



वरिष्ठ मंडल सिगनल व दूरसंचार इंजीनियर, समन्वयन कार्यालय सिकंदराबाद मंडल, दक्षिणमध्यरेलवे, सिकंदराबाद
OFFICE OF THE SENIOR DIVISIONAL SIGNAL & TELECOM ENGINEER/Co-Ord,
SECUNDERABAD DIVISION, SOUTH CENTRAL RAILWAY, SECUNDERABAD-500071

No.C/SG/Esst-1

Date: 12.03.19.

Sr.DPO/SC

ch.05/587
S/C
12/3/19

Sub: Supply of updated syllabus and question bank for filling up sr.Clerk in Level 5 of
7th CPC pay Matrix (GP Rs-2800/-) vacancies in S&T department in SC division. -Reg.
Ref: Your office Lr.NO.SCR/P-SC/210(a)/N.10/S&T Cadre(Minis0 Dt: 20.02.19

With reference to the above subject, herewith submitting the question bank objective type for
selection to Sr.Clerk in S&T department in SC division.

Same may be uploaded in
Ser. Indian Railway.gov.in.

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12/3/19

(M. Koteswara Rao)
Sr.DSTE/co-ord/SC

12/3/19
17.11.19



OFFICE OF THE SENIOR DIVISIONAL SIGNAL & TELECOM ENGINEER, 2nd FLOOR, SANCHALAN BHAVAN, SECUNDERABAD DIVISION, SOUTH CENTRAL RAILWAY, SECUNDERABAD - 500 025

No: C/SG/155/2/3/Minst

Date: 13.03.2019

Sr.DPO/SC

Sub: Supply of updated syllabus and question bank for filling of Sr.CLERK in Level 5 of 7th CPC Pay Materix (GP Rs.2800/-, vancincies in S&T department in SC division Reg.

Ref: Sr.DPO/SC's Ir.no.SCR/P/SC/210(a)/N.10/S&T/cadre(Minst) dt. 04.12.2018.

With reference to the above cited letter, the syllabus for filling of Sr.CLERK vancincies in S&T department in SC division is as follows:

1. Stores.
 - Types of stores.
 - Indents.
 - NS/Stock indents.
 - MAS
 - DMTR
2. Budget.
 - Plan head/ Allocation.
 - Reviews.
 - Contingent/ Imprest.
3. Contracts/ Tenders.
 - Types of Tenders.
 - Work Orders.
4. Establishment.
 - DAR.
 - HOER.
 - Leave rules.
 - Pass Rules.
 - IOD.
5. Noting & Drafting of various letters.
6. Official Language Act.

This for your information please


(M.Koteswara Rao)
Sr.DSTE/SC

Establishment question paper

1. Indicate whether the under mentioned statements are TRUE or FALSE.

1). Suspension is a major penalty ()

2). Leave encashment shall be admissible subject to a maximum limit of 300 days in respect of the employee retiring from service. ()

3). Special pass may be issued to family members or dependent relatives on medical grounds ()

4). Extra-ordinary leave on medical grounds does not qualifying for grant of increment ()

5). Removal from service debars an employee from getting any other employment with the Government. ()

6. Any employee removed from service is eligible for pension. ()

7. Disciplinary authority himself/ herself can be inquiry officer. ()

8. Dearness allowance is not admissible while under suspension ()

9. Commuted leave can be sanctioned only on medical grounds. ()

10. Leave is a privilege, it cannot be claimed as a matter of right ()

11. Availability period for privilege pass is months ()

12. The time limit for railway servant to submit his claim for TA after one year ()

13. Suspension is a major penalty ()

14. PLB is granted to Group A&B officers in Railways ()

15. PME for A3 medical category employees is done once in year for below 55 years ()

16. Pre selection/ pre-promotion training to be imported for OBC employees in safety category. ()

17. Junior scale/ assistant scale officers can impose removed from service to 42 under grade pay employees ()

18. Refresher course for safety category employees is once two years ()

19. Ministerial staff is coming under excluded category. ()

20. A4 size paper should be used for making office notes, letters ()

II. Fill in the blanks of the following.

1. The penal for promotion from group "C" to Group "B" will be approved by -----.

2. The ----- is the head of the zonal Railway vigilance organization.

3. The working hours of continuous staff are normally ----- hours a day.

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4. The standard form to be used for suspension in SF -----
5. The Railway servants who have completed ----- years of service may be granted a final Withdrawal from PF normally.
6. The total no. of persons that can be included in a privilege pass will not exceed ----- persons When dependents are included.
7. Staff working against sensitive posts is required to be transferred after completion of ----- years.
8. Serving employees are entitled to encash their LAP up to a maximum of ----- in entire service.
9. Railway employees can retire voluntarily from railway service on completion of ----- years of Qualifying service.
10. Employee refusing promotion will be debarred for a period of ----- years.
11. Standard form No-5 (SF-5) is issued for imposition of ----- penalty.
12. The normal age of retirement of Railway servant is ----- years.
13. ----- day special casual leave may be granted to Railway servant for donation of blood.
14. ----- number of sets of privilege passes are admissible to non-gazetted staff who have completed 5 years of service.
15. Inquiry is must for imposing ----- penalty under D&A (Rules)
16. Night duty Allowance is paid for having performed the duties between ----- hours and ----- hours.
17. Intensive category employees are rostered up to ----- hours per week.
18. ----- sets of PTOs are admissible to group 'C' employees.
19. Standard form No-11 (SF-11) is issued for imposition of ----- penalty.
20. Maximum hospital leave granted to Railway servant in one spell is ----- months.

III. Expand of the following.

1. LHAP
2. MACP
3. SBF
4. DCRG
5. PCPO
6. CRS

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7. PNM
8. CCL
9. PLB
10. NPS
11. IREM
12. CRB
13. PRIME
14. IOD
15. DAR
16. HOER
17. IRPS
18. RELHS
19. JCM
20. LAP
21. HRA
22. LDC
23. SPCL
24. RRC
25. EOL.

IV. Answer the following with correct option given below:

1. LAP credited to leave account of railway servant every year is ----- days
a). 20 b). 30 c). 10 d). 15
2. Currency of the panel of selection post is valid for -----years.
a). 1 b) 2 c) 3 d) 4
3. The headquarters of south central railway is situated at -----
a) Mumbai b) Hajipur c) Secunderabad d) Chennai
4. The maternity leave can be granted to female employees up to maximum ----days.
a) 90 b) 120 c) 150 d) 180
5. Employees on transfer can retain railway quarters on normal rent for ----- months.
a) 2 b) 4 c) 6 d) 8
6. Qualifying service required to seek voluntary retirement shall be -----years
a) 10 b) 15 c) 20 d) 25
7. The probation period for an employee on initial appointment is -----years
a) 1 b) 2 c) 2.5 d) 3
8. LAP credited to leave account of Railway servant every year is ----- days
a) 20 b) 30 c) 10 d) 15

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9. Child care leave for female employees in railways ----- years
a) 1 b) 2 C) 3 d) 4
10. Continues cadre employees duty hours is ----- ()
a) 10 b) 12 c) 6 D) 8
11. Maximum accumulation of LAP is ----- days
a) 200 b) 300 c) 300 d) 400
12. Classification of section engineer is -----
a. continues b. Essential intermittent c). intensive d) Excluded
13. Maximum CCL granted for two children up to the age of ----- years
A). 21 b) 18 c) 16 d) 30
14. Paternity leave can be sanctioned up to ----- days
a. 12 b. 20 c. 10 d. 15
15. Railway servant working in administrative office are entitled for casual leave--- days
a. 12 b. 8 c. 11 d. 10
16. School passes are granted according to ----
a. a calendar year b. Academic year c. Financial year d. None of the above
17. The weekly duty hours of a clerk in the administrative office is ----- hours
a. 42 b. 45 c. 40 d. 48
18. Railway servant is eligible for TA if he / she go out of his/her head quarter --
a. beyond 8 KMs b Beyond 6 Kms c. Beyond 10 Kms d. Beyond 12 KMs
19. Maximum limit for accumulation of LHAP----- days
a. 240 b. 180 c. 300 d. No limit for accumulation
20. Maximum dependent permissible for privilege pass ----
a. 2 b. 3 c. 4 d. None of these.

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DSR

Stores and budget objective question paper

I. Multiple choice .

1. Disposal of scrap may be done by----
a). Auction b). Sale of tender c). Sale to other Govt.dept. and under taking d). All above
2. Stores directorate in Rly board is under—
a). Member (Mech) b). Member (Elect) c). Member (staff) d). Financial commissioner
3. Why is the ABC analysis important
a). For improving service level b). for improving financial performance
c). to improve the profits c). none of the above
4. Which one of the following system of codification is followed by indian Railway for codification of
Store items---
a). Fully significant coding system b). Semi significant coding system
c). Non-significant coding system d). Color codification coding system
5. In ABC analysis of items "A" category items represent—
a). Low consumption value items b). Important items
c). high annual consumption value items d). high rate items.

II. Expand of the following.

1. DRF
2. DF
3. SRSF
4. MAS
5. DMTR
6. NS
7. GEM
8. PL Number

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9. AAC
10. IREPS
11. PCMM
12. OLWR
13. DSC
14. AM
15. MB
16. LP
17. COIS
18. FOIS
19. CMS
20. ICMS
21. COA
22. GST
23. CGSIT
24. SGST
25. TDS
26. IMMS
27. CRIS

III. Fill in the blanks for the following.

1. ----- is non-store indent form
2. ----- is store indent form.
3. ----- year periodicity of stock verification in store.
4. ----- is Part-I of accounts inspection report.
5. ----- is Part-II of accounts inspection reports.
6. ----- form is used for work orders in stores.

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7. ----- form is used for more than Rs. 10,000 non- store item.
8. ----- form is used for up to Rs. 10,000 non store item.
9. Accounts dept. on zone is headed by-----
10. Accounts inspection report Para-I is preparation in----- copies.
11. Main purpose of Audit is to ensure that -----
12. Reply to draft para must be sent with in ----- weeks.
13. ----- Plan head of S&T.
14. ----- Plan head is for Traffic works.
15. ----- Plan head for passenger amenities works.
16. ----- Plan head for road safety works.
17. ----- form is used for scrap purpose of materials.
18. ----- register is used for daily material transactions.
19. AMC is charged to -----.
20. ----- review is conducted of the performance done by individual railways bringing out the modification necessary in the allotments of funds.
21. ----- demand covers the expenditure on staff welfare and amenities.
22. Internal check means -----.
23. ----- Estimate is prepared in order to enable the authority to give administrative approval to the expenditure of the nature contemplated.

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Tenders and contracts question bank**I. Expand of the following (Abbreviations):**

1. EMD
2. PG
3. GCC
4. PAC
5. SOR
6. TCP
7. SOP
8. RDSO
9. RRSK
10. LSWP
11. OOT
12. SD
13. PWP
14. IRPAS
15. NIT
16. DRM
17. JAG
18. CAO
19. CAG
20. DFM
21. LOA
22. PAN
23. LD
24. AMC
25. ARC



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II. Fill in the blanks of the following

1. ----- % of EMD for cost of the work up to 1 Crore rupees.
2. Tenderer credentials not required for ----- cost of the work.
3. Tenderer shall submit a copy of ----- on a none judicial stamp paper stating that all the statements / Documents submitted along with Bid are true and factual.
4. The successful Bidder shall have to submit a PG within ----- days from date of issue of LOA.
5. ----- % of penal interest for annual shall be charged for delay beyond 21 days.
6. The contract is liable to be terminated ----- days of PG submitted form the date of issue of LOA.
7. ----- % of contract value shall be submitted as PG.
8. PG shall be released after ----- of the work based on ----- certificate issued by competent authority.
9. Inviting works tender value more than Rs. 10 crores ----- system shall mandatorily followed.
10. ----- tender can be operated in the time of cyclone/ accidents/sapatage etc.
11. To dispense with calling of tenders for works which are urgent nature ----- method is resorted.
12. To calling quotation ----- amount per case finance concurrence is not required.
13. -----amount is annual sealing limit where two lakhs per case quotation is called by JAG/SG officers.
14. ----- amount is the maximum per calling quotation by JAG/SG officers.
15. ----- amount is the annual limit per calling quotation 5 lakhs per case.
16. Annual maintenance contract on civil tender bases with authorized dealer of OEM can be approved by ----- with annual sealing of more than Rs 30 lakhs.
17. ----- is the accepting authority for works tender up to Rs 50 lakhs.
18. ----- is the accepting authority for works tender more than Rs 4 crores up to Rs. 20 crores.
19. ----- months validity of PG after completion date of works.
20. ----- days are tender notice period.
21. ----- members tender committee of works contract tenders above Rs 50 lakhs up to Rs. 2 crores.
22. ----- amount cash imprest in each case without inviting quotation/ Bids for expenditure on any Item.
23. ----- days are tender validity period for works contract.
24. ----- notice can be served to the tenderer who was not started the work after acceptance of LOA.
25. ----- notice to be served to the contractor befopre termination of contract.

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ASTB/SC

XXIV. Official Language Act and Rules:

(A) Objective:

1. In terms of Article 342 (1) of The Constitution of India, _____ language in _____ script shall be the official language of the Union. (Hindi, Devanagari)
2. Article 343 (2) of the Constitution of India empowers _____ to authorize use of Hindi in addition English. (The President of India)
3. The Official Language Act was passed in _____. (1963)
4. According to Official Language Rules, India is divided into _____ regions and they are _____, _____ and _____. (three, Region A, Region B and Region C)
5. What are the States that come under Region A? (Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan, Uttar Pradesh and Delhi).
6. What are the States that come under Region B? (Gujarat, Maharastra, Punjab and the Union territories of Andaman & Nicobar Islands and Chandigarh).
7. Region C means the states _____. (other than those in Regions A & B)
8. 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. (Region A)
9. 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. (B)
10. Communications from Central Govt. Offices to persons in Region B shall be in _____. (Hindi or English)
11. Communications from Central Government Offices to States or Persons in Region C shall be in _____. (English)
12. Communications between Central Government Offices – between one Ministry or Department and another may be in _____. (Hindi or English)
13. Communications between Central Government Offices – between one Ministry or Department and attached/subordinate offices in Region A may be in _____ depending on number of persons having another may be in _____. (Hindi or English)
14. Communications between Central Govt. Offices in Region A shall be in _____. (Hindi)
15. Communications between Central Govt Offices in Region B or C may be in _____. (Hindi or English)
16. Translations of such communication shall be provided along with the communication where it is addressed to Offices in _____. (Region C)
17. Representations may be submitted by an employee in _____. (Hindi or English)
18. Representations, when made/signed in Hindi shall be replied to in _____. (Hindi)
19. Notings in Central Government Offices may be made by an employee in _____ and he _____ be required to furnish a translation of it. (Hindi or English, will not)
20. If an employee has working knowledge of Hindi, he will not ask for English translation of a Hindi Document, unless it is of _____ nature (legal/technical).
21. Manuals, Codes, Forms, Notices etc., shall be printed or cyclostyled in _____ form. (Hindi & English Diglot)
22. The forms and heading on registers shall be in _____. (Hindi & English)
23. All name plates, sign boards, letter heads, inscriptions on envelopes and other stationery etc., shall be in _____. (Hindi & English)
24. Responsibility to implement Official Language Rules is of _____. (Head of Office)

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