

- I. English Grammar and Comprehension:
- II. Official Language Act and Rules
- III. General Awareness and General Knowledge pertaining to Railways
- IV. Broad knowledge of Railways – Indian Railways and its structure at all levels
– Its role in National Economy and the developments taken place in the recent past.
- V. Recruitment Rules
- VI. Rules of Reservation for SC/ST and OBC
- VII. Training of officers and staff – Training Institutions and Zonal Training Schools
- VIII. Writing and Maintenance of Confidential Reports
- IX. Rules regulating promotions, Procedure against selection and non-selection posts.
- X. Pay & Allowances and TA Rules.
- XI. D&A Rules
- XII. Leave Rules,
- XIII. Pass Rules,
- XIV. Various types of advances and their eligibility conditions.
- XV. Maintenance of Records, Service Books, Personal Files etc.,
- XVI. Retirement benefits as applicable under Pension Rules.
- XVII. Monitoring and disposal of VIP references from Ministers. MPs and MLAs etc.
- XVIII. Industrial Relations

I. English Grammar & Comprehension:

A. Find out the word or phrase nearest in meaning to the word given:

(a few examples only)

1. Curmudgeon: (i) Miser (ii) Shirker (iii) Friar (iv) Astronomer
2. Rapture: (i) Smirk (ii) Grief (iii) Great Joy (iv) Record
3. Smite: (i) Prize (ii) Proffer (iii) Regard (iv) Punish
4. Triumph: (i) Intern (ii) Victory (iii) Parole (iv) Raven
5. Bandit: (i) Robber (ii) Saint (iii) Movies (iv) Instructor
6. Abbreviate: (i) recondite (ii) abridge (iii) shorten (iv) precise
7. Accessory: (i) joint (ii) additional (iii) parts (iv) complimentary
8. Alleviate: (i) refuse (ii) infuse (iii) mitigate (iv) profuse
9. Cajole: (i) detraction (ii) frank (iii) censure (iv) persuade
10. Catastrophe: (i) veracity (ii) calamity (iii) casualty (iv) capture
11. Arbitrary: (i) despotic (ii) partial (iii) whimsical (iv) consent
12. Beautify: (i) implore (ii) adorn (iii) derogate (iv) sophisticate
13. Apposite: (i) adapted (ii) against (iii) septic (iv) opposed
14. Charity: (i) cogent (ii) imposter (iii) reputation (iv) philanthropy
15. Colossal: (i) gigantic (ii) petulant (iii) merited (iv) quack
16. Diffident: (i) diminish (ii) modest (iii) contract (iv) final
17. Discourse: (i) sermon (ii) calamity (iii) intricate (iv) worsen
18. Confess: (i) apologize (ii) possible (iii) arrogant (iv) acknowledge
19. Conversant: (i) familiar (ii) adversary (iii) pry (iv) explore
20. Entice: (i) dellure (ii) embitter (iii) infinite (iv) allure
21. Emancipate: (i) liberate (ii) reclaim (iii) clasp (iv) include
22. Ephemeral: (i) eradicate (ii) eternal (iii) esteem (iv) transient

23. Exculpate: (i) eradicate (ii) vindicate (iii) distress (iv) monetary
24. Extravagant: (i) wasteful (ii) magnify (iii) enlarge (iv) over state
25. Fastidious: (i) renounce (ii) mortal (iii) overnice (iv) contest
26. Laconic: (i) concise (ii) precise (iii) attack (iv) affectionate
27. Malice: (i) repugnancy (ii) rapacity (iii) hate (iv) plan
28. Morbid: (i) diseased (ii) pure (iii) parity (iv) dying
29. Mistake: (i) blunder (ii) remind (iii) memory (iv) forget
30. Ludicrous: (i) idle (ii) inactive (iii) jolly (iv) ridiculous
31. Nugatory: (i) ineffectual (ii) nil (iii) none (iv) insignificant
32. Precarious: (i) predict (ii) perilous (iii) pretty (iv) propagate
33. Regent: (i) deputy (ii) viceroy (iii) fugitive (iv) substitute
34. Ready: (i) prompt (ii) quick (iii) genuine (iv) hurry
35. Reiterate: (i) remember (ii) repeat (iii) pertinent (iv) related
36. Repudiate: (i) reject (ii) disclaim (iii) disavow (iv) silent
37. Sate: (i) satisfy (ii) dissatisfy (iii) nullify (iv) nil
38. Rude: (i) impolite (ii) protected (iii) deprecate (iv) view
39. Recuperate: (i) renew (ii) reimburse (iii) recover (iv) restore
40. Solicitud: (i) carefree (ii) anxiety (iii) advice (iv) advise
41. Spurious (i) illegitimate (ii) genuine (iii) alien (iv) immigrant
42. Subsidiary: (i) auxiliary (ii) nonetheless (iii) rapacity (iv) perpetual
43. Sycophant: (i) illusory (ii) flatterer (iii) mean (iv) greedy
44. Unique: (i) trusty (ii) ugly (iii) urbane (iv) exceptional
45. Vacillate: (i) Waver (ii) never (iii) quiver (iv) queer
46. Weak: (i) feeble (ii) new (iii) voracious (iv) repugnant
47. Tentative: (i) essaying (ii) reusable (iii) efusable (iv) experimental
48. Transpire: (i) isolate (ii) desolate (iii) idle (iv) become public
49. Souvenir: (i) strong (ii) suzernty (iii) requirement (iv) remembrance
50. Taciturn: (i) talkative (ii) silent (iii) mourning (iv) reserve
51. Voracious: (i) greedy (ii) normal (iii) hesitate (iv) reimbursement
52. scandal: (i) blunder (ii) slander (iii) sedulous (iv) remorse
53. promulgate: (i) ublish (ii) printed (iii) circulated (iv) spread
54. Recuperate: (i) relieve (ii) release (iii) recover (iv) remove
55. Refuge: (i) fuming (ii) fugitive (iii) fused (iv) flee
56. Prattle: (i) brittle (ii) gossip (iii) silent (iv) talking
57. Quiet: (i) furious (ii) famine (iii) calm (iv) sink
58. Rash: (i) careless (ii) prompt (iii) dashing (iv) remorse
59. Obedient: (i) submissive (ii) servile (iii) served (iv) permissive
60. Motive: (i) reason (ii) occasion (iii) intention (iv) preparation
61. Oblation: (i) offing (ii) offering (iii) often (iv) afterward
62. Obliterate: (i) efface (ii) obscene (iii) partiality (iv) intention
63. Oral: (i) written (ii) verbal (iii) patron (iv) partly
64. Plagiarism: (i) plebian (ii) polite (iii) impolite (iv) literary theft
65. Odious: (i) real (ii) trivial (iii) immune (iv) offensive

B. Antonyms: (a few examples only)

1. Diligent: (i) negligent (ii) competent (iii) frugal (iv) extravagant
2. Adversity: (i) indigence (ii) poverty (iii) prosperity (iv) perspicacity
3. Brutality: (i) mercy (ii) cruelty (iii) bestiality (iv) humanity
4. Compassionate (i) merciless (ii) lusty (iii) mellifluous (iv) lascivious
5. Conspicuous: (i) obscure (ii) redundant (iii) prejudice (iv) superfluous
6. Dubious: (i) dangerous (ii) mysterious (iii) doubtful (iv) assured

7. Deficit: (i) explicit (ii) implicit (iii) surplus (iv) superfluous
8. Economy: (i) frugality (ii) miserliness (iii) generosity (iv) extravagance
9. Elegance: (i) vehemence (ii) fragrance (iii) ugliness (iv) ostentatious
10. Exquisite: (i) detestable (ii) sanguine (iii) scandalous (iv) adherence
11. Flexible: (i) rigid (ii) responsive (iii) brilliant (iv) efficacious
12. Fickle: (i) repulsive (ii) yielding (iii) firm (iv) debilitating
13. Gloomy: (i) sardonic (ii) pleasant (iii) bright (iv) endemic
14. Genuine: (i) innocent (ii) spurious (iii) tenuous (iv) plutonic
15. Insert: (i) depict (ii) extract (iii) defame (iv) enhance
16. Imbecile: (i) sane (ii) pertinent (iii) irrelevant (iv) enervated
17. Induce: (i) dissuade (ii) enervate (iii) persuade (iv) reduce
18. Illuminate: (i) fortify (ii) introduce (iii) darken (iv) dampen
19. Lenient: (i) apathetic (ii) harsh (iii) repulsive (iv) disorganized
20. Jocund: (i) sweet (ii) morose (iii) charitable (iv) destructive
21. Miraculous: (i) profound (ii) ambiguous (iii) ambitious (iv) common
22. Forego: (i) accompany (ii) plain (iii) release (iv) suicide
23. Demise: (i) death (ii) demon (iii) birth (iv) gallant
24. Mortal: (i) demortal (ii) immortal (iii) polite (iv) rattle
25. Remember: (i) forgive (ii) forbid (iii) forget (iv) forfeit
26. Accept: (i) refract (ii) refuse (iii) refuge (iv) refund
27. Magnify: (i) reduce (ii) induce (iii) produce (iv) destroy
28. Optimism: (i) syllogism (ii) debility (iii) serenity (iv) pessimism
29. Persuade: (i) dissuade (ii) menace (iii) eclipse (iv) engross
30. Provision: (i) waste (ii) abundance (iii) realism (iv) expression
31. Rejoice: (i) instigate (ii) excite (iii) incite (iv) lament
32. Retreat: (i) entice (ii) advance (iii) capture (iv) recede
33. Recover: (i) relapse (ii) render (iii) bury (iv) due
34. Resolve: (i) determine (ii) hesitate (iii) absolve (iv) devolve
35. Reveal: (i) appeal (ii) slake (iii) venal (iv) conceal
36. Steadfast: (i) staunch (ii) feeble (iii) faint (iv) wavering
37. Shallow: (i) deep (ii) grave (iii) fickle (iv) promiscuous
38. Strange: (i) familiar (ii) feminine (iii) cowardly (iv) gallant
39. Servitude: (i) servility (ii) indecision (iii) inadequate (iv) freedom
40. Scarce: (i) pretty (ii) exquisite (iii) abundant (iv) redundant
41. Tainted: (i) fainted (ii) hinted (iii) pure (iv) obscure

C. One word substitution: Phrases expressed in single word: (a few examples)

1. A word which can be interpreted in any way:
(i) ambiguous (ii) confusing (iii) anachronistic (iv) amphibious
2. A person who renounces the world and practices self discipline to attain salvation:
(i) antiquarian (ii) ascetic (iii) sceptic (iv) devotee
3. A tank where fish or water plants are kept:
(i) apiary (ii) nursery (iii) aviary (iv) aquarium
4. One who can use either of his hands with ease:
(i) gluttonous (ii) amateur (iii) ambidextrous (iv) expert
5. Government of Officials:
(i) oligarchy (ii) aristocracy (iii) plutocracy (iv) bureaucracy
6. Commencement of words with the same letter:
(i) pun (ii) alliteration (iii) oxymoron (iv) transferred epithet
7. Deviation or departure from common rule or standard:
(i) anomaly (ii) anonymity (iii) unanimity (iv) heterogeneity

8. One who abandons his religious faith:
(i) apostate (ii) agonistic (iii) profane (iv) prostate
9. Unknown or unadmitted authorship:
(i) vexatious (ii) anonymous (iii) unanimous (iv) gullible
10. An assembly of listeners:
(i) battery (ii) spectators (iii) audience (iv) crowd
11. A hater of learning and knowledge:
(i) bibliophile (ii) philologist (iii) misogynist (iv) misologist
12. The practice of marrying more than one wife at a time:
(i) bisexual (ii) polyandry (iii) polygamy (iv) blasphemy
13. A person who easily believes others:
(i) meticulous (ii) hilarious (iii) credulous (iv) credible
14. A person who leaves his own country and goes to live in another:
(i) emigrant (ii) immigrant (iii) vagrant (iv) fragrant
15. A person who is unable to pay his debts:
(i) bankrupt (ii) obsolete (iii) callous (iv) insolvent
16. A school for infants and young children:
(i) infantile (ii) nursery (iii) kindergarten (iv) school
17. One who compiles dictionary:
(i) compiler (ii) editor (iii) lexicographer (iv) anthropologist
18. One who studies human beings, their customs & beliefs scientifically:
(i) examiner (ii) socialist (iii) anthropologist (iv) analogist
19. Specialised list of all the words used in a particular language or subject:
(i) raven (ii) lament (iii) caravan (iv) lexicon
20. One who goes from place to place begging alms:
(i) mendicant (ii) itinerant (iii) pedestrian (iv) volunteer
21. One who walks in sleep:
(i) somnologist (ii) egoist (iii) somnambulist (iv) analogist
22. One who pretends to be what he is not:
(i) hypocrite (ii) mimic (iii) connoisseur (iv) prophet
23. One who has been before another in office or employment:
(i) predecessor (ii) successor (iii) survivor (iv) servitude
24. An official numbering of population:
(i) diocese (ii) canting (iii) census (iv) archer
25. The art of effective speaking or oral reading:
(i) verbose (ii) celibate (iii) elocution (iv) thetoic
26. The science that deals with the study of mankind:
(i) zoology (ii) humanity (iii) anthropology (iv) raceology
27. The study of all heavenly bodies and the earth in relation to them:
(i) astronomy (ii) astrology (iii) palmistry (iv) archeology
28. A substance which destroys or weakens germs:
(i) septicism (ii) epidemic (iii) antiseptic (iv) antidote
29. An examination of dead body:
(i) autopsy (ii) pyre (iii) ant mortem (iv) epitaph
30. Living for years and years:
(i) annul (ii) penal (iii) perennial (iv) naturalist
31. Smuggling of goods or engaging in prohibited traffic:
(i) mobilize (ii) evacuate (iii) contraband (iv) ordinance
32. An apparatus which opens like an umbrella to enable a person to drop safely from an aircraft:

- (i) cavalry (ii) parachute (iii) armistice (iv) infantry
33. A person whose job is to treat diseases by adjusting the joints in the back:
 (i) anthropologist (ii) Chiropractor (iii) bone grater (iv) none
34. A device to find out whether a person has consumed alcohol:
 (i) breathalyser (ii) breath loser (iii) alchemy (iv) intoxicant
35. To talk continuously for a long time without any particular purpose:
 (i) natter (ii) boaster (iii) booster (iv) vocalist

D. Use of Propositions: (a few examples)

1. This is a book _____ poems.
2. Suresh is going _____ Agra.
3. We hope _____ an easy examination.
4. Swetha writes _____ her left hand.
5. One should be honest _____ business.
6. The dog ran _____ the road.
7. The river flows _____ the bridge.
8. The work was done _____ haste.
9. He is afraid _____ the dog.
10. I am fond _____ music.
11. He died _____ his country.
12. The steam engine was invented _____ James Watt.
13. The burglar jumped _____ the wall.
14. What is that _____ me.
15. He spoke _____ me _____ Urdu.
16. I have not seen him _____ Wednesday last.
17. The moon does not shine _____ its own light.
18. I shall do it _____ pleasure.
19. I am tired _____ walking.
20. This is a matter _____ little importance.
21. I will do it _____ all of you.
22. Nothing will come _____ nothing.
22. He slept _____ eight O'clock.
23. I have eaten nothing _____ yesterday.
24. I have not been smoking _____ last week.
25. I commenced work _____ first January.
26. He will join the school _____ tomorrow.
27. I shall return _____ an hour.
28. _____ his children, there were present his nephews and nieces.
29. _____ being fined, he was sentenced to a term of imprisonment.
30. He has been ill _____ five days.
31. He lived in Bombay _____ ten years.
32. He sat _____ a chair.
33. The cat sprang _____ the table.
34. They live _____ Delhi.
35. He is _____ bed.
36. He ran _____ the school.
37. He jumped _____ the river.
38. The snake crawled _____ its hole.
39. _____ a Ford, he has a fiat car.
40. I speak _____ Shakespeare.
41. Quinine acts as a preventive _____ malaria.

42. Juanpur is famous _____ its perfumes.
 43. People who are averse _____ hard work, do not succeed in life.

E. Idioms and Phrases:

1. backed up: (i) **supported** (ii) squeezed (iii) warned (iv) beaten
2. blow over: (i) inhale (ii) exhale (iii) bubbling (iv) **pass off**
3. clear up: (i) close (ii) exhaust (iii) treat (iv) **explain**
4. dispose of: (i) eat away (ii) **sell** (iii) pass (iv) see off
5. longed for: (i) everlasting (ii) lingering (iii) **desire** (iv) elastic
6. prevail on: (i) **persuade** (ii) support (iii) take rest (iv) in vain
7. show him up: (i) **expose** (ii) cover up (iii) make up (iv) lose
8. train up: (i) usually (ii) link up (iii) up train (iv) **educate**
9. well off: (i) in the well (ii) unknown (iii) unwell (iv) **comfortable**
10. break into: (i) make piece (ii) not known (iii) fall into (iv) **enter into**
11. bear with: (i) **have patience**(ii) carry load(iii) support (iv) pregnant
12. break down: (i) fall down (ii) count down(iii) **fail** (iv) cautious
13. bring about: (i) raise (ii) **cause** (iii) come back(iv) turn round
14. bring out: (i) **show** (ii) open (iii) take out (iv) release
15. carry out: (i) show out (ii) make out (iii) fall out (iv) **execute**
16. cast away: (i) bleak (ii) voting (iii) **wreck** (iv) twist
17. come round: (i) rounded (ii) turn round (iii) feel shy (iv) **agree**
18. call on: (i) **visit** (ii) support (iii) take rest (iv) invain
19. call up: (i) attendance (ii) **recollect** (iii) ring up (iv) agitate
20. cut down: (i) **reduce** (ii) cutting (iii) fall down (iv) enhance
21. fall off: (i) magnify (ii) see off (iii) **diminish** (iv) maximum
22. pull down: (i) careful (ii) linger (iii) erect (iv) **demolish**
23. turn out: (i) **produce** (ii) give up (iii) work out (iv) make out
24. stand by: (i) stand aside (ii) **support** (iii) weaken (iv) rule out
25. work out: (i) working (ii) dislike (iii) solve (iv) spoil

F. Use the following pairs of words in sentences:

1. Right and Write 2. Rite and Right 3. Book (n) and Book (v)
4. come and cum 5. can (v) and can (n) 6. Kick and Quick
7. Writ and Write 8. absolve and absorb 9. abet and abut
10. Adept and adapt 11. adapt and adopt 12. advice and advise
13. affect and effect 14. afford and effort 15. agitate and hesitate
16. aid and aide 17. artist and artiste 18. suit and suite
19. suite and shoot 20. allot and allocate 21. imminent and eminent
22. anonymous and unanimous 23. angel and angle
24. ante and anti 25. Aries and arise 26. arose and arouse
27. ascent and accent 28. ascetic and Asiatic 29. aspect and expect
30. except and expect 31. assert and exert 32. attach and attack
33. autumn and atom 34. wait and await 35. wake and awake
36. void and avoid 37. ward and award 38. ware and wear
39. ware and aware 40. way and away 41. awesome & awful
42. fore and four 43. pure and poor 44. bear and bare
45. break and brake 46. backing and baking 47. site and sight
48. cite and sight 49. construe and construct 50. confess and confuse
51. confuse and confute 52. consult and consulate 53. compare and comperere
54. co-operate and co-ordinate 55. coup and coupe
56. dose and doze 57. fright and freight 58. extent and extant
59. haunt and hunt 60. interrupt and interpret 61. night and knight

62. knot and naught 63. lead (v) and lead (n) 64. mediate and meditate
 65. rise and raise 66. riots and ryots 67. personnel and personal
 68. perspective and prospective 69. purview and preview
 70. coat and quote 71. reel and real 72. rear and rare
 73. round and around 74. tire and tyre.

G. Comprehension: A passage with questions from the passage.

II. 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.
2. Article 343 (2) of the Constitution of India empowers _____ to authorize use of Hindi in addition English.
3. The Official Language Act was passed in _____.
4. According to the Official Language Rules, India is divided into _____ regions and they are _____, _____ and _____.
5. What are the States that come under Region A?
6. What are the States that come under Region B?
7. Region C means the states _____.
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.
9. Communications from Central Government Offices to the States or Offices in _____ Region shall be in Hindi, and if it is in English, a Hindi translation shall accompany.
10. Communications from Central Government Offices to the Persons in Region B shall be in _____.
11. Communications from Central Government Offices to States or Persons in Region C shall be in _____.
12. Communications between Central Government Offices – between one Ministry or Department and another may be in _____.
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 _____.
14. Communications between Central Government Offices in Region A shall be in _____.
15. Communications between Central Government Offices in Region B or C may be in _____.
16. Translations of such communication shall be provided along with the communication where it is addressed to Offices in _____.
17. Applications/Representations may be submitted by an employees in _____.
18. Applications/Representations, when made or signed in Hindi shall be replied to in _____.
19. Notings in Central Government Offices may be made by an employee in _____ and he _____ be required to furnish a translation of it.
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.
21. Manuals, Codes, Forms, Notices etc., shall be printed or cyclostyled in _____ form.
22. The forms and heading on registers shall be in _____.

23. All name plates, sign boards, letter heads, inscriptions on envelopes and other stationery etc., shall be in _____.
24. Responsibility for compliance of the Official Language Rules shall be that of _____.

B. Descriptive:

1. When an employee is deemed to possess proficiency in Hindi?
2. When an employee is deemed to have acquired a working knowledge of Hindi?
3. What are the different steps taken by Railways to implement use of Hindi in official work?
4. What incentives are given for passing various Hindi Examinations?
5. What are the incentives for use of Rajabhasha?
6. Salient Features of Official Language Act, 1963 as amended in 1976.

III. General Knowledge and General Awareness pertaining to Railways:

A. Objective:

1. The monthly magazine being published by the Railways is _____.
2. The recruiting Agency for recruitment of Group C staff on Railways is _____.
3. The recruiting Agency for recruitment of Group A Officers on Railways is _____.
3. The Micro Wave frequency used in the Department of Tele-communications in Railways is from _____ MHz to _____ MHz.
4. The longest Railway tunnel is from _____ to _____.
5. The longest Railway Platform in India is _____.
6. The largest Zonal Railway in Indian Railways is _____.
7. The biggest Railway yard in Indian Railways is _____.
8. The Rail Transport Museum is at _____.
9. The Indrail Pass is allowed to _____.
10. The Konkan Railway Corporation is the joint undertaking of the Governments of _____.
11. The oldest underground Railway (Metro Railway) is at _____.
12. Passenger Reservation System through Computers has been introduced in Railways during _____.
13. Children of _____ age group are charged half ticket on Railways.
14. The Shatabdi Express Trains have been introduced in Railways during _____.
15. A Special Touring Train called _____ is introduced in Railways during 1992.
16. Headquarters of North Central Railway is _____.
17. Headquarters of East Coast Railway is _____.
18. Headquarters of East Central Railway is _____.
19. Headquarters of South Western Railway is _____.
20. RITES stands for _____.
21. IRFC stands for _____.
22. IRCON stands for _____.
23. CRIS stands for _____.
24. CONCOR stands for _____.
25. KRCL stands for _____.
26. RDSO stands for _____.
27. IRWO stands for _____.
28. IRISSET stands for _____.
29. IRICEN stands for _____.

30. COFMOW stands for _____.

31. CORE stands for _____.

IV. Broad Knowledge of Railways - Bird's eye view of Indian Railways, its structure at all levels, its role in the national economy and the developments taken place in the recent past:

1. What is performance Budgeting? Explain its purposes and basic steps for introduction of Performance Budget.
2. Explain the discounted cash flow method for financial justification.
3. What are the two methods under Discounted Cash Flow Method? Explain.
4. What is Zero Base Budgeting? Explain its concept and mechanism.
5. What are the benefits of Zero Based Budgeting?
6. How the Parliament exercises control of Railway Finances? What are the committees that are set up for the purpose?
7. Explain briefly about:
 - (i) Railway Convention Committee
 - (ii) Estimates Committee
 - (iii) Public Accounts Committee
 - (iv) Cut Motions
 - (v) Railway Users' Consultative Committees.
 - (vi) Canons of Financial Propriety.
8. What are the schemes available for assistance to Railway Employees for Education of their children?
9. What steps are taken in Railways to promote indigenous system of medicine? Explain about setting up and functioning of Homoeopathic/Ayurvedic Dispensaries on Railways.
10. Write about the important features of the Railways Act, 1989?
11. Write about the salient features of the Central Administrative Tribunals Act, 1985
12. Explain the schemes that are operated under Staff Benefit Fund on S.C. Railway?
13. What is Corporate Safety Plan of Indian Railways? What is the plan period and what are the objectives, highlights and targets of the Zonal Corporate Safety Plan of this Railway.
14. What is the role of Personnel Department on Railways? Explain briefly about the functions of the Personnel Department?
15. What are the Corporate Objectives of Indian Railways?
16. Explain about the structure of Indian Railways at different levels and its role in the National Economy?
17. Explain about the Management at different levels of Railways right from the apex executive body.
18. Best transport facilities are essential for economic development of a country – Substantiate the statement with reference to Railways.
19. What are the important features of Tandon Committee Report?
20. What are the recommendations of the Safety Review Committee.
21. What are the salient features of Rakesh Mohan Committee Report?

V. Recruitment Rules: B. Objective:

1. GDCE stands for _____.
2. The examination fees for the examinations conducted by RRB is _____.
3. _____ % of posts in Group C & D are reserved for persons with disabilities.
4. The minimum age limit for recruitment in Railways is _____.
5. General Manager can relax the lower age limit by _____.
6. Upper age limit for CG appointment be relaxed freely. (say true or false)

7. Upper age limit for appointment to Group C services in the lowest scale in Railways is ____ for general , ____ for OBC and ____ for SC/ST candidates.
8. During 2000, Railway Board have directed that recruitment to Group D posts shall henceforth be undertaken by _____ themselves.
9. General Managers are empowered to engage Group D staff only as _____.
10. Currency of panels issued by RRBs is _____ extendable by _____ by GM.
11. LDCE stands for _____.
12. Railway Board have introduced LDCE in the categories of OS/Gr.II and PI/Gr.I to an extent of _____ of the posts.
13. The scheme of restructuring of the cadres is effective from _____.
14. During restructuring suitable number of posts were required to be surrendered since the scheme of restructuring is _____.
15. The new Pension scheme is effective from _____.

B. Descriptive:

1. What are the rules for recruitment of Group C staff in Railways?
2. What is the procedure for recruitment of Group D staff in Railways?
3. What are the rules of appointment on compassionate grounds?
4. What are the rules for absorption of medically decategorised staff?
5. What do you mean by Service Register? How date of birth should be recorded in the Service Register? What are the provisions for change of date of birth?
6. What are the different modes of recruitment in Railways to a Group C post?
7. Which is the agency that recruits Group C staff to Railways? What are the rules for placing an indent on that agency?
8. What are the General Rules regarding Nationality of a candidate for appointment to Railway Services as laid down in R. 218 of IREC, Vol.I?
9. What is the laid down procedure for publication of employment notices for recruitment to Group C and D posts?
10. What are the revised classifications of Railway Service and the pay limits?
11. Explain the circumstances under which the compassionate appointments are considered and prioritise these circumstances together with the time limit within which the appointments are given.
12. With the issuance of Board's instructions vide letter No. E(NG)1/96/RE/3/9(2) of 29.04.99, the existing procedure of compassionate ground appointments has undergone a change. Explain these changes commencing from 29.04.99.
13. An employee due to retire in next 20 months was found missing. His wife has filed a report with the police and an FIR was also registered. Her request for appointment to herself is received in the office. What action will you take on the request.
14. The minimum educational qualification for a group D post is a pass in VIII Class. But the candidate for whom the appointment is sought has no minimum educational qualification on the date of the event i.e., 8.10.99 but he acquired the same at a later date i.e., within a period of five years from the date of incident. Justify the case for consideration.
15. There are numerous complaints from the eligible family members of the deceased employees that undue delays are taking place in processing their requests for CG appointments. What steps do you suggest to eliminate the delay and improve the image of Personnel Branch in the minds of wards.
16. Explain the procedure followed to judge the suitability of a candidate for appointment on compassionate grounds in a group C post.

VI. Rules for Reservation for SC/ST: A. Objective:

1. Post based rosters have been introduced in Group C & D w.e.f. _____.
2. Post based rosters are applicable to Group B and A posts also (say true or false)
3. _____ years of age concession is given to SC/ST in recruitment.
4. The percentage quota prescribed for SC/ST in recruitment is _____/_____.
5. The percentage quota prescribed for SC/sT in promotion is _____/_____.
6. The SC/ST candidates promoted to selection posts on their own merit shall be charged against _____ points.
7. The SC/ST candidates promoted to non-selection posts on their own seniority shall be charged to _____ points.
8. A separate _____ shall be maintained for monitoring the grievances of SC/ST.
9. The selection board shall contain one SC/ST officer if _____.
10. The cost of RRB application for SC/ST candidates is Rs. _____.
11. SC/ST employees called for written test in recruitment shall not be entitled to a free pass (say true or false)
12. _____% of vacant quarters shall be earmarked for SC/STs.
13. The SC/ST candidates securing more than 20% of marks in each head only are eligible for promotion under _____ scheme.
14. _____% of vacancies are reserved for OBCs in Direct Recruitment.
15. There is no reservation for OBCs in _____.
16. _____ years of age relaxation is permissible for OBCs in recruitment.

B. Descriptive:

1. What are various concessions available for SC/ST employees in Railways?
2. What are the provisions for promotion of SC/ST employees on Railways?
3. What are the important features of post based roster?
4. Write about the scheme of best among the failed. What are the provisions for placing an employee selected under the scheme on the panel?
5. What are the concessions available for SC/ST candidates in the recruitment?

VII. Training of officers and staff: (a) Objective:

1. Expand: (a) SRSF (b) CTAC (c) SAT (d) RSC (e) MDP (f) IRIMEE (g) IRIEEN (h) ZRTI (i) IRISSET (j) AMP (k) ED/T&MPP (l) STC/SC (m) ATC (n) BTC (o) ETC (p) ESTC (q) CETC (r) TTC (s) DTTC (t) App.

(b) Descriptive:

1. What is training? Please give two or three definitions.
2. What is the purpose and importance of training?
3. What kinds of training are imparted in Railways? Elucidate in detail.
4. What can an effective training provide?
5. Narrate the set up of Railway training institutes and their administrative control.
6. Describe the Central Training Advisory Committee at Zonal Railway level.
7. Write short notes on:
 - a) Narrate the training of trainers.
 - b) Write about the faculty member in brief.
 - c) Write about training allowance.
 - d) Write about terms and functions of Central Training Advisory Committee at Zonal Railway level.
 - e) Write about training of Railway servants outside the Railways.
 - f) Suggest some measures regarding upgradation and modernization of training centers.

VIII. Writing and Maintenance of Confidential Reports

1. Total number of forms prescribed for writing the Confidential Reports are:
(a) 7 (b) 5 (c) 4 (d) 6
2. The prescribed form for writing the Confidential Report for all Teachers/Instructors in teaching/training institutions:
(a) Annexure-IV (b) Annexure – V (c) Annexure – I (d) none.
3. The prescribed form for writing Confidential Reports for PWIs/APWIs and ASIs:
(a) Annexure-III (b) Annexure – V (c) Annexure – I (d) none.
4. The prescribed form for writing Confidential Reports for IOWs/AIOWs:
(a) Annexure – VI (b) Annexure – IV (c) Annexure – II (d) none.
5. The time limit given for a reporting authority, who retires or demits office, to submit confidential report on his subordinate is:
(a) One month (b) One year (c) six months (d) immediately.
6. Confidential Reports should be reviewed and countersigned by the reviewing authority within the following time limit on receipt from the reporting authority:
(a) One month (b) One year (c) six months (d) two months.
7. Section – II of the Confidential Report of Railway servants working in Grade Rs. 1600-2660 on the divisions may be reviewed by:
(a) Sr.DPO (b) ADRM (c) Sr. DEN (d) Sr. DEE.
8. The confidential report of Group C & B staff should be written once in:
(a) four months (b) six months (c) a year (d) a week
9. Reports containing the following remarks should be returned to the reporting officer for amplification/explanation: .
(a) vague (b) non-committal (c) not sufficiently meaningful (d) all of the above.
10. Self appraisal should be submitted by the Railway Servant after the confidential report is initiated: (say true or false)
11. The adverse remarks entered in the confidential reports should be conveyed to the concerned railway servant: (say true or false)
12. Identity of the officer making adverse remarks in the confidential reports should be communicated to the railway servant concerned: (say true or false)
13. An entry in the confidential report that the railway servant concerned is not fit for promotion shall be deemed to be an adverse remark: (say true or false)
14. Comments on the handwriting in cases of ministerial staff, is necessary in confidential reports: (say true or false)
15. Comments on the examination results of the subjects taught by a teacher should be made in his/her confidential report: (say true or false)
16. Confidential Reports of Group C RPF staff are governed by _____.
17. Railway servants working in Grade Rs. _____ and above should furnish the self appraisal in the confidential report.
18. Annexure – I is the prescribed form for writing confidential reports for all Group C staff including workshop staff but excluding _____ and those working in Grade Rs. 1200-2040 RPS).
19. Annexure – V is prescribed for writing the Confidential Report for those who are in Grade Rs. _____.
20. The reporting authority initiating the confidential report should be immediately _____ to the Railway servant on whom the ACR is being written.
21. The confidential reports on teachers working in the schools may be initiated by the _____.
22. The confidential report should be initiated by a gazetted officer for those railway servants working in grade Rs. _____.

(b) Descriptive:

1. Name the different types of annexures of forms prescribed for writing Confidential Reports.
2. Write a short note on 'Self Appraisal'.
3. What are the duties of reporting officer?
4. What are the duties of Reviewing officer?
5. Write short note on communication of adverse remarks.
6. Write a short note on Annual Confidential Report.
7. Write a short note on the procedure to be followed in filling up item relating to Integrity.
8. Write in detail the two categories of Group C staff for whom confidential reports need not be written as per rules.

IX. Rules regulating promotions: Procedure against selection/non-selection posts

A. Objective:

1. Rules governing promotion of Group C staff are in _____ of IREM.
2. Authority competent to declare a post as selection/non-selection is _____.
3. The time limit required to initiate subsequent selection is _____.
4. Selections are to be conducted _____ in a regular manner.
5. The time limit of processing a subsequent selection does not apply to _____.
6. The purpose of constitution of selection board is to make _____ about the suitability of a candidate to the competent authority.
7. None of the three members of the selection committee should be directly _____ to any other member.
8. In selection to a post in scale Rs. 5500-9000 and above, the selection board should consist of officers in _____ grade.
9. For selections pertaining to other than Personnel Branch, the Personnel Officer can be _____.
10. In a selection Board, there should be an officer belonging to a department other than the one for which the selection is being held. (say true or false).
11. The immediate service of two years should stand fulfilled at the time of _____.
12. _____ service followed by regular service without break is reckoned for the purpose of 02 years residency period in the immediate lower grade.
13. The authority that can relax the 2 years condition in the immediate lower grade in the case of non-running categories is _____.
14. If an employee is under suspension, _____ procedure shall be followed for empanelment.
15. Pre-selection training is necessary for selection to _____ categories.
16. Selection posts shall be filled by _____ of selection.
17. Panels drawn by the selection board shall be current for _____ years
18. Panels drawn by the Selection Board shall be current for 02 years from the date of approval or till it is exhausted whichever is _____.
19. The panel once approved, should normally not be _____ or _____.
20. The maximum marks allotted for written examination for Group D to Group C against $33\frac{1}{3}$ % quota are _____.
21. The seniority marks allotted for selection to the general posts are _____.
22. An SC/ST candidate shall obtain _____ marks excluding marks for seniority for being placed on panel.
23. Marks for the heading "Personality, Leadership, Address and academic and technical qualification" are to be awarded on the basis of _____.
24. On the division, the competent authority for approval of panel is _____.

25. Trade test panel consists of _____ officers.
26. For supplementary selections staff who could not attend the main written test due to _____ will only be called.
27. The question paper for written test held as part of selection/LDCE for promotion within Group C should have _____ basis.
28. _____ % of temporary status casual service on absorption in regular empanelment is to be taken into account towards minimum service of 12/24 years of service for grant of benefits under ACP Scheme.
29. _____ are empowered to extend the tenure of posts of running staff provided to perform the duties of Power/Crew Controllers beyond 03 years.
30. Question papers for the written test for the Group B selection through 70% selection/30% LDCE, should be set/designed to test the ability of candidates to tackle the _____ that they are likely to face rather than their theoretical knowledge.
31. Group C employees with _____ years of non-fortuitous service in grade the minimum of which is Rs. 5,000/- and in higher Group C grades are eligible to appear in the selection/LDCE respectively for promotion to Group B.
32. Under the ACP scheme _____ temporary status service of substitutes followed by regularization without break is to be taken into account towards the minimum service of 12/24 years for the purpose of grant of benefit under the ACP Scheme.
33. No negative marks are to be awarded to wrong answers to objective type of questions. (say true or false)
34. Associate an officer belonging to SC/ST in the selection board is mandatory not only when the vacancies are reserved for these communities but also where candidates belonging to SC/ST communities are in the zone of consideration for filling up unreserved vacancies. (say true or false)
35. There is no bar for considering an employee facing minor penalty proceedings for section and promoting if found suitable. (say true or false)
36. SC/ST candidates selected on their own merit are to be treated as SC candidates for placing them on the panel. (say true or false)
37. Training before promotion is given to the best among the failed SC/ST candidates who score more than 20 % marks in each head. (say true or false)
38. Changing the number of vacancies once the selection process is set in motion is irregular unless the assessment is wrong ab initio. (say true or false)
39. In respect of selections to General posts those securing 80% or more marks will be placed on the top of the panel in order of seniority. (say true or false)
40. Vacancies likely to be caused as a result of staff expected to give notice for voluntary retirement shall be taken into account as anticipated vacancies. (say true or false)
41. There is no minimum time limit for promotion within Group D categories.(say true or false)
42. If a person passed the suitability test, he should be deemed to be suitable for the higher grade post and shall not be necessary subject him to fresh suitability test including a trade test. (say true or false)
43. The in situ promotion scheme shall run concurrently with ACP scheme. (say true or false)
44. Financial upgradation under the ACP scheme shall be granted on fulfillment of prescribed period of service only without any further restriction. (say true or false)

45. In exceptional circumstances, the officer nominated to set up the question paper may entrust the job of preparation of the question paper to his sub-ordinates. (say true or false)
46. 50% of marks of the written test for promotion to the higher grade selection constitute an inflexible percentage. (say true or false)
47. Changing the number of vacancies once the selection process has been set in motion is irregular unless the assessment is wrong ab initio. (say true or false)
48. Employees working in lower grade on adhoc basis are eligible for consideration for selection. (say true or false)
49. Persons who have expressed their unwillingness and those who do not fulfil the eligibility condition should not be reckoned for determining the field of consideration. (say true or false)
50. In respect of selection to the General Posts those securing 80% or more marks will be placed on the top of the panel in order of seniority. (say true or false)
51. In respect of selection to the General Posts, the panel should be drawn in the order of marks secured. (say true or false)
52. Vacancies likely to be caused as a result of staff expected to give notice for voluntary retirement shall be taken as anticipated vacancies. (say true or false)
53. Seniority is not protected in case of transfer ordered in the interest of administration. (say true or false)
54. In case of equal merit of two candidates in a panel the seniority has to be decided with reference to the date of birth. (say true or false)
55. There is no minimum time limit for promotion within Group D categories. (say true or false)
56. If a person passed the suitability test, he should be deemed to be suitable for the higher grade post and shall not be necessary subject him to fresh suitability test including trade test. (say true or false)
57. Coding and decoding will be done by evaluating officer. (say true or false)
58. The benefit of promotion against chain/resultant vacancies need not be given effect from 01.11.03 if the same has arisen purely due to restructuring. (say true or false)
59. The committee for selection to the ex-cadre post of instructor is in JA Grade. (say true or false)
60. Medically decategorised Drivers, drafted to perform the duties of Power Controllers/Crew Controllers cease to be running staff and they are eligible to all benefits admissible to running staff including ALKM. (say true or false)

B. Descriptive:

1. Illustrate the procedure for selection within Group C with examples at each stage from assessment of vacancies to the declaration of panel?
2. Explain briefly the following:
 - (a) Assessment of vacancies
 - (b) Constitution of selection boards.
 - (c) Life of the panel and amendment of the same if required.
3. In a selection to fill up 04 vacancies (03 UR and 01 ST) in OS/Gr.II in Mechanical Department, a selection was conducted and the following are the marks obtained in the selection.

| Candidate | Marks in professional ability | Aggregate marks | Remarks |
|-----------|-------------------------------|-----------------|--------------|
| A | 32 | 73 | SF 5 pending |
| B | 35 | 76 | |

| | | | |
|--------|----|------------------------------------|--|
| C | 31 | 67 | |
| D | 30 | 63 | |
| E (ST) | 28 | 60 | |
| F(ST) | 30 | 58 (including marks for seniority) | |

Please draw the panel.

4. Suggest your views for ensuring timely conduct of selections for filling up of selection promotional vacancies.
5. Write briefly:
 - (i) Supplementary selection. (ii) Calendar of selections
 - (iii) Refusal of promotions. (iv) Erroneous promotions
6. Explain briefly the procedure for conducting test for promotion to the category of Artisans and procedure for promotion from Group D to C.
7. Explain briefly the procedure following to fill up the non-selection posts.
8. Explain briefly:
 - (a) What are the consequences of refusal of promotion to a selection post.
 - (b) In what types of cases, a supplementary selection may be held?
 - (c) What are the salient features of absorption of medically decategorised staff in alternative posts.
9. Explain briefly in-situ career advancement of Group C and D employees.
10. Explain briefly the procedure to be followed for ordering promotion after completion of disciplinary cases or criminal prosecution?
11. Explain briefly the procedure to be followed for filling up of the posts generated against restructuring?
12. Explain briefly the procedure for ordering adhoc promotion whether the disciplinary/criminal prosecution against a Railway servant is concluded even after expiry of 02 years from the date of original selection?
13. What is meant by automatic empanelment?
14. What are the qualifying marks for keeping an employee on the panel?
15. What are the qualifying marks in Trade Test?
16. What is the difference between a cadre selection and general selection?
17. What are the conditions stipulated for nomination of members of a selection board?
18. What is the procedure to be followed for cancellation of a panel?
19. What are the precautions to be followed in the selection process to see that no genuine candidate is left over to attend written test?
20. Briefly explain about post based rosters.

X. Pay & Allowances and TA Ruels. A. Objective:

1. Waiting duty allowance is paid to _____ staff.
2. Waiting duty allowance is paid to the running staff due to detention at the station on account of _____ or _____ after they have reported for duty.
3. Trip allowance is paid to the Running staff working on _____ and _____ trains for completion of trips.
4. _____ % of the running allowance is reckoned as ay for passes/PTOs.
5. _____ staff who are detained at any station other than their HQrs., due to an accident for a period exceeding 08 hours shall be paid accident allowance.
6. _____ staff deputed to work temporarily at stations outside their HQrs., either on running duties or stationary duties shall be entitled to outstation allowance.

7. Breach of Rest allowance is paid to _____ staff when the rest falls short of the prescribed hours of rest as per HOER.
8. National Holiday Allowance is paid to staff drawing pay upto Rs. _____.
9. NPA stands for _____ which is paid to _____.
10. Employees joining training institutions as faculty members are entitled to _____ allowance.
11. The staff who are paid nursing allowance are not entitled to NDA for the duty performed during nights. (say true or false)
12. The classification of cities for the purpose of HRA are _____. (A1, A, B1, B2 and C)
13. The classification of cities for the purpose of CCA are _____. (A1, A, B1 and B2)
14. Hyderabad is classified as _____ for HRA and _____ for CCA.
15. The quantum of rent paid is not linked to payment of HRA (say true or false)
16. The minimum benefit on fixation of pay on promotion from one post to the other involving duties and responsibilities of greater importance is Rs. _____.
17. Fixation of pay on promotion from a lower post to a higher post involving duties and responsibilities of higher nature is done under _____.
18. Overseas pay means pay granted to a Railway servant in consideration of the fact that he is serving _____.
19. _____ rule allows to fix the pay of a Railway servant at an amount less than that admissible.
20. The overtime allowance in respect of work done between the rostered hours and the statutory hours is _____ times of ordinary rate of pay.
21. Rule 1313 has been framed afresh under Advance Correction Slip No. _____.
22. Pay is defined in Rule No. _____.
23. FR 24 deals with _____.
24. Option for fixation of pay on promotion is to be exercised by a railway servant within one month from the date of issue of order of promotion. (say true or false)
25. Additional pay granted to a railway servant to same him from loss of substantive pay is called personal pay;. (say true or false)
26. A railway servant who is promoted to a higher grade purely on ad hoc basis will be extended the benefit of exercising the option for refixation of pay on the date of accrual of next increment in the lower post. (say true or false)
27. The grant of pay higher than the initial pay does not confer on a railway servant seniority above those who are already appointed against regular post. (say true or false)

B. Descriptive:

1. What are the authorised deductions from the Pay bill of a Railway servant?
2. What is consolidated TA? What are the rules for payment of consolidated TA?
3. What are the occasions on which the employees are entitled to TA for journeys?
4. What are the rules regarding payment of conveyance charges for journeys (a) at or near HQrs., and (b) outside Hqrs.?
5. Write short notes on:
 - (a) fixation of pay on initial appointment.
 - (b) Fixation of pay on promotion.
 - (c) Fixation of pay of medically decategorised staff.
 - (d) Fixation of pay of sportspersons.
 - (e) Stepping up of pay.
6. (a) Explain briefly about exercise of option for fixation of pay in the revised scales of pay effective from 01.01.1996.

- (b) Option of date for fixation of pay on promotion.
7. Write short notes on City Compensatory allowance, House Rent Allowance and Travelling Allowance.
 8. Explain briefly about NPA and NHA.
 9. Explain the terms and conditions for grant of Composite Transfer Grant.
 10. Explain briefly on payment of conveyance allowance, mileage allowance, journey by air, handicapped allowance, tribal area allowance and washing allowance.

XI. D&A Rules: A. Objective:

1. The Railway servants (Discipline & Appeal) Rules came into force on _____.
2. _____ form is used for placing a Railway employee under suspension.
3. Suspension is a penalty under D&A Rules, 1968. (say true or false)
4. _____ form is used for imposition of minor penalty.
5. _____ form is used for imposition of major penalty.
6. _____ form is used for nomination of Inquiry Officer.
7. A retired Railway servant can act as a defense helper (say true or false)
8. Retired Railway servant cannot act as defense helper in more than _____ cases at a time.
9. The defense helper should be from the same Railway as that of the delinquent employee. (say true or false)
10. An official of a recognized trade union may assist in more than three pending disciplinary cases. (say true or false)
11. Termination of an employee on reduction of establishment is a penalty under D&A Rules, 1968. (say true or false)
12. Withholding of increments for failure to pass any departmental examination is not a penalty under D& A Rules, 1968. (say true or false).
13. Reversion of a Railway servant officiating in higher service on the ground that he is considered to be unsuitable for such higher grade is a penalty under D&A Rules, 1968. (say true or false)
14. No appeal lies against any order of an _____ nature or of the nature of _____ of the final disposal of a disciplinary proceedings.
15. Appeal lies against the order of suspension. (say true or false)
16. No appeal shall be entertained unless preferred within _____ days.
17. The period of 45 days for preferring an appeal is reckoned from _____.
(the date on which a copy of the order appealed against is delivered to the appellant)
18. The appeal against an order of the disciplinary authority can be preferred by the appellant in his own name. (say true or false)
19. The appeal shall be preferred to any higher authority than the disciplinary authority. (say true or false)
20. The appeal shall not contain any _____.
21. 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.
22. No proceeding for revision shall be commenced until after the expiry of the period of limitation for _____.
23. No proceeding for revision shall be commenced until after _____ of the appeal preferred.
24. Rule 25.A of the RS(D&A) Rules deal with _____.
25. Every order or notice under RS (D&A) Rules, 1968 shall be served in person on the Railway servant concerned or communicated to him by _____.

26. No authority lower than the appointing authority should appoint an employee to a post in a grade either on _____ or _____.
27. The penalties of dismissal/Removal/Compulsory retirement shall be imposed by an authority not lower than _____.

(ii) Descriptive:

1. To whom the Railway servants (Discipline & Appeal) Rules, 1968 are not applicable?
2. When a Railway servant may be placed under suspension?
3. What is meant by deemed suspension? What are the provisions for deemed suspension?
4. What is meant by subsistence allowance? What deductions are permissible from subsistence allowance?
5. List out the minor penalties prescribed under D&A Rules, 1968.
6. List out the major penalties prescribed under D&A Rules, 1968.
7. What does not amount to penalty within the meaning of Rule 6 of D&A Rules?
8. What is the procedure for imposition of minor penalty under D&A Rules, 1968?
9. What documents shall be forwarded to inquiry Officer by the disciplinary authority to facilitate conduct of the inquiry?
10. Under what circumstances, an inquiry is not required to impose a penalty on the delinquent employee as an exception to Rule 9?
11. What are the orders against which no appeal lies under R.17 of D&A Rules?
12. Indicate five types of orders against which an appeal lies as per R. 18 of D&A Rules.
13. Write briefly about the special provisions available to non-gazetted staff under D&A Rules, 1968?
14. Who are the revising authorities under the RS (D&A) Rules, 1968?
15. What are the provisions regarding submission of a petition to the President envisaged under Appendix II of IREC, Vol.I?
16. Distinguish between:
Appellate authority & Disciplinary authority, Revision & Review
Suspension & Deemed Suspension, Minor Penalty & Major Penalty
Presenting Officer & Inquiry Officer.

XII. Leave Rules, A. Objective:

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

10. Willful absence from duty after expiry of leave renders a railway servant liable to disciplinary action. (say true or false)
11. A railway servant other than one who is working in a railway school shall be entitled to _____ days leave on average pay in a calendar year.
12. The leave account of every railway servant shall be credited with leave on average pay in advance in _____ instalments of _____ each on the first day of _____ and _____ every calendar year.
13. The leave at the credit of a railway servant at the close of every half year shall be carried forward to next half year subject to the condition that the closing balance does not exceed _____ days.
14. Ordinarily the maximum leave on average pay that may be granted at a time to a railway servant shall be _____ days.
15. In the year of appointment, LAP shall be credited to the leave account of an employee at the rate of _____ days for each completed calendar month of service.
16. In the year of retirement/resignation of a railway employee, LAP shall be credited at the rate of _____ days for each completed calendar month of service.
17. In case of removal/dismissal/death of a railway servant, credit of LAP shall be allowed at the rate of _____ days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
18. During extra ordinary leave, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by _____ of the period of such leave subject to a maximum of _____ days.
19. During absence treated as dies non, the credit of LAP to be afforded to the leave account at the commencement of next half year shall be reduced by _____ of the period of such dies non subject to a maximum of _____ days.
20. A permanent/temporary railway servant shall be entitled to leave on half average pay of _____ days in respect of each completed year of service.
21. The amount of leave on half average pay that can be availed of in one spell shall be limited to _____ .
22. The leave on half average pay shall be credited to the leave account of a railway servant on 1st of _____ and _____ at the rate of 10 days each in advance.
23. In the year of appointment, LHAP shall be credited to the leave account of an employee at the rate of _____ days for each completed calendar month of service.
24. In case of removal/dismissal/death of a railway servant, credit of LHAP shall be allowed at the rate of _____ days per completed calendar month upto the end of the month preceding the month in which one is removed/dismissed/deceased.
25. In case of retirement/resignation, credit of LHAP shall be allowed at the rate of _____ days per completed month upto the date of retirement/resignation.
26. While calculating the completed months of service, the month may be rounded off to the next higher if it exceeds more than 15 days (say true or false)
27. In case the period of absence is treated as dies non, the credited to the LHAP account shall be reduced by _____ of the period of dies non subject to a maximum of 10 days.
28. There is no limit to the number of days of commuted leave to be availed of during the entire service.

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

56. Leave salary payable during the first 120 days of Special Disability leave shall be equal to leave salary while on _____.
57. Leave salary payable beyond 120 days of Special Disability leave shall be equal to leave salary while on _____.
58. Hospital Leave shall be granted to a railway servant other than _____.
59. Total period of Hospital Leave, including other kinds of leave combined with it, shall not exceed _____.
60. Study Leave shall be granted to Railway servants in accordance with the rules prescribed in _____ to Indian Railway Establishment Code, Vol.I.
61. Study leave shall count as service for increment. (say true or false).
62. Study leave shall count as service for pension. (say true or false)
63. Study leave shall count as service for seniority. (say true or false)
64. Study leave shall count as service for promotion. (say true or false)
65. Study Leave for study out side India shall be granted by _____.

(ii) Descriptive:

1. To whom the Railway Servants (Liberalised Leave) Rules, 1949 shall apply?
2. Write short notes on –
Special Disability Leave, Hospital Leave, Extraordinary Leave, Leave not due, Study Leave, Maternity Leave, Paternity Leave. Commuted leave, Leave Encashment.

XIII. Pass Rules: A. Objective:

1. Attendant means _____.
2. Residential Card Passes are issued to _____.
3. A school pass may be issued to _____.
4. Powers to include, modify, amend, delete or relax any provisions of Railway Servants (Pass) Rules, 1986 shall vest with _____.
5. Officers in the scale of Rs. _____ or above and who directly report to the Railway Board are entitled to Gold Pass.
6. Gold Pass holder is entitled to travel in _____ class with family over Indian Railways.
7. Silver Pass holder is entitled to travel _____ in any class on Indian Railway or with family in any class other than _____ class or in I AC Class on payment of _____ for his family, subject to reserving a maximum number of _____ berths.
8. An attendant in _____ / _____ Class is allowed to travel free while accompanying the Railway servant traveling on Metal, First A and First Class Duty passes.
9. First Class pass holders are entitled to _____ berth/s in 3rd AC by Rajadhani Express and _____ seat/s in AC Chair Car by Satabdi Express while traveling on duty.
10. The school certificate wherever necessary under the Pass Rules should be submitted _____ a year at the _____ of the academic session.
11. The details of family members/dependent relatives should be furnished to the pass issuing authority once in _____ years and any change in the same should be intimated _____.
12. Not more than _____ dependents can be included in a pass/PTO subject to the condition that the total number of persons included in the pass/PTO shall not exceed _____.

13. When the Railway servant himself or a member of his family or a dependent is blind in both eyes and has to travel alone on a privilege pass _____ may be allowed to travel in the same class.
14. PTO shall be valid for _____ months from the date of issue.
15. Break of Journey on Privilege pass shall be permissible at _____ station as desired by the pass holder.
16. Bicycles/motor Cycles/Scooters may be allowed to be carried within _____ on privilege passes irrespective of home or foreign lines.
17. When all the passes due in a calendar year are availed, _____ sets of passes and/or _____ sets of PTOs may be issued in advance for journey commencing in the next year.
18. Advance issue of Passes should not exceed _____ days of the current year from the date of issue.
19. Passes are not admissible over Nilgiri Railway during the months of _____, _____ and _____ except to Gazetted Officers.
20. First Class A Pass form shall be _____ in colour.
21. First Class Pass form shall be _____ in colour.
22. Second Class A pass form shall be _____ in colour.
23. Second Class Pass form shall be _____ in colour.
24. A motor cycle/Scooter/moped is accounted as _____ Kgs. and adjusted against free weightage allowance admissible if an endorsement is made on the privilege pass.
26. A TV set is accounted as _____ Kgs. and adjusted against the free weightage allowance admissible if an endorsement is made on the privilege pass.
27. A bicycle is accounted as _____ Kgs. and adjusted against the free weightage allowance admissible if an endorsement is made on the privilege pass.

B. Descriptive:

1. Define 'Railway Servant' as envisaged in Railway Servants (Pass) Rules, 1986.
2. What is meant by "dependent relative" in relation to a Railway Servant as per Pass Rules?
3. To whom the Pass Rules shall apply and to whom they shall not?
4. What are different kinds of passes? Explain each one of them.
5. On what account special passes are issued to Railway servants, family members or dependant relatives as the case may be?
6. Is monetary value of passes and privilege ticket orders subject to income tax?
7. What is meant by 'adopted child' under Railway Servants (Pass) Rules?
8. What is the definition of family as per Railway Servants (Pass) Rules, 1986?
9. What is meant by 'pay' as per Railway Servants (Pass) Rules, 1986?
10. What are the entitlements of a First Class Pass holder on privilege account?
11. What are the entitlements of the holder of a Privilege Ticket Order?
12. Under what circumstances, the Privilege pass may be permitted to be issued on longer route?
13. For what reasons/circumstances shall be the family member or dependent relative as defined under the Pass Rules may apply for and be issued Privilege Passes/PTOs?
14. Mr. A, a Gazetted Officer retired from service on 30.04.2006. Before retirement, he availed 03 sets of I Class A Privilege passes? How many post retirement complimentary passes does he entitled to during that year?

15. Mr. X, a Peon whose date of birth is 06.12.1944 and who availed three sets of privilege passes during 2004, has requested for one set of privilege pass vide his application dated 22.12.2004 declaring that he is required to reserve for the journey to be commenced during January, 2005. Can the pass be issued as requested by him?

16 Write Short notes on:

(a) Widow Pass (b) School Pass (c) Post Retirement Complimentary Passes (d) Residential Card Pass (e) Privilege Ticket Order (f) Gold Pass (g) Silver Pass (h) Bronze Pass (i) Split Pass

(j) Loss of Passes (k) Powers of General Managers to condone irregularities

(l) Entitlement of luggage allowance on Privilege Passes (m) Kit Pass

(n) Complimentary Pass for Licensed Porters

XIV. Various types of advances and their eligibility conditions. A. Objective:

1. _____, _____ and _____ are called advances for conveyance.
2. Rules regarding Conveyance advances are contained in _____ chapter of the Indian Railway Establishment Manual.
3. Cycle advance is admissible to non-gazetted employees drawing Pay plus DP less than _____.
4. The amount of cycle advance payable shall be ___ or _____ whichever is less.
5. The maximum instalments permissible for recovery of cycle advance are _____.
6. Cycle advance at II time is permissible after _____ years.
7. Scooter/Motor Cycle advance is admissible to Railway employees drawing Pay plus DP of Rs. _____ or _____.
8. The amount of Scooter/Motor cycle advance payable shall be _____ or _____ or _____ whichever is less on the first occasion.
9. Maximum instalments permissible for recovery of Scooter/Motor cycle advance are _____.
10. Second or subsequent Scooter/Motor Cycle advance is restricted to _____ or _____ or _____ whichever is less.
11. Second/subsequent Scooter/Motor Cycle advance is not permissible unless _____.
12. The Railway servant who has availed the advance of Scooter/Motor Cycle shall produce the registration certificate of vehicle on his own name with _____.
13. Rate of interest collected on Scooter/motor Cycle is _____.
14. Motor Car advance is admissible to employees drawing Pay plus DP of Rs. _____.
15. The amount of Motor Car advance payable shall be _____ or _____ whichever is less on the first occasion.
16. Maximum instalments permissible for recovery of Motor Car advance are _____.
17. Second or subsequent Motor car advance is restricted to _____ or _____ or _____ whichever is less.
18. Second or subsequent Motor car advance is permissible only after _____ years from the date of darawl of last advance.
19. Vehicle should be purchased within _____ from the date of drawl of advance.
20. Rate of interested collected on Motor Car advance is _____.
21. Table fan advance is admissible to _____ staff only.
22. The table fan advance admissible is _____ or _____ whichever is least.
23. The maximum instalments permissible for recovery of fan advance is _____.
24. There is no provision of fan advance for second time (say true or false)
25. Warm Clothing advance is admissible to Group C & D staff posted to ___ stations.

26. The staff posted to hill stations either on first appointment or on transfer for a period of not less than one year is entitled to _____ advance.
27. The amount of warm clothing advance is Rs. _____.
28. The warm clothing advance is payable once in _____ years.
29. The warm clothing advance is recoverable in _____ instalments.
30. PC advance is admissible to staff drawing pay of Rs. _____.
31. The maximum amount of PC advance admissible on first occasion is _____ or _____ whichever is less.
32. The amount of PC advance admissible on second or subsequent occasion is _____ or _____ which ever is less.
33. Maximum number of instalments permissible for recovery of PC advance is ____.
34. Advance on transfer is admissible if the transfer is in _____ interest.
35. The interest recovered on transfer advance is _____.
36. The amount of transfer advance payable is _____.
37. The pay for the purpose of transfer advance is _____.
38. The transfer advance is recoverable in _____.
39. Transfer advance can be drawn at the old station or new station (say true or false)
40. The transfer advance is not admissible in mutual transfers (say true or false).
41. The advance of TA payable shall be _____.
42. The advance of TA is adjusted through _____.
43. The flood advance is recoverable in _____ instalments.
44. Flood advance is permissible on certification about floods by _____ authorities.
45. Festival advance is payable to staff drawing pay of RS. _____.
46. The amount of festival advance payable is Rs. _____.
47. The festival advance is recovered in _____ instalments.
48. The interest recovered on festival advance is _____.
49. Festival advance is paid once in a _____.
50. Temporary employees have to produce _____ from permanent railway employees for drawl of Festival advance.

(ii) Descriptive:

1. What are interest bearing advances? Explain the conditions of eligibility, maximum amount admissible and recovery of any four such types of advances.
2. What are interest free advances? Explain the conditions of eligibility, maximum amount admissible and recovery of any four such types of advances.

XV. Maintenance of Service Records, Personal Files etc.& Retirement benefits

(a) Objective:

1. Minimum Pension payable is Rs. _____.
2. Maximum Pension payable is Rs. _____.
3. Average emoluments means average of previous _____ months.
4. What is the service called between Date of Retirement and Date of appointment.
5. What is the service called after deducting non-qualifying service?
6. Maximum weightage given in case of voluntary retirement is _____ years.
7. Maximum DCRG payable is Rs. _____.
8. Family Pension is calculated at the rate of _____.
9. Teaching allowance for the purpose of pension is _____.
10. DCRG payable in case of death for 33 years of qualifying service is _____.
11. Whether two pensions can be paid?
12. The family pension to crippled child is paid for _____.
13. The secondary family pension payable to children is upto the age of _____.
14. Pension is subject to _____.

15. Cut in pension can be imposed by _____.
16. Recoveries for dues towards railways are made from _____ on pension.
17. Commutation of pension is permissible to maximum of _____ % of Pension.
18. Restoration of pension is admissible after a period of _____ years.
19. Commutation of pension is of two categories i.e., _____ & _____.
20. Family Pension came into effect from the year _____.
21. Family Pension is given at enhanced rate upto _____ years.
22. DCRG is paid to the beneficiaries in _____ shares.
23. Form for assessing pension and Gratuity is _____.
24. Form 6 of Pension booklet gives details of _____.
25. Interest on delayed payment of gratuity is paid for the period beyond _____.

(b) Descriptive:

1. What are the different entries that are made in the Service Register of the employee?
2. What is single file system and double file system?
3. Briefly explain as to what documents are filed in the personal file of the employee?
4. Briefly explain how the leave chart of the employee is maintained?
5. Write short notes on:
 - (i) Reconstruction of SR
 - (ii) Procedure for re-casting of leave account.
 - (iii) Dies non.
6. What are the various retirement benefits under pension scheme?
7. Write Short notes on:
 - (i) Qualifying service. (ii) Non-qualifying service.
 - (iii) Average emoluments. (iv) Family Pension.
 - (v) Gratuity. (vi) Railway servant.
 - (vii) Provisional Pension. (viii) Compensation Pension.
 - (ix) Commercial employment after retirement.
 - (x) Compassionate allowance (xi) Extra Ordinary Pension.
 - (xii) Commutation of Pension.
8. What is Pension? How Pension is calculated? Who are entitled for pension?
9. What are various classes of pension and conditions governing their grant?
10. How the amounts of pension are regulated?
11. Explain briefly the retirement gratuity and death gratuity.

XVI. Monitoring and disposal of VIP references:

(A) Objective

- i) In case of references from Hon'ble MPs/MLAs regarding appointment on compassionate grounds, draft replies to Hon'ble MPs should be put up to GM (Say True/False).
- ii) The language used in the letter addressed to Hon'ble MPs/MLAs should be _____ and _____.
- iii) If it is likely to take more time to reply to Hon'ble MP/MLA, a _____ reply should be given to him immediately.
- iv) The requests from Hon'ble MPs/MLAs/VIPs should not be solely looked from the point of view of Administrative convenience (Say True or False).
- v) Replies to the communication received from Hon'ble MPs should be issued within _____ days, if no information is required from divisions.
- vi) In case any information is required to be collected from the divisions, the replies to the communications received from Hon'ble MPs should be issued within _____ days.

- vii) Government servants bringing or attempting to bring any political influence in service matters can be taken up under D&A Rules (Say True/False)
- viii) Government servants are prohibited from bringing or attempting to bring any political or other influence to further their progression in service matters.
- ix) Representations made by Hon'ble MPs/MLAs should receive careful consideration and should be responded at _____ level.
- x) Seating arrangements for Hon'ble MPs/MLAs in the public function should be made as per _____ issued by Govt. of India.
- xi) All local MPs/MLAs should be sent Invitations for the public functions well in advance and proper _____ should be observed.
- xii) Government official should rise in his seat to receive/see/see of the Hon'ble MP/MLA during their personal visits (Say True or False).
- xiii) If it is not possible to accede to the request/suggestion made by Hon'ble MP/MLA, the same shall be explained with reasons courteously (Say True/False).

(B) Descriptive

1. What are the guidelines issued by Railway Board for dealing with the communications/references received from Hon'ble MPs/MLAs and other VIPs.
2. What are the important principles to be borne in mind by the Government servant while dealing with Hon'ble MPs/MLAs?
3. What are the procedural orders and guidelines issued for monitoring and disposal of references from Hon'ble MPs/MLAs and other VIPs?

XVII. Industrial Relations: A. Objective:

1. In division level, the PNM is held once in _____.
2. At zonal level, the PNM is held once in _____.
3. At Railway Board level, PNM is held once in _____.
4. Questions concerning _____ will only be discussed between Federation and the Railway Board.
5. Total number of representatives of recognized unions allowed in a PNM is _____.
6. Total number of subjects allowed for discussion in a PNM is _____.
7. In case of disagreement on a particular subject in a PNM, the same shall be referred to _____.
8. In case of disagreement on a particular subject between the federation and the Railway Board, the same shall be referred to _____.

B. Descriptive:

1. Write in detail about the Permanent Negotiating Machinery on Railways?
2. What are staff councils and shop councils? Explain in brief.
3. Explain in detail about the Joint Consultative Machinery. How does it help in resolving the differences between the staff and the employers.
4. What are the recognized unions on Indian Railways? What are the privileges extended to the office bearers of the recognized unions?
5. What are un-recognised unions? What is the Government's policy regarding the un-recognised union?
6. What is the Government's policy regarding the grievances put forth by the SC/ST staff associations? What are the privileges extended to the SC/ST staff associations?
7. What is meant by PREM? What are objectives and structure of PREM at different levels? What are the measures taken by Government to achieve its objectives?

8. What are the various facilities and privileges extended to the members of PREM in the office as well as residence?
9. What is an anomaly? What are the provisions regarding Anomalies Committee for Railways?
10. What are the rules in connection with the transfer of a trade union official in different circumstances?
