used for placing a Railway employee under suspension.
A. SF-5 B. SF-11 C SF-1 D. SF-2

58. Suspension is a ----------under D&A Rules, 1968.
A. Penalty B. Not a penalty C. Major penalty D. Minor penalty

59. Rule No.____of The Railway servants (Discipline & Appeal) Rules deals with Suspension.
A. 6 B.7 C.5 D. 1

60. _____form is used for Deemed Suspension
A. SF-5 B. SF-4 C SF-1 D. SF-2

61. Rule No. ------of The Railway servants (Discipline & Appeal) Rules deals with Penalty.
A. 6 B.7 C.5 D. 1

62. _____ form is used for imposition of Minor Penalty.
A. SF-5 B. SF-4 C SF-1 D. SF-11

63. Compulsory Retirement/Removal/ Dismissal is a ----------under D&A Rules, 1968.
A. Penalty B. Not a penalty C. Major penalty D. Minor penalty

64. _____ form is used for imposition of Major Penalty.
A. SF-5 B. SF-4 C SF-1 D. SF-2

65. Major Penalty shall not be imposed on Railway Servant without conducting _____
A. Meeting B. Inquiry. C.Election D. Selection.

66 Rule No. 9 of The Railway servants (Discipline& Appeal) Rules deals with Procedure for imposing _____ penalty.
A. Major B. Minor C. Suspension D. Revoke of Suspension.

67. _____ form is used for nomination of Inquiry Officer.
A. SF-5 B. SF-7 C SF-1 D. SF-2

68. _____ form is used to appoint a Presenting Officer.
A. SF-8 B. SF-4 C SF-1 D. SF-2

69. _____ equal to leave on half salary, will be drawn in case the employee is under suspension.
A. Dearness Allowance B. Subsistence Allowance C Suspension Allowance

70. As per rule 17 of DAR rules No appeal lies against any order of an _____ nature or of the nature of step in aid of the final disposal of a disciplinary proceedings.
A. Minor Penalty B. Major Penalty C. Interlocutory D. None

71. The appeal against an order of the Disciplinary Authority can be preferred by the Appellant in his _____
A. Own name. B. DisciplinaryAuthority. C. Appellate Authority D. GM

72. The appeal shall be preferred to any higher authority other than the ----------.
A. Disciplinary Authority. B. DRM C. Appellate Authority D. GM

73. Rule 25 of the RS(D&A) Rules deal with _____.
A. Review. B. Appeal C. Revision. D. Witness

74. Rule 25.A of the RS(D&A) Rules deal with _____.
A. Review. B. Appeal C. Explanation. D. Witness

75. An authority not lower than _____ shall impose the penalties of Dismissal/Removal/Compulsory retirement.
A. Disciplinary Authority. B. GM C. Appellant Authority
D. Appointing Authority

76. The disciplinary proceedings should be ----------on the death of the charged employee.
A. Closed immediately B. Continued C. Temporarily closed D. None

77. What is the time limit for submission of written statement of defence by the delinquent Railway Servant?
A. 6 B.7 C.5 D. 10

78. If the charge is unauthorized absence, _____ can be one of the witnesses.
A. Attendance Register B. Medical Certificate C. Co- employee. D. None

79. Appeal shall be entertained unless preferred within _____ days.
A. 100 B. 10 C. 30 D. 45

80. Dispute between workmen and workmen which is connected with the employment or non-employment is called---------.
A. Industrial Dispute B. Personal Dispute C. Trade Union dispute D. All

81. Labour Courts are established under the ----------
A. ID Act, 1947 B. PD Act C. Trade Union Act, 1926 D. All

82. As per ID Act 1947, "----------" means the termination by the employer of the service of a workman for any reason whatsoever, otherwise than as a punishment inflicted by way of disciplinary action.
A. Retrenchment B. closure C. layoff D. lock out

83. Which among the following is/are true regarding Industrial Disputes? [Sec 2(k)] An "Industrial dispute" means any dispute or difference.
1) Between employers and workmen

2) Between employers and employers
3) Between workmen and workmen
A. 1, 2 B.1, 2 &3 C. 2, 3 D. none

84. In the case of any industrial establishment in which 100 or more workmen are employed on any day in the preceding 12 months, the appropriate Government, may by general or special order require the employer to constitute a _____.
A. Works Committee B. Labour court C. Tribunal D. Arbitrators

85. As per ID Act, no person employed in a public utility service shall go on strike, in breach of contract without giving to the employer notice of strike, within before striking or within---------- of giving such notice.
A.6 weeks/ 14 Days B. 5 weeks/ 12 Day C. 8 weeks/ 10 days D. 3 weeks/ 3days

86. As per the Payment of Wages Act, 1936 no wage-period shall exceed --------days
A. 15 B. 20 C. 25 D.30 days

87. Staff Benefit Fund (SBF) works for the benefit of ---------- Railway Employees.
A. Gazetted. B. Non Gazetted C. Trade unions D. All the above

88. Permanent Negotiating Machinery functions in _____ tier system in Indian Railways.
A. Three B Four C. Five D. Six

89. ____ number of meetings held at Divisional PNM level with periodicity of 2 months.
A. Three B Four C. Five D. Six

90. ____ number of meetings held at Zonal PNM level with periodicity of 3 months
A. Three B Four C. Five D. Six

91. ____ number of meetings two with each Federations will be held at Board PNM level per year.
A. Three B Four C. Five D. Six

92. Issues not settled in Railway Board PNM shall be referred to _____
A. Adhoc Tribunal B. Labour Court C.High Court D. Parliament

93. JCM Refers to ----------
A. Joint Consultative Machinery B. Joint Common Machinery
C. Joint Collective Machinery. D. Joint Constructive Machinery.

94. In Railways, JCM function in --------- levels.
A. 2 B. 3 C.4 D.7

95. In N-JCM _____ will act as Chairman
A. Speaker of Lok Sabha B. Cabinet Secretary C. PMO D. Governor

96. Chairman of D-JCM is _____
A. Member Staff B. CRB C. Member Traffic D. Member Infrastructure

97. Participation in illegal strike amounts to_____
A. Dies-non B. LWP C. LHAP D. Break in service

98. PREM refers to _____
A. Participation of Railway Employees in Management
B. Participation of Railway Employees in Manufacturing
C. Participation of Railway Employees in Maintenance
D. Participation of Railway Employees in Modernization

99. PREM functions in _____ levels.
A. 3 B. 4 C. 6 D. 8

100. PREM meetings at Railway Board level is chaired by _____
A. CRB B. Member Staff C. Member Rolling Stock D. Member Traction

101. Workman Compensation Act re-named as_____
A. Employee Compensation Act B. Employer Compensation Act
C. Employment Compensation Act D. none

102. EC Act provide _____ for injury/Death by accident on duty
A. Treatment B. Compensation C. Conviction D. none

103. As per EC Act there are _____&___ types of disablements
A. Small/Big B. Partial/Total C. Simple/Major D. none

104. Employer is not liable for compensation if injury is due to _____
A. Influence of drinks/drugs B. Willful disobedience of rules
C. Willful removal of safety gadgets D. all the above

105. The compensation amount shall be deposited with _____
A. Bank B. Employees account C. Labour Commissioner D. none

106. Exgratia lumpsum compensation is paid to the families of railway employees _
A. who die in harness in performance of bonafide official duties
B. who die in harness in performance of non-official duties
C. who die in service
D. none

107. Exgratia Lumpsum amount paid for death occurring due to accident in course of performance of duties is _____
A. 25 lakhs B. 30 lakhs C. 20 lakhs D. 35 lakhs

108. Pension is paid to _____ Railway Servants on retirement from service
A. pre 1-1-2004 appointed employees B. post 1-1-2004 employees
C. appointed on or after 1-1-2004 D. none

109. Pension is subject to _____
A. Future good conduct B. Future bad conduct C. both A&B D. none.

110. Superannuation Pension is paid who retires with minimum _____ qualifying service
A. 10 B. 20 C. 30 D. 32

111. Amount of Pension shall not be paid less than____ of last month's pay at the time of Retirement with effect from 1-1-2006

A. 20% B. 30% C. 40% D. 50%

112. ____ days of both LAP & LHAP are entitled for encashment of leave at the time of Retirement

A. 50 B. 300 C. 250 D. 125

113. Maximum amount of gratuity shall not be more than ____

A. 20 lakhs B. 30 lakhs C. 40 lakhs D. 60 lakhs

114. Compassionate allowance shall be sanctioned to _____ by competent authority

A. Railway Servant who is removed/dismissed
B. Railway servant on voluntary retirement
C. Superannuation D.None

115. Minimum pension as per 7th PC is _____

A. 7000 B. 4500 C. 9000 D 3500

116. Deposit linked Insurance Scheme is linked with ---------- and paid to his ____ subject to maximum of 60,000

A. Balance of PF of deceased Employee / family \
B. service of deceased Employee / family
C. nil balance of PF of deceased Employee / family
D. none

117. The maximum amount of Pension that can be commuted is ___.

A.30% of pension B. 40% of pension C. 20% of pension D. 50% of pension

118. The family pension shall not be less than _____% of the minimum of the scale held by the employee at the time of retirement/death.

A. 50% B.30% C 35% D. 60%

119. The enhanced family pension shall not be less than _____% of the minimum of the Scale held by the employee at the time of retirement/death.

A. 50% B.30% C 35% D. 60%

120. Pensioner would be entitled restore his commuted pension after expiry of ___ years

A.20 B. 12 C 15 D 16

121. PRCP are admissible to Railway Servant retired after putting in __ years of service.

A.20 B. 12 C 15 D 16

122. Railway Servant with minimum of -----of qualifying service are entitled for Voluntary Retirement, by giving three months advance notice.

A. 30 years B. 10 years C. 33 years D. 20 years

123. ----- amount of Fixed Medical Allowance is paid to the opted pensioner/ Family

Pensioner per month w.e.f. 01.07.2017

A.Rs.1000 B. Rs.3000. C. Rs.2500 D. Nil

124. Gratuity is paid @ ¼ months pay per each completed half year of the service subject to a maximum of ------- months' pay or Rs.20 lacs, whichever is less

A. 15 times B. 12 times C. 20 times D. 16 ½ times.

125. Period of Retention of Railway Quarters on account of missing of Railway Servant is upto ___ Months.

A. 24 B 36 C. 12 D. None.

126. The rate of contribution to join RELHS for Level 7 to Level 11 employees as per the 7th Pay Commission shall be last month's basic pay drawn or _____amount whichever is lower.

A.Rs.78, 000 B. Rs.30, 000. C. Rs.1, 20,000 D. 54,000

127. ___ sets of privillege passes are available for Group 'C' Rly.employees from the date of completion of 5 years' service

A. Three B. Two C. One D. Six

128. Rly. Employee at PLPM (VII. PC) Level -5 is entitled for _____ Pass

A. II'A'class B. I class C. IInd class D. Spl. Pass

129. PRCP is availablefor theRailway servants who are retiring with qualifying service of

A. 10 years. B. 15 years C. 20 years D. 25 years

130. Number of sets of passes issued on school pass account are

A. 3 sets only B. 6 half sets only C. 3 sets, or 6 half sets only D. none

131. Number of dependents that can be included in the privilege passes/PTOs are

A. Not more than 5 B. Not more than 2 C Not more than 4 D. Not more than 1

132. Wher Dependant is included number of persons (including family members) that can be included in privilege passes/PTOs are.

A. 3 only B. 2 only c. 6 only d. 5 only

133. Year Ending pass is available up to .

A. 30th May B. 30th April C. 31st March D. None

134. Number of Break Journeys available on privilege pass are

A. Any number of Break Journeys B. 7 Break Journeys C. 2 Break Journeys D. 3 Break Journeys

135. The Right to Information Act, 2005 replaced which Act?

B. Information Technology Act, 2000 B. Freedom of Information Act, 2002

C. Delimination Act, 2002 C. None of the above

136 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

137 Who can file an RTI?

A. Only Indian Nationals B. Only Foreign Nationals C. Both A and B D. None of the above

137. What is the fee paid by an Indian National to file a First Appeal?
A. Rs. 10 B. Rs. 50 C. Rs. 20 D. None of the above

138. Which section of RTI Act-2005 define Information

A. Section 2(a) B) Section 2(d) C) Section 2(f) D) None of the above

139 Section 8(1) of the RTI Act deals with exemption from disclosure of Information.

A) True B) False

140. Following information is exempted from disclosure

A) Prejudicially affect the sovereignty and integrity of India

B) Information received in confidence from foreign Government

C) Information which has been expressly forbidden to be published by any court of law

D) All of the above

141 Centralized Public Grievance Redress And Monitoring System (CPGRAM is an online web enabled system, in association with Directorate of Public Grievances (DPG) and Department of Administrative Reforms and Public Grievances (DARPG).

A) True B) False

142 Centralized Public Grievance Redress and Monitoring System (CPGRAMS) is operational since 1/6/2007.

A) True B) False

143. Type of grievances which are not taken up for redress by the department.

A) Subjudice cases or any matter concerning judgment given by any court.
B) Personal and family disputes. C) RTI matters. D) All of the above

144. The time limit for redress of grievance?

A) 30 Days B) 45 Days C) 60 Days D) 90 Days

145. The rate of Breakdown Allowance payable to supervisors in Level-6 and above earmarked for breakdown duty is Rs _____ per month.

A) 270/- B) 540/- C) 405/- **D) 675/-**

146. Which of the following statements is/are INCORRECT regarding Children Education Allowance?
A) It is paid for the two eldest surviving children.
B) If the railway employee has twins/multiple birth at the time of second child birth, the allowance will be paid to all such children even if the number exceeds two.
C) The allowance is admissible for the children born out of the first instance of failure of sterilization operation even if the number exceeds two.
D) The rate of the allowance is Rs 2350/- pm irrespective of the actual expenses incurred by the Railway servant.

147. The rate of hostel subsidy is actual expenses or Rs ____ p.m. whichever is lower.

A)6750/- B) 5750/- C) 8750/- D) 4750/-

148. The amount of dress allowance payable to the Nurses is Rs _____ per month.

A) 1600/- B) **1800/-** C) 2000/- D) None of the above.

149. Non-Practicing Allowance to doctors is admissible @ 20% of the basic pay subject to the condition that the sum of basic pay and NPA does not exceed Rs _____.

A) **2,37,500/-** B) 2, 25,000/- C) 2, 50,000/- D) 2,27,500/-

150. When the Child care Leave period of a railway servant partially covers the calendar month, transport allowance will –

A) Be paid for the whole calendar month B) Not be paid for the whole calendar month
C) Be paid on pro-rata basis D) None of the above.

151. National Holiday Allowance is payable to the maximum up to which pay matrix level of Non-gazetted employees?

A) Up to Level 5 B) Up to Level 6 C) Up to Level 7 **D) Up to Level 8**

152. What is the time limit for submission of claim for Travelling Allowance (TA)?

A) Within 60 days succeeding the date of completion of journey
B) Within 90 days succeeding the date of completion of journey
C) Within 120 days succeeding the date of completion of journey
D) Within 150 days succeeding the date of completion of journey

152. What is the percentage of Travelling Allowance if an employee is out of headquarters for 10 hours?

a) 50% b) 65% c) 30% **d) 70%**

153. In how many classes are the cities divided for grant of House Rent Allowance?

A) Three (A,B,C) B) Four (A,B,C,D) C) Four(W,X,Y,Z) **D) Three (X,Y,Z)**

154. Kilometerage allowance/Allowance in lieu of kilometerage/Breach of Rest Allowance to Tower Wagon Drivers will be paid at par with-

A) Goods Drivers B) Passenger Drivers C) Assistant Loco Pilot D) Mail/Express Drivers

155. Allowance in lieu of kilometerage is paid to the running staff @ 30% of basic pay for non-running duties on administrative interest within a radius of _____ from headquarters.

a) 20 kms b) 12 kms **c) 8 kms** d) None of the above

156. Running allowance is not reckoned as pay for-

a) Fixation of pay in stationary post b) Dearness Allowance

c) Contribution towards RELHS Card **d) Pass entitlement**

157. ___ of basic pay will count for calculation of pension and gratuity of running staff.

A.50% **B) 55%** C) 30% D) None of the above

158. Loco Inspectors will be paid Allowance in lieu of kilometerage (ALK) @ _____per day while employed on other than foot plate duty outside the headquarters beyond 8 km.

A.100 km B) 260 km C) 200 km **D) 160 km**

159. After retirement a charge sheet can be issued only by the

A) GM B) Controlling officer

C) President of India D) Chief Personnel Officer Justice of Supreme Court

160. Which penalty does not effect for promotion?

A) Stoppage of pass/PTO's B) Reduction in post

C) Dismissed from service D) None

161. Inquiry is not necessary when an employee

A) Intoxication of Alcohol **B) Conviction of criminal charge**

C) Misuse of Rly. property D) Misbehaviour with supervisor

162. The rate of contribution to join RELHS for Level 7 to Level 10 employees as per the 7th Pay Commission shall be last month's basic pay drawn or _____amount whichever is lower

A.Rs.78, 000 B. Rs.30, 000. C. Rs.1, 20,000 D. 54,000

163. The maximum amount of Pension that can be commuted is ___.

A.30% of pension **B. 40% of pension** C. 20% of pension D. 50% of pension

164. The family pension shall not be less than _____% of the minimum of the scale held by the employee at the time of retirement/death.

A. 50% **B.30%** C 35% D. 60%

165. The enhanced family pension shall not be less than _____% of the minimum of the Scale held by the employee at the time of retirement /death

A. 50% B.30% C 35% D. 60%

166. Pensioner would be entitled restore his commuted pension after expiry of ___ years

A.20 B. 12 **C 15** D 16

167. PRCP are admissible to Railway Servant retired after putting in __ years of service.

A.20 B. 12 C 15 D 16

168. Railway Servant with minimum of -----of qualifying service are entitled for Voluntary Retirement, by giving three months advance notice.

A. 30 years B. 10 years C. 33 years **D. 20 years**

169. Before 1997, an appeal against the order of CAT had to be filed before:

A) High Court B) Principal Bench **C) Supreme Court** D) None.

170. Limitation prescribed under AT Act, for filing case before CAT is

A) six months **B) One year** C) one year six months D) three years.

171. An aggrieved employee, after submitting representation to Rly. Admn. Has to normally wait for _____ before filing case before CAT.

A. six months B) One year C) two years D) three years

172. Sexual harassment of women at working place has been included in the conduct rules as Rule 3C. This has been included after the judgement of Supreme Court in:

A. Indira Sahwaney B) **Vishaka Vs.State of Rajasthan** C) Shabano's case D) None

173. Under DAR rules who can not act as Defense Helper:

A) Railway servant of lower rank B) An Advocate C) Law Asst **D) All the above persons**

174. In how many enquiries a retired railway employee can participate simultaneously as defense helper:

A) One B) Three C) Five **D) Seven**

175. Who is primarily responsible to provide educational facilities to the wards/children of Railway employees.

A) State Government/Ministryof HRD B) Railway Ministry C) Other Agencies D) All

176. Educational facilities provided by the Railways are generally confined to –

a) School level b) College level c) Technical level d) Professional level

177. Railway Schools functioning in various Railways colonies get recognition by the –

a) Ministry of Railways **b) Education Board/Deptt. Of Respective State Govt.**

c) CBSE d) CISE

178. To meet the educational needs of Wards/children of Railway employees, Railway Colonies have following schools other than Railway own –

a) K.Vs, b) State Govt Schools c) Private Schools, **d) All**

179. The admission in Railway School is restricted to

a) Child wards of Railway employees only b) As per merit test open to all

c) Outsider to a limited extent on availability of seat. d) **Only a) & c)**

180. Minimum amount is levied on student of Rly. Schools in the form of –

a) Tuition fees b) Exams. Fees **c) S.D.F** d) Science Fee

181. Is there any concession in the matter of Admission for SC/ST students.

a) Reservation of 15% seats for SC, 5% for ST b) Reservation in (I) is inter-changeable

c) No refusal in Primary classes **d) All**

182. The authority empowered to sanction recurring adhoc grant to privately managed

schools on Railways land on fulfillment of certain conditions.

a) Railway Board **b) GM** c) CPO d) DRM

183. Railway Administration may sanction suitable grant in aid to private managed schools who are unable to balance their budget on fulfillment of certain conditions

a) Quartyerly b) Half-yearly **c) On annual basis** d) As and when required

184. New pension scheme is effective from

a) 01.01.2004 b) 01.07.2004 c) 01.04.2004 d) None of these.

185. New entrants in Railway Service will come under New Pension Scheme

a) **Automatically** b) By option c) On Administrative option d) None of these.

186. New Pension Scheme is

a) Contributory b) Non contributory c) None d) All are correct.

189. New Pension Scheme is

a) Single tier system **b) Two tier system** c) Three tier system d) None of these

190. The contribution payable by the employee

a) Monthly basis b) Quarterly basis c) Half yearly basis d) Yearly basis

191. Permanent Pension Account Number will consist of

a) 12 digits b) 14 digits **c) 16 digits** d) 20 digits

192. The Nodal Officer for each Railway is

a) GM b) CPO c) Dy. GM **d) FA&CAO**

193. The Officer in-charge at HQ Office is

a) FA&CAO b) FA&CAO(HQ) c) **Dy.CAO(G)** d) SAO(Pension)

194. The contribution towards New Pension Scheme is

a) @ 8% of pay b) @ 9% of pay **c) @ 10% of pay** d) @ 12% of pay

195. Dearness Allowance is to be taken with pay for contribution.

a) Yes b) No c) Partly true d) Partly wrong.

196. Which Master Circular deals with Recruitment Rules and Recruitment of Non-gazetted Staff.

a) 33 no. b) 32 c) 31 d) 30

197. One of the following is not related with the training

a) ZRTI. b) IRIMEE c) IRIDM d) RWF

198. Institution monitoring of probationary training for Indian Railway Service of Engineers (IRSE) situated at

a) Pune b)Vadodara c)Nasik d)Secunderabad

199. Institution monitoring of probationary training for Indian Railway Service of Electrical Engineering (IRSEE) situated at....

a)Pune b)Vadodara c)Nasik d)Secunderabad

200. Institution monitoring of probationary training for Indian Railway Service of Signal Engineers (IRSSE) situated at.....

a)Pune b)Vadodara c)Nasik d)Secunderabad

201.Institution monitoring of probationary training for Indian Railway Service of Mechanical Engineer (IRSME) situated at.....

a) Jamalpur b) Katni c) Kolkata d) Lucknow

202. National Rail And Transportation Institute is situated at

a) Jamalpur b) New Delhi **c) Vadodara** d) Lucknow

203. What is the object of training?

a) Developing employee competencies b) Effective Job Performance by New Entrants

c) To provide job related knowledge **d) All of the above**

204. Full form of APAR is

a) Annual Performance Appraisal System b) Annual Preference Appointment System

c) Annual Performance Action Report d) None of the above

205. All entries in the APAR should communicate to the employees concerned.

a) True b) False

206. APAR from the which year onwards should be communicated to the employees

a) 2008-09 b) 2009-10 c) 2010-11 d) 2011-12

207. The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of how many days from the date of receipt of the entries in the APAR

a) 15 b) 20 c) 25 d) 30

208. Railway employee who donates blood to a railway hospital on a working day may be granted following Leave, for that day.

a) Casual Leave **b) Special Casual Leave** c) Medical Leave d) Extra ordinary Leave

209. The authorized medical officer means the Railway Medical Officer within whose jurisdiction the Railway employee is

a) Head quartered b) One who is specifically nominated for the purpose

c) Only a **d) Both a &**

210) 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**

211) Re-appropriation of funds from one source to another source is within the powers of

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

212) Re-appropriation of funds from one itemised work to another itemised work is within the powers of (A) DRM (B) PHOD **(C) GM** (D) Railway Board

213) Re-appropriation of funds from a priority work to a non-priority work is within the powers

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

214) '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

215) 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

216) 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

217) On Zonal railways, Budget process starts in which month?

(A) November **(B) September** (C) August (D) December

218) 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

219) Which is NOT a Cut Motion?

(A) Disapproval of Policy Cut **(B) In Principle Cut** (C) Economy Cut (D) Token Cut

220) For claiming CTG, transferee/retirees needs to submit the _____documents.

(A) Proof of change of residence. (B) Proof of journey

(C) Both the above documents specified in (A) & (B)

(D) Any one of the above documents specified in (A) & (B)

221. The rates of daily Allowance w.e.f. 1.7.2017 on tour admissible for Employees in level 14 & above is Rs _____

(A) Rs 1200 (B) Rs 1000 (C) Rs 500. (D) Rs 900

222) Stores Tendering is done on

(A) IREPS (B) IMMS (C) Both the above (D) IPAS

223) Make in India Policy stipulates that complete purchase shall be made only from local firms

(A) If tender value is less than 50 lakhs (B) If tender value is more than 50 lakhs

(C) If tender value is less than 25 lakhs (D) If tender value is more than 25 lakhs

224) Purchase preference to tenderers who have MSME certification is

(A) 20% (B) 25% (C) 30% (D) 50%

225) Maximum amount of EMD to be taken from a tenderer irrespective of value of tender is

(A) Rs. 10 lakhs (B) Rs. 30 lakhs (C) Rs. 35 lakhs **(D) Rs. 50 lakhs**

226) Security Deposit is to be deposited in which of the following forms?

(A) Cheque (B) Demand Draft (C) Deducted from his first bill **(D) b and c**

227) Performance Bank Guarantee can be returned to the supplier

(A) On passing the final bill (B) On certification of satisfactory work completion by the consignee
(C) Neither **(D) Either**

228) Stores tenders are governed by

(A) IRS Conditions of Contract (B) GCC (C) Both (D) Neither

229) Spot purchase can be made

(A) With concurrence of PFA and sanction of GM/AGM

(B) With concurrence of PFA and sanction of PHOD

(C) With approval of Railway Board

(D) With concurrence of associate finance and sanction of DRM

230. Rule 3A of Railway Services (Conduct) Rules, 1966 relates to .....

A. Promptness and Courtesy B. Prohibition of Sexual Harassment of working women C. Observance of Government's policies. D. None

231 Railway Servant is barred from editing a News paper without prior permission of the Government under ..... of Railway Services (Conduct) Rules, 1966.

A. Rule 8 B. Rule 9 C. Rule 10 D. Rule 15

232 Communication of Official information in accordance with Right to Information Act' 2005 is permitted under.....of Railway Services (Conduct) Rules 1966.

A. Rule 11 B. Rule 9 C. Rule 10 D. Rule 15

233. Demanding dowry is prohibited under .....Of Railway Services (Conduct) Rules, 1966.

A. Rule 13A B. Rule 12A C. Rule 15A D. Rule 15

234. A Group C Railway Servant entering into transaction in respect of a movable property exceeding .....Shall report the same to Government within one month.

A. 3 months basic pay B. 6 months basic pay

C. 2 months basic pay D. 1 month basic pay

235. Under **Rule 18** of RS Conduct rules sanction of the prescribed authority is necessary for carrying out repairs or minor construction work to immovable property in case expenditure exceeds Rs._____

A. 10,000/- B. 1000/- C. 1,00,000/- D. 5,000/-

236. Under Rule 22(2) of RS Conduct Rules an ALP should stop consuming alcohol before ..... hours of commencement of duty.

A.9 Hours B. 8 Hours C. 10 hours D. 12 hours

237. Subletting of quarters is violation of ..... Of RS (Conduct) Rules 1966

A. 16 A B. 13A C. 18A D. 15A.

238. Any statement by a Railway servant embarrassing the relations between Central Government and State Government is in violation of .....

A. Rule 9 B. Rule 8 C. Rule 5 D. Rule 21

239. Which rule of the Railway Service (Conduct) Rules, 1966 deals with prohibition of sexual harassment of working women?

a) Rule 3 b) Rule 3A c) Rule 3B d) Rule 3C Ans: Rule 3C

b) Q2. Which of the following is defined as 'sexual harassment'?

i) Physical contact and advances
ii) ii) A demand or request for sexual favours
iii) iii) Making sexually coloured remarks
iv) iv) Showing pornography

a) i) b) ii) c) iii) & iv) **d) All of the above**

240. Which of the following statements is/are INCORRECT?

i) The wards/dependents of a Group 'A' officer can accept employment in any company or firm with which the officer has official dealings or in any other

company or firm having official dealing with the government with prior permission of the government.

ii) The wards/dependents of a Group 'B' officer can accept employment in any company or firm with which the officer has official dealings or in any other company or firm having official dealing with the government with prior intimation of the government.

iii) The wards/dependents of a Group 'C' staff can accept employment in any company or firm with which the officer has official dealings or in any other company or firm having official dealing with the government with post facto intimation of the government.

iv) If a financially independent son/married daughter of a railway employee is employed in a company or firm, he shall not deal any official matter related to the company/firm.

a) i) **b) ii)** c) iv) d) iii)

241. With respect to the Railway Services (Conduct) Rules, match the following and choose correct answer:

RULE NUMBER	SUBJECT
A) Rule No.6	1. Criticism of Government
B) Rule No.7	2. Connection with Press or other media
C) Rule No.8	3.Demonstrations
D) Rule No.9	4.Joining of Associations or Unions

	A	B	C	D
a	1	3	4	2
b	3	4	1	2
c	2	3	1	4
d	**4**	**3**	**2**	**1**

242. A Group 'A' Railway servant can accept a gift on his birthday, the value of which does not exceed Rs _____.

a) Rs 15,000/- b)Rs 7,500/- **c) Rs 25,000/-** d) None of the above.

243.The rule governing employment assistance on compassionate ground has framed w.e.f.

a) 30.4.1993 b) 30.4.1948 c) **30.4.1979** d) 30.4.1980

244. The existing orders/circulates were consolidated into one Master Circular on the subject of appointment on compassionate ground was issued under:-

a) Master Circular No.13 b) Master Circular No.14

c) Master Circular No.15 **d) Master Circular No.16**

245.In case of appointment to Gr.C post sanction of which authority must be obtain to depart from the priority list.

a) DRM b) CPO c) Departmental PHOD **d) GM**

246. Consideration of application submitted more than 2 yrs. after the candidate becoming major is done by ----

a) Railway Board

b) GM

c) CPO

d) DRM

247. What is the Lower age limit for recruitment of a general candidate in Gr.C/D Category?

a) 18 yrs.

b) 20 yrs.

c) 5 yrs.

d) 30 yrs.

248.How many chances are given to the widow to appear in the suitability test in case of compassionate appointment-

a)1 b)2 c)3 **d)4**

249. How many chances are given to the ward to appear in the suitability test in case of compassionate appointment-

a)1 b)2 **c)3** d)4

250. Compassionate appointment case will be considered to the wards of the missing employee before how many years of scheduled date of retirement from which he has been missing --

a)Not less than 1 year to retire **b)Not less than 2 year to retire**

c)Not less than 3 year to retire d)Not less than 4 year to retire

HRMS

1. What is the full form of HRMS?
   A. Human Resource Management System
   B. Human Registry Management Service
   C. Human Record Management Software
   D. Human Resource Monitoring Server

2. In which year was HRMS launched by the Indian Railways?
   A. 2018
   B. 2019
   C. 2020
   D. 2021

3. HRMS in Indian Railways has been developed by which organization?
   A. IRCTC
   B. CRIS
   C. NIC
   D. Railway Board

4. Which among the following is a key objective of HRMS?
   A. Automating passenger reservations
   B. Digitizing employee records and HR processes
   C. Managing train timetables
   D. Tracking freight revenue

5. Which module in HRMS allows employees to apply for leave online?
   A. Attendance Module
   B. Leave Management System
   C. Employee Self-Service (ESS)
   D. Payroll Module

6. What does the APAR module in HRMS deal with?
   A. Performance evaluation and appraisal
   B. Attendance monitoring
   C. Promotion policy
   D. Employee health data

7. What is the full form of APAR?
   A. Automated Performance Assessment Record
   B. Annual Performance Appraisal Report
   C. Annual Personnel Admission Record
   D. Administrative Process Assessment Report

8. The e-SR module in HRMS is used for:
   A. Electronic Service Record of employees
   B. Earned salary register

C. Employee reimbursement
D. Service renewal management

9. Who can access HRMS in Indian Railways?
   A. Only group A officers
   B. Only working employees
   C. All Railway employees including retired employees
   D. Contractors only

10. Which mobile application provides access to HRMS for employees?
    A. IR Mobile
    B. HRMS Employee App
    C. Railway Connect
    D. E-Pay App

11. HRMS in Indian Railways was launched under the initiative of which division?
    A. Railway Board
    B. Ministry of Railways
    C. CRIS – Centre for Railway Information Systems
    D. Northern Zone Administrative Division

12. What does the e-Pass module in HRMS facilitate?
    A. Issue of digital railway passes and PTOs
    B. Employee leave application
    C. Medical benefits
    D. Salary disbursement

13. Which module allows employees to view their basic pay, grade pay, and DA details?
    A. Financial Record
    B. Payroll Module
    C. e-Service Book
    D. Pay Commission Interface

14. The “Leave Approval Workflow” in HRMS requires approval from:
    A. Peers
    B. Controlling Officer / Supervisor
    C. HRMS Administrator
    D. CRIS Director

15. HRMS data is linked with which payroll and accounting software?
    A. FOIS
    B. IPAS
    C. UTS
    D. IRMIS

16. What does ESS stand for in HRMS?
    A. Employment Support Section
    B. Employee Self Service

C. Evaluation System Service
D. Employee Salary Sheet

17. Which document becomes fully digital after e-SR implementation?
    A. Employee service records
    B. Medical fitness records only
    C. Inspection registers
    D. Equipment maintenance logs

18. Who among the following can enter or update service details in e-SR?
    A. The employee only
    B. HR admin assigned by the Division
    C. External login users
    D. CRIS Operator

19. How does HRMS enhance transparency within Indian Railways?
    A. By eliminating salary records
    B. By providing employee self-access to records and tracking approvals
    C. By automating only payroll entries
    D. By decentralizing HR processes manually

20. What purpose does the “e-Settlement” module in HRMS serve?
    A. Facilitates digital processing of retirement benefits
    B. Tracks employee attendance
    C. Handles disciplinary cases
    D. Monitors overtime bonus

21. What is the main advantage of the HRMS dashboard interface?
    A. Access to real-time employee data and approvals
    B. Chat support with CRIS officials
    C. Online ticket bookings
    D. Automated CCTV integration

22. Which Indian Railways initiative does HRMS align with for digital governance?
    A. AtmaNirbhar Bharat
    B. Digital India Mission
    C. Make in India
    D. Start-Up India

23. Who approves the digital APAR report in HRMS?
    A. Head of Department and Reviewing Officer
    B. Minister of Railways
    C. HRMS Automation Cell
    D. Personnel Clerk

24. Which module is primarily used for issuing e-PTO (Privilege Ticket Orders)?
    A. E-Pass Module
    B. E-Ticket Module

C. Incentive Management Module
D. Leave Module

25. The HRMS portal can be accessed through which web address?
    A. hrms.indianrail.gov.in/HRMS/
    B. indianrailways.gov.in/hrms/
    C. crishrms.in
    D. railwayboard.gov.in/hrms

E-Office Questions

1. What is the primary purpose of eOffice in Indian Railways?
    A. Managing digital correspondence and office workflows
    B. Managing train schedules
    C. Handling employee pension
    D. Ticket reservation and cancellations

2. Who developed the eOffice software used across Indian Railways?
    A. Ministry of Railways IT dept
    B. National Informatics Centre (NIC)
    C. Centre for Railway Information Systems (CRIS)
    D. Department of Electronics

3. Which fundamental concept does eOffice implement to reduce physical paperwork?
    A. E-ticketing
    B. E-filing and digital file movement
    C. Wi-Fi networking
    D. Periodic backups

4. What are the key components of an eOffice workflow?
    A. Paper files only
    B. File creation, movement, tracking, and archival
    C. Train control system
    D. Payroll processing

5. How does eOffice promote transparency in file handling?
    A. By allowing users to track file status online
    B. By printing paper files
    C. By logging phone calls
    D. By limiting file access to officers only

6. In eOffice, what is a "Dak"?
    A. A physical parcel
    B. A digital communication message or file
    C. A type of leave
    D. An employee code

7. Which module in eOffice allows scanning and attaching documents?
   A. File Management System (FMS)
   B. Document Scanner
   C. eSign Module
   D. Leave Management

8. What function does the eSign module serve in eOffice?
   A. It applies digital signatures to official documents
   B. It books trains
   C. It manages employee attendance
   D. It generates reports

9. What is the benefit of using eOffice in terms of office efficiency?
   A. Faster document processing and approvals
   B. Hiring more clerks
   C. Increased paper usage
   D. Manual record keeping

10. How are files categorized in eOffice?
    A. By colors
    B. By file types and subject headings
    C. By employee name
    D. By office location

11. What is a 'File Movement Register' in eOffice?
    A. A register for train movements
    B. Digital log tracking file status and movement
    C. Employee attendance register
    D. Payroll ledger

12. Which Indian government policy is eOffice a major part of?
    A. Digital India Initiative
    B. Swachh Bharat Mission
    C. Make in India
    D. Startup India

13. What is required for an officer to digitally approve a file in eOffice?
    A. Physical presence
    B. Digital signature and login credentials
    C. Printed copy of file
    D. Verbal approval

14. How does eOffice support file archival?
    A. Physical storage rooms
    B. Digital storage with easy retrieval options
    C. External hard drives only
    D. Monthly printing of files

15. In eOffice, how are reminders for pending approvals sent?
    A. Via SMS alerts
    B. By flying courier
    C. Through automatic system notifications within eOffice
    D. Manual phone calls

16. How is security maintained in eOffice?
    A. Password-protection and role-based access control
    B. No security
    C. Open to everyone
    D. Only physical locks on office doors

17. What role does the Helpdesk module serve in eOffice?
    A. Managing passenger queries
    B. Supporting user issues in eOffice usage
    C. Managing train schedules
    D. Managing payroll errors

18. Which feature of eOffice helps in reducing office running costs?
    A. Increased paper usage
    B. Reducing use of physical files and postage costs
    C. Hiring more clerks
    D. Expensive hardware

19. What document format is commonly used for files in eOffice?
    A. PDF
    B. TXT only
    C. JPG only
    D. DOC only

20. How can users track their pending tasks in eOffice?
    A. Using the Dashboard and Task Manager modules
    B. By calling supervisors
    C. Physical registers
    D. Email inbox

21. What is the significance of the ‘File Number’ in eOffice?
    A. Unique identifier to track and manage files digitally
    B. Social security number
    C. Employee leave number
    D. Train compartment number

22. What is the frequency of backup in eOffice to ensure data safety?
    A. Monthly
    B. Daily or real-time automated backups
    C. Yearly
    D. Never

23. eOffice allows integration with which other government systems?
    A. Finance and HRMS systems
    B. Only local rail systems
    C. No integration possible
    D. Ticket booking systems

24. Which initiative promotes the usage of eOffice in central government offices?
    A. Minimum Government-Maximum Governance
    B. Digital India Campaign
    C. Skill India
    D. Start-Up India

25. The official eOffice platform for Indian Railways can be accessed via which URL?
    A. eoffice.indianrail.gov.in
    B. indianrailways.gov.in/eoffice
    C. railinfo.gov.in/eoffice
    D. railsso.gov.in

1. What is the main objective of the National Pension Scheme (NPS)?
   A) Provide voluntary retirement savings for private sector only
   B) Provide a sustainable retirement income through defined contributions
   C) Fund employee medical expenses
   D) Offer short-term loans
   [Answer: B]

2. Who administers the National Pension Scheme in India?
   A) Ministry of Finance
   B) Pension Fund Regulatory and Development Authority (PFRDA)
   C) Ministry of Labor
   D) Reserve Bank of India
   [Answer: B]

3. Which of the following is a feature of the Unified Pension Scheme (UPS) for government employees?
   A) Defined benefit scheme based on last pay drawn
   B) Defined contribution scheme with market-linked returns
   C) Lump-sum pension payout only
   D) Available only to private sector employees
   [Answer: A]

4. The contribution towards NPS is primarily made by:
   A) Employer only
   B) Employee only
   C) Both employer and employee
   D) Government only
   [Answer: C]

5. Which type of account is opened for subscribers under NPS?
   A) Savings account
   B) Permanent Retirement Account Number (PRAN)
   C) Fixed Deposit account
   D) Payable account
   [Answer: B]

6. What is the minimum age to join NPS?
   A) 18 years
   B) 21 years
   C) 30 years
   D) 25 years
   [Answer: A]

7. What is the maximum age limit for entry into the NPS?
   A) 60 years
   B) 50 years
   C) 65 years
   D) 55 years
   [Answer: C]

8. Under the Unified Pension Scheme, pension calculation is based on:
   A) Average of last ten months' basic pay
   B) Last month's basic pay
   C) Average of salary during entire service
   D) Fixed slab rates
   [Answer: A]

9. Which organization manages the investment of funds contributed under NPS?
   A) Pension Fund Regulatory and Development Authority only
   B) Pension Fund Managers (PFMs) appointed by PFRDA
   C) Reserve Bank of India
   D) Ministry of Finance
   [Answer: B]

10. How often can NPS subscribers change their Pension Fund Manager?
    A) Once a year
    B) Once every 5 years
    C) Twice a year
    D) Only once after joining
    [Answer: C]

11. At what age can an NPS subscriber withdraw their accumulated corpus?
    A) 55 years
    B) 60 years
    C) 65 years
    D) 70 years
    [Answer: B]

12. Under NPS, what percentage of corpus must be used to purchase annuity on retirement?
    A) 25%
    B) 40%
    C) 60%
    D) 75%
    [Answer: B]

13. What happens to the corpus under the Unified Pension Scheme after the death of the pensioner?

A) Paid to nominee/lawful heirs
B) Reverted to government
C) Distributed among employees
D) No payout
[Answer: A]

14. Which of the following is NOT a feature of NPS?
A) Market-linked returns
B) Defined contribution pension system
C) Guaranteed pension payout
D) Portability across jobs
[Answer: C]

15. Can private sector employees participate in NPS voluntarily?
A) Yes
B) No
C) Only with employer approval
D) Only if government employees
[Answer: A]

16. Under UPS, what is the nature of pension scheme?
A) Defined benefit scheme
B) Defined contribution scheme
C) Lump-sum retirement benefit only
D) Voluntary scheme
[Answer: A]

17. Which act governs the administration of the National Pension Scheme?
A) Employees' Pension Scheme 1995
B) PFRDA Act, 2013
C) Employee Provident Fund Act
D) Pension Regulation Act
[Answer: B]

18. What is the primary source of pension payment in UPS?
A) Government consolidated fund
B) Employee contributions only
C) Market investments
D) Donations
[Answer: A]

19. In NPS, what type of annuity options does a subscriber have after retirement?
A) Life annuity with spouse benefits
B) Fixed term annuity

C) Deferred annuity
D) No annuity option
[Answer: A]

20. Can NPS account holders nominate beneficiaries?
    A) Yes
    B) No
    C) Only on employer's approval
    D) Only during retirement
    [Answer: A]

21. How frequently must UPS pensioners be medically examined to continue receiving pension?
    A) Annually
    B) Every 5 years
    C) At the time of retirement
    D) No medical examination
    [Answer: A]

22. Which category of employees is covered under Unified Pension Scheme?
    A) Central government employees
    B) Private sector employees
    C) All Indian residents
    D) Only pensioners of state governments
    [Answer: A]

23. What is the maximum contribution limit under NPS Tier I?
    A) Rs. 1.5 lakh (under Sec 80CCD)
    B) Unlimited
    C) Rs. 50,000
    D) Rs. 5 lakh
    [Answer: A]

24. Under NPS, the subscriber's account is portable across:
    A) Jobs and locations across India
    B) Only jobs within same city
    C) Only government jobs
    D) No portability
    [Answer: A]

25. One of the major benefits of Unified Pension Scheme over NPS is:
    A) Guaranteed pension amount linked to last salary
    B) Higher market-based returns
    C) Voluntary contributions

D) Early withdrawal facility
[Answer: A]

Questions on UMID

1. What does UMID stand for in Indian Railways?
   A) Unique Medical Identification
   B) Universal Mobile ID
   C) Unified Medical Identity
   D) Universal Medical Identification

2. What is the primary purpose of UMID in Indian Railways?
   A) Track employee attendance
   B) Provide a unique medical identity to employees and pensioners
   C) Issue retirement letters
   D) Manage payroll

3. UMID cards in Indian Railways are linked with which biometric details?
   A) Retina scan only
   B) Fingerprints and iris
   C) Voice recognition
   D) None

4. Can UMID be used without carrying a physical card?
   A) No
   B) Yes, through biometric authentication
   C) Only with OTP on mobile
   D) No alternative available

5. Which agency developed UMID for Indian Railways?
   A) CRIS
   B) NIC
   C) IRCTC
   D) Railtel

6. How does UMID benefit pensioners in Indian Railways?
   A) Improved medical benefit disbursement and verification
   B) Salary increase
   C) Leave extension
   D) Tax benefits

7. UMID integration with which government-issued IDs enhances verification?
   A) PAN and Aadhaar
   B) Voter ID only
   C) Driving license
   D) Passport

8. How can employees register for UMID?
   A) Offline through department office

B) Online through UMID portal using PF and mobile number
C) Through banks only
D) By postal mail

9. What technology safeguards UMID data?
   A) Paper logging
   B) End-to-end encryption and cloud security
   C) USB drive backups
   D) Public access

10. Which type of hospitals accepts UMID for patient identification?
    A) Only central hospitals
    B) Any railway medical facility across India
    C) Private clinics
    D) No hospitals

11. Does UMID support inter-hospital patient data sharing?
    A) Yes, it enables seamless hospital interaction
    B) No
    C) Only within same city
    D) Only for senior citizens

12. UMID is primarily intended for which group?
    A) Railway employees and pensioners
    B) General public
    C) Contractors
    D) Vendors

13. UMID allows medical facilities to:
    A) Decide salary increments
    B) Issue pharmacy bills and manage patient records digitally
    C) Train scheduling
    D) None

14. What additional identification is required along with UMID?
    A) Passport
    B) PF number, PPO, Aadhaar linked data
    C) Driving license
    D) PAN card only

15. Can family members use one UMID card for medical benefits?
    A) Yes, dependents are linked digitally
    B) No, separate cards required

C) Only spouse can use
D) Children only

16. How is UMID issued?
    A) Smart card with QR code and biometric data
    B) Plastic card without chips
    C) Text message notification
    D) Printed certificate only

17. Can UMID data be updated dynamically?
    A) Yes, medical data and eligibility can be updated online
    B) No
    C) Only annually
    D) By medical officer only

18. What is the validity period of UMID cards?
    A) 5 years
    B) Lifetime unless data changes
    C) 1 year
    D) 3 years

19. UMID portal can be accessed:
    A) Only from official railway networks
    B) Securely online from anywhere
    C) Only at medical facilities
    D) Only through government offices

20. Is UMID linked to pension disbursement processes?
    A) Yes, verification ensures proper pension benefit payments
    B) No
    C) Only for salaried staff
    D) Yes, but not verified digitally

21. What is a key security feature of UMID?
    A) Password authentication alone
    B) Biometric authentication including fingerprint and iris
    C) PIN number
    D) Physical ID card only

22. UMID supports which kind of identification in hospitals?
    A) Manual check
    B) QR code scanning and biometric verification
    C) Photo ID only
    D) SMS OTP

23. What is a major advantage of UMID?
    A) Faster medical claims and no-paper digital verification of patient status
    B) Reduced salary delays
    C) Easier train travel booking
    D) Free health insurance