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Question Bank for Sr. Clerk (Personnel)

A) DAR

- 1) What are the minor penalties?
- 2) What are the major penalties?
- 3) How an appeal should be?
- 4) For what minor penalties enquiry is required?

B) Bills

- 1) What are the accompaniments to a salary bill? What are signed by Gazetted officer?
- 2) Mention any 3 allowances and the circumstances under which they are paid.
- 3) Mention any 6 authorised recoveries from salary bill.
- 4) Mention 3 advances each interest-bearing and non interest-bearing.

C) Seniority

- 1) How seniority is regularized in case of request transfer and mutual transfer.
- 2) How seniority is regulated in case of a direct recruit and a promotee appointed on the said date?
- 3) Under what circumstances promotion cannot be ordered to an employee.
- 4) How seniority is protected in case of employee working other than parent cadre.

D) Leave Rules

- 1) How LAP and LHAP are ^{Credited} debited to the account of an employee?
- 2) What do you know about 'Maternity Leave'?
- 3) What do you know about 'Child Adoption Leave'?
- 4) What is the maximum LAP that can be granted at a time. What is the limit for accumulation of LAP.

E) Pass Rules

- 1) How many types of passes are available.
- 2) What is the eligibility of Privilege Passes/PTOs to railway employees
- 3) Mention 4 types of special passes and the circumstances under which they are issued.
- 4) What is the limit of persons and route in respect of privilege pass?

F) Office Procedure

- 1) What is the advantage of single file system?
- 2) What are the various sections in an office and how they are functioning?
- 3) What are the various forms used in the office correspondence and when they are used?
- 4) What is the importance of receipt and dispatch section? How it is to be maintained for better efficiency.

G) Retirement benefits

- 1) Mention the monetary benefits an employee gets at the time of his retirement.
- 2) On what aspects the quantum of pension depends. Explain in brief.
- 3) Mention the monetary benefits the family of an employee gets in case of his death.
- 4) Indicate the number of complimentary passes the Gr.'C' & Gr.'D' retired employees get after retirement.

H) Filling up of vacancy of Gr.'C'

- 1) What are the methods for filling up of group C' post?
- 2) What do you know about Trade Test.
- 3) What is the committee for recruitment of Gr.'C' & Gr.'D' categories.
- 4) How the services of a substitute are regularized?

I) PNM

- 1) In how many tiers the PNM is functioning? What are they?
- 2) How the PNM is organized at HQ level?
- 3) What are the restrictions on the number of subjects and the number of members allowed in the PNM meeting at headquarters as well as at divisional level.
- 4) What is the object of PNM meeting and how it is served.