

**Writing Skills**

1. Essay on the day-to-day subjects of general importance
2. Letter writing on general topics
3. Comprehension
4. Note writing on different official matters

**Hours of Employment Regulations**

**A. Objective:**

1. Staff of essentially intermittent category must have a minimum of \_\_\_\_\_ consecutive hours of rest in a week include a full night.
2. The staff whose daily hours of duty include periods of inaction aggregating to \_\_\_\_\_ hours or more are declared as essentially intermittent.
3. The intensive worker must have a minimum of \_\_\_\_\_ hours of rest in a week.
4. The rostered hours of duty of an intensive worker in a week shall be \_\_\_\_\_ hours.
5. Rostered hours of duty of essentially intermittent worker in a week shall be \_\_\_\_\_.
6. Railway servants employed in a confidential capacity are classified as \_\_\_\_\_.
7. Asst. Surgeons, matrons, sisters-in-charge & mid-wives are classified as \_\_\_\_\_.
8. Continuous staff are allowed a period of rest of \_\_\_\_\_ hours each week.
9. Casual Labour are governed under HOER. (say true or false)
10. In calculating the period of overtime, fraction of an hour less than 30 minutes shall be dropped. (say true or false).
11. Principles of averaging will not apply to Running staff. (say true or false)
12. Principles of averaging will apply to shift workers. (say true or false)
13. The period of averaging will be \_\_\_\_\_ in case of EI workers other than C class gatemen, caretakers of rest houses and saloon attendants etc.,
14. In case of C class gatemen, Care takers of rest houses & saloon attendants classified as Essentially Intermittent, the period of averaging shall be \_\_\_\_\_.
15. No leave reserve shall be provided for staff in Railway schools. (say true or false).
16. In the category of Permanent Way Inspectors the leave reserve shall be \_\_\_\_\_ %.
17. The weekly rest for essentially intermittent staff shall be \_\_\_\_\_ continuous hours in a week including one full night in bed.
18. When an employee work overtime beyond statutory limits, the payment of OT will be made \_\_\_\_\_ times the ordinary rate of pay.
19. Periodical rest under HOER cannot be spread over two calendar days. (say true or false)
20. The staff excluded are eligible for night duty allowance. (say true or false)

**B. Descriptive:**

1. Describe the provisions of Hours of Employment regulations?
2. How are staff classified under HOER? What procedure is adopted for change of classification?
3. What notices are required to be displayed at the site of work under HOER? What are the registers required to be maintained?
4. What is job analysis? What are the mechanics of Job Analysis?
5. Define & explain:  
(i) Intensive (ii) Essentially intermittent (iii) Long on  
(iv) Short off (v) Split Shift (vi) Rest Givers (vii) Single OT  
(viii) OTA to Running Staff (ix) Road side and other than road side stations

- (x) sustained attention      (xi) temporary exemption      (xii) Principles of averaging
6. Explain the need for HOER in Railways? Define and explain different classifications under HOER duly giving rostered/statutory hours of work and rest?
  7. How is overtime calculated for different categories of staff under HOER? Explain with examples.

**C. Practical Questions:**

- a) Draft a letter recommending the change of classification of Asst. Station Masters of a way side station from Essentially Intermittent to Continuous.
- b) What are the aspects to be covered in the inspection of a station, a shed and a subordinate office?
- c) Put up a note to the competent authority seeking approval for change of classification from Continuous to Essentially intermittent based on the proposal and report received from the division.

**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 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 Govt. Offices to States or Offices in \_\_\_\_\_ region shall be in Hindi, and if it is in English, Hindi translation shall accompany.
10. Communications from Central Govt. Offices to 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 Govt. Offices in Region A shall be in \_\_\_\_\_.
15. Communications between Central Govt 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. Representations may be submitted by an employee in \_\_\_\_\_.
18. Representations, when made/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 different steps taken by Railways to implement Hindi in official work?
4. What incentives are given for passing various Hindi Examinations?
5. What are the various incentives for use of Rajabhasha?
6. Write salient Features of Official Language Act, 1963 as amended in 1976.
7. Translate into Hindi:  
(i) Memorandum; (ii) Service Register (iii) Confidential Report  
(iv) Please Speak (v) Widow Complimentary Pass (v) Urgent  
(vi) Appointment on compassionate grounds (vii) increment  
(viii) scale of pay (ix) Industrial Relations (x) Seniority List  
(xi) Honorarium (xii) Gazette Notification (xiii) Fixation of Pay  
(xiv) Official Language (xv) No Objection Certificate (xvi) Nominee  
(xvii) Notification (xviii) Oath of allegiance (xix) Personnel Department  
(xx) Periodical Medical Examination.

**Absorption of Surplus Staff & Medically decategorised Staff.**

**A. Objective: (latest circulars also to be seen)**

1. The committee to assess suitability of medically decategorised staff for absorption in alternative posts should include a medical officer. (say true or false)
2. Absorption of medically incapacitated staff in alternative posts in departments other than the one in which he was working at the time of incapacitation should be considered only if it is not possible to absorb him in other wings of the same department. (say true or false).
3. Absorption of medically decategorised staff in alternative posts carrying lower grades is contravention of the Disabilities Act. (say true or false)
4. No option is available to a medically decategorised employee to decline the alternative employment if offered in equal grade. (say true or false)
5. A Railway servant who fails in a vision test by virtue of disability acquired during service becomes physically incapable of performing the duties of the post which he occupies shall be discharged from service duly arranging settlement dues. (say true or false)
6. The medically decategorised/incapacitated staff should be shifted to some other post with the same pay scale and service benefits. (say true or false)
7. Modification of the scheme of absorption of medically decategorised staff in alternative employment is necessitated due to the enactment of \_\_\_\_\_.
8. Consequent on enactment of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the then existing instructions on the subject of absorption of medically decategorised staff had been amended vide Correction slip No. \_\_\_\_\_.
9. The rules in connection with absorption of medically decategorised staff in alternative posts are contained in paragraphs \_\_\_\_\_ to \_\_\_\_\_ of Chapter \_\_\_\_\_ of the Indian Railway Establishment Manual, Vol.I (1989 edition).
10. Railway servants declared medically unfit are classified into \_\_\_\_\_ groups.
11. The two groups of staff declared medically unfit are (i) \_\_\_\_\_ and (ii) \_\_\_\_\_.
12. \_\_\_\_\_ has the authority to permit the Railway servant if he is declared medically unfit for the post held by him.
13. The Railway servants declared medically unfit cease to perform the duties of the posts held by

- them from \_\_\_\_\_.
14. If a medically decategorised Railway servant cannot be immediately absorbed in any suitable alternative post, he may be kept on a \_\_\_\_\_ post of equal grade.
  15. The special supernumerary post created to accommodate medically decategorised staff shall stand abolished as soon as \_\_\_\_.
  16. While absorbing medically decategorised staff in alternative posts, it shall be ensured that \_\_\_\_\_.
  17. The committee to adjudge the suitability of the medically decategorised staff for absorption in alternative post shall consist of \_\_\_\_\_.
  18. If there is no immediate prospect of employment in the unit/division concerned, the details of the Railway servant shall be circulated to \_\_\_\_\_ where suitable employment is likely to be found.
  19. To determine the scale of pay for absorption of medically decategorised running staff in alternative posts, \_\_\_\_\_ shall be added to the maximum and minimum of the scale of pay of running staff.
  20. The staff who get their cases recommended for a change of category on medical grounds are treated as transferred on own request. (say true or false)
  21. The medically decategorised employee what was kept on special supernumerary post has a right to decline the alternative employment of equal grade to which he is posted. (say true or false)
  22. Absorption of medically decategorised staff in a grade lower than the one held by them at the time of decategorisation is in contravention of the provision of Persons with Disabilities Act, 1995. (say true or false)
  11. The requests of medically decategorised employees with less than 20 years of service to quit Railways may be accepted and their cases settled under Rule \_\_\_\_\_ of Manual of Pension Rules.
  12. Employees who are offered alternative posts in the same grade but are unable to perform duties attached t the posts owing to physical condition may be referred for \_\_\_\_\_ and \_\_\_\_\_ may be given.
  13. Absorption of medically decategorised staff in other departments be considered only when it is not possible to absorb them in \_\_\_\_\_ of the same department.
  14. The committee to assess suitability of the medically decategorised staff for absorption in alternative posts should include a medical officer. (say true or false)
  15. Board have decided that the pockets should be declared surplus only after making a \_\_\_\_\_ of staff.
  16. Employees declared medically disabled/decategorised on or after \_\_\_\_\_ upto \_\_\_\_\_ and absorbed in lower grades than the one held by them on regular basis may be reviewed and decided at the level of GM.
  17. Drivers who are medically decategorised upto Class A-3 are eligible to be considered for the post of \_\_\_\_\_.
  18. The surplus staff who are superannuating within the next three years who cannot be redeployed at the same station for any reason shall be placed against \_\_\_\_\_ posts forthwith.
  19. The process of redeployment of surplus staff working in posts having element of direct recruitment should be finalized
  20. The cases of surplus staff who are found unfit for redeployment ever after training shall be half yearly by \_\_\_\_\_.
  21. The surplus staff transferred to a new station involving change of residence may be permitted to retain railway quarters for a maximum period of \_\_\_\_\_.

**B. Descriptive:**

1. What are the instructions for absorption of medically decategorised staff in alternative posts and fixing their seniority in the alternative posts?
2. What are the instructions for speedy re-deployment of surplus staff? What are the instructions regarding fixing their seniority in the alternative posts?

3. Explain the various steps to be taken for finding alternative employment to absorb the medically disabled staff.
4. What are the instructions for training and redeployment of staff -
  - (i) working in surplus posts,
  - (ii) in surplus posts retiring shortly
  - (iii) working in intermediate grades.

**Advances:**

**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 drawl 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.
51. A temporary Railway servant is entitled for House Building advance after having put in \_\_\_\_\_ years of continuous service.
52. Motor Car advance to SAG officers can be sanctioned by \_\_\_\_\_.
53. The amount of funeral advance payable to the families of Railway servants is \_\_\_\_\_ or \_\_\_\_\_ whichever is less.
54. The funeral advance is recoverable in \_\_\_\_\_ instalment/s from \_\_\_\_\_.
55. Fan advance can be sanctioned to a Jr. Clerk. (say true or false)

**B. 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.
3. A Railway servant was sanctioned an advance of Rs. 70,000/- which was paid in two equal instalments on 26<sup>th</sup> June, 1999 and 29<sup>th</sup> July, 1998. The advance was to be repaid in 100 instalments of Rs. 700/- each. The rate of interest chargeable on the advance is 9% p.a. Recovery of the principle amount commenced from the pay of October, 1998. Calculate the amount payable by the Railway servant if he wishes to repay the advance with interest on 29<sup>th</sup> April, 2000.
4. Calculate the interest payable on an amount of Rs. 3,80,000/- sanctioned to Mr. A towards House Building Advance @ 12% p.a. If the amount is drawn in two instalments each of Rs. 1,90,000/- on 31.3.2001 and on 01.08.2001 and a recovery of Rs. 3,600/- p.m., commenced from November, 2001 and cleared in 105 equal instalments and the balance in 106<sup>th</sup> instalment. What shall be the interest payable, if Mr. A adopted small family norms and is very prompt in repayment of the advance, insuring the house and submitting the necessary documents/declarations in time.
5. Mr. X was sanctioned Rs. 30,000/- towards Scooter advance in March, 2002 opted for recovery of the advance in 60 equal monthly instalments. The scooter was purchased in April, 2002 and recovery commenced in April, 2002. During 2003, Mr. X was on EOL and the recovery could not be effected for the period from January, 2003 to October, 2003 and there after the recovery continued as usual till the entire amount of advance is repaid. If the interest rate applicable is 11% p.a., calculate the interest payable.

**Pay & Allowances:**

**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 \_\_\_\_\_.
13. The classification of cities for the purpose of CCA are \_\_\_\_\_.
14. Hyderabad is classified as \_\_\_\_\_ for HRA and \_\_\_\_\_ for CCA.
15. The quantum of rent paid is linked to payment of HRA (say true or false)
16. Dual charge allowance will be admissible only if the additional charge is held for a period exceeding \_\_\_\_\_ days.
17. For the purpose of dual charge allowance, the aggregate of the pay and additional pay shall not exceed Rs. \_\_\_\_\_ p.m.
18. Transport allowance shall not be included for the purpose of computation of Overtime allowance. (say true or false)
19. NPA is taken into account for determining the TA entitlements (say true or false)
20. Leave availed by the officer looking after full duties of another post shall be taken into account for counting the period of dual charge allowance. (say true or false)
21. Blind and orthopaedically handicapped employees are not entitled to transport allowance if they are availing I Class residential Card pass. (say true or false)
22. A railway servant is not entitled to HRA if his spouse is allotted with Government accommodation at the same station. (say true or false)
23. NPA is treated as ay for the purpose of sanctioning advances. (say true or false)
24. The rate of washing allowance to Group D employee is \_\_\_\_\_ per month.
25. Hyderabad city is classified as \_\_\_\_\_ for the purpose of HRA.
26. Calcutta city is classified as \_\_\_\_\_ for the purpose of CA.
27. The %age of DA payable as on 01.01.2006 is \_\_\_\_\_.
28. Rate of transport allowance payable to the employees drawing pay in scale RS. 6500-10500 at a class city is RS. \_\_\_\_\_-.
29. Breach of rest allowance is paid to running staff. (say true or false)
30. Night duty allowance is payable to all Group C employees. (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. What are the accompaniments to a wage bill? What documents are to be verified before claiming the salary of a temporary Railway servant?
6. Write short notes on:
  - (i) Pay (ii) Personal Pay (iii) Presumptive Pay (iv) Overseas Pay
  - (v) Special Pay (vi) Substantive Pay (vii) Officiating Pay.
  - (viii) Conveyance allowance to handicapped persons (ix) Trip Allowance
  - (x) Consolidated traveling allowance (xi) Breach of rest allowance
  - (xii) Break down duty allowance (xiii) Outstation allowance
  - (xiv) Teaching allowance (xv) Special allowance to gatemen.
  - (xvi) Non-practicing allowance (xvii) Dual charge allowance.
7. Distinguish between:
  - (i) Special Pay & Personal Pay (ii) Substantive Pay & Officiating Pay
  - (iii) Presumptive Pay & Time scale Pay

**Creation of Posts & Man Power Planning: A. Objective:**

1. Cadre means the strength of a service or a part of a service sanctioned as a separate unit. (say true or false)
2. Gazetted post is a post to which appointment is made by \_\_\_\_\_.
3. Lien means the \_\_\_\_\_ of a Railway servant to hold a post to which he has been appointed on regular basis.
4. A permanent post means a post carrying definite rate of pay sanctioned without \_\_\_\_\_.
5. A temporary post means a post carrying a definite rate of pay sanctioned for \_\_\_\_\_.
6. A Tenure post means \_\_\_\_\_.
7. A supernumerary post is a shadow post to which no duties are attached. (say true or false).
8. A supernumerary post should be created for indefinite periods. (say true or false)
9. A supernumerary post, on vacation by the incumbent, can be filled by another officer in the order of seniority. (say true or false)
10. Work charged posts are charged to specific sanctioned works (say true or false)
11. An employee who has acquired lien on a post retains the lien on that post while under suspension. (say true or false)
12. An employee who has acquired lien on a post retains the lien on that post while officiating in another post. (say true or false)

**B. Descriptive:**

1. Define and explain:
  - (i) Temporary Posts (ii) Tenure Posts (iii) Supernumerary Posts
  - (iv) ex-cadre posts (v) work charged posts (vi) Selection Post
  - (vii) Non-selection post (viii) Surplus staff bank. (ix) matching surrenders
2. Distinguish between
  - (i) Permanent Posts & Temporary Posts (ii) Tenure Posts & Temporary Posts
  - (iii) Tenure Posts & Ex-cadre Posts (iv) Selection Post & Non-selection post.
  - (v) Ex-cadre posts & Supernumerary Posts.
3. What is meant by lien? What are the provisions regarding retention, transfer and termination of lien of a Railway employee?
4. Write a justification for creation of two temporary posts of Stenographers in scale Rs. 4000-6000 in Engineering Department duly indicating the matching surrender required for creation.
5. What are the points to be checked before the proposal for creation of additional pots being processed for sanction of the competent authority?



6. Man Power Planning needs urgent attention on Indian Railways  substantiate the statement.
7. What is Manpower Planning? What are its important objectives?
8. What is meant by surplus staff? What are the rules governing absorption and seniority of surplus staff in alternative posts?
9. What are the provisions regarding absorption of medically decategorised staff in alternative posts?
10. Under what circumstances the lien acquired by an employee shall be retained and shall not be retained?

**Appointment on compassionate grounds:**

**A. Objective:**

1. Where an employee dies in harness leaving behind only the widow, i.e., without any children, appointment of a near relative is permissible. (say true or false)
2. Wards of Gazetted officers are not entitled for compassionate ground appointments. (say true or false)
3. Wards of Group D staff are eligible for CG appointment in Group D only. (say true or false)
4. CG appointment is not permissible in case a casual labour with temporary status dies while in service. (say true or false)
5. The time limit to give appointment in priority one cases is three months. (say true or false)
6. Divisional Railway Managers are competent to consider the relaxation of minimum age limit in deserving cases of compassionate appointments. (say true or false)
7. JA Grade officers holding independent charge of workshops are competent to give CG appointments in Group D. (say true or false)
8. Upper age relaxation in the case of Group D on compassionate grounds is within the powers of CPO only. (say true or false)
9. Widows upto the age of 35 years are only to be considered for compassionate appointments. (say true or false)
10. Cases of CG appointments of RPF staff are to be considered in RPF department only. (say true or false)
11. The minimum qualification for a Group C post is SSC/Matriculation with 50% marks. (say true or false)
12. CG appointment to dependents of an employee died as bachelor is effective from \_\_\_\_\_.
13. \_\_\_\_\_ is competent to terminate the service of a CG appointee without following D&A Rules.
14. \_\_\_\_\_ is competent to give third and final chance to a widow to appear for a Group C suitability test.
15. DRM is competent to give \_\_\_\_\_ chances to appear for Group C screening on merits to the ward of a deceased employee.
16. CG appointee to a post of technician/Gr.III with SSC should undergo \_\_\_\_\_ months of training.
17. \_\_\_\_\_ Class pass is given to wards of deceased employee when called for screening.
18. \_\_\_\_\_ is competent to consider the requests received after two years of the first son/first daughter attained the age of majority.
19. Who is competent to relax the condition of minimum educational qualification?
20. Is General Manager competent to appointment in posts carrying pay scale of Rs. 5500-9000?
21. How many officers shall be there in screening committee for CG appointments?

**B. Descriptive:**

1. Who are eligible to be considered for appointment on compassionate grounds? How are the priority of the cases decided?
2. What is the role of Personnel Inspector in processing cases for CG appointment?
3. Explain the circumstances under which the Compassionate Appointments are considered and prioritise these circumstances together with time limit within which the appointments are given?

4. With the issuance of Railway Board's letter No. E(NG)I/96/RE/3/9(12) of 29.04.1999, the existing procedure of compassionate ground appointments has undergone changes? Explain these changes commencing from 29.04.99.
5. An employee due to retire in next 20 months was found missing. His wife has filed a report with police & FIR was also registered. Her request for appointment to herself is received in the office. What action will you take on this request?
6. The minimum educational qualifications for a Group D post is a pass in 8<sup>th</sup> Class. But the candidate for whom the appointment is sought has no minimum educational qualification on the date of event i.e., on 08.10.1999 but he acquired the same at a later date i.e., within a period of five years from the date of incident. Put up a note keeping the Board's instructions circulated vide SC No. 62/2004 justifying the case for Railway Board's consideration.
7. 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 appointment. What steps do you suggest to eliminate the delay and improve the image of Personnel Branch in the minds of the wards?
8. Explain the procedure followed to adjudge the suitability of a candidates for appointment on compassionate grounds in a Group C post?
9. Write short notes on  Appointment on compassionate Grounds .

**Fixation of Pay & Drawl of increments: A. Objective:**

1. Allowance in lieu of Kilometerage is admissible to the medically decategorised drivers drafted to perform the duties of Power Controllers/Crew Controllers. (say true or false)
2. The benefit of addition in basic pay for computation of retirement benefits admissible to running staff is admissible to the medically decategorised drivers drafted to work as Power Controllers/Crew Controllers. (say true or false)
3. Grant of officiating pay to the incumbents of the vacancies of short duration is admissible subject to the condition that the vacancy lasts over \_\_\_\_\_ days and is caused by factors that could not be foreseen.
4. Option for fixation of pay under R.1313, IREC., Vol.II is not admissible to Gp. B officers on promotion to Gp. A Sr. Scale on ad hoc basis. (say true or false)
5. Railway servants who were on sick leave on 01.01.1996 and whose services had been terminated due to medical invalidation, without resuming their duty are to be allowed the benefits of revised scales of pay from \_\_\_\_\_.
6. The pay/stipend of Railway servants selected against GDCE and undergoing training may be regulated under the provisions of Rule \_\_\_\_\_ of IREC, Vol.II.
7. The date of effect of the instructions to allow the minimum fixation benefit of Rs. 100/- on promotion is \_\_\_\_\_.
8. The special pay of Rs. 70/- granted to Sr. Clerks on or after 01.01.1996 would not be counted for fixation of pay in the scale of Rs. 5000-8000. (say true or false)
9. The pay of an employee holding a post substantively and seeking transfer to another post in lower grade will be protected subject to the condition that \_\_\_\_\_.
10. Fixation of pay in cases of appointment from one ex-cadre post to another ex-cadre post should be made with reference to pay in the \_\_\_\_\_ post only.
11. In the cases where two scales have been merged to a single grade in V PC, the promotions taken place from a lower to a higher scale during the period from 01.01.96 to 08.10.97 stand nullified. (say true or false).
12. Whenever a promotion order is issued to any railway employee a clause should be incorporated in the promotion order regarding availability of option for fixation of pay. (say true or false)
13. Group B officers who acquired the higher qualifications on or after \_\_\_\_\_ are governed by one time lumpsum incentive scheme.
14. The minimum fixation benefit of \_\_\_\_\_ on promotion is allowed w.e.f. 01.01.1996.

15. Advance increments granted to sports persons are to be treated as pay for \_\_\_\_\_ purposes.
16. Advance increments granted to sports persons on medal winning performance would take effect from \_\_\_\_\_.
17. Increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in revised scales shall be termed as \_\_\_\_\_.
18. The increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in the revised scales will not count as pay for allowances. (say true or false)
19. The increments granted to stenographers for acquiring higher speed in shorthand on or after 1.1.96 in the revised scales will count as emoluments for pension/ gratuity. (say true or false)
20. The advance increments granted to stenographers for acquiring higher speed in shorthand shall be termed as special allowance w.e.f. \_\_\_\_\_.
21. The services of a substitute for allowing annual increment shall be counted from the date of \_\_\_\_\_.
22. The nursing staff possessing B.Sc., degree and enjoying the benefit of two advance increments in IV PC Scales as on 1.1.96 shall be fixed in the revised scale excluding the quantum of two advance increments. (say true or false).
23. The two advance increments enjoyed by nursing staff possessing B.Sc., degree are allowed in V PC as additional increments at the revised rates. (say true or false)
24. The additional increments allowed at the revised rates in V PC to nursing staff possessing B.Sc., degree are to be treated as pay for the purposes of allowances. (say true or false).
25. Stagnation increment is admissible only to an employee stagnating at the maximum of the scale for \_\_\_\_\_ years.
26. Granting of stagnation increment will be restricted to posts, maximum of which does not exceed \_\_\_\_\_.
27. Stagnation increment is treated as Personal Pay and will count for DA, HRA and CCA. (say true or false)
28. Stagnation increment will not count as emoluments for pensionary benefits. (say true or false)
29. Stagnation increment is not taken into account for fixation of pay on promotion. (say true or false)
30. The stagnation increment shall be equal to \_\_\_\_\_.
31. Maximum \_\_\_\_\_ increments can be granted on stagnation account.
32. For granting stagnation increment, the period of two years would count from \_\_\_\_\_.
33. Annual increment accrues automatically on the due date unless withheld by a specific order. (say true or false)
34. Increment is granted from \_\_\_\_\_ in which it falls.
35. When the increment is withheld with cumulative effect, the postponement will have effect of postponing future increment also. (say true or false)
36. EOL on medical grounds shall be considered as qualifying service for granting increment. (say true or false)
37. Period of suspension shall be qualifying for increments if \_\_\_\_\_ is allowed for such period.
38. Unpaid holidays enjoyed by workshop staff will not count for increment unless \_\_\_\_\_.
39. \_\_\_\_\_ increments will be granted by General Manager for gold medal winning performance during the National Championships.
40. With effect from \_\_\_\_\_ training period shall be counted for increments.
41. Family planning allowance granted under small family norms shall be equal to the \_\_\_\_\_ in the revised scales of pay.
42. In technical departments for acquiring higher qualifications of AMIE/BE lumpsum incentive of \_\_\_\_\_ will be paid to the employee.

**B. Descriptive:**

1. What are the principles governing fixation of pay -
  - (a) on first appointment
  - (b) on transfer from higher to lower post
  - (c) on promotion to a post carrying higher responsibilities
  - (d) on promotion to an ex-cadre post
  - (e) on repatriation from ex-cadre post.
2. Write short notes on -
  - (a) lumpsum incentive scheme for acquiring higher qualifications
  - (b) Stagnation increments
  - (c) Advance increment
  - (d) Next Below Rule
  - (e) Stepping up of pay
  - (f) Rules for fixation of pay at a higher stage than minimum to sports persons.
3. Explain about the rules governing lumpsum incentive scheme for acquiring higher qualifications in different departments.
4. What is meant by dual charge allowance? What are the rules governing grant of dual charge allowance? What are the principles for reckoning the same for fixation on promotion and settlement?
5. What is meant by non-practising allowance? What are the principles for reckoning the same for different purposes like fixation on promotion, composite transfer grant and settlement?
6. Fix the pay of a Driver on pay of Rs. 6050/- w.e.f. 01.01.2005 in scale of Rs. 5000-150-8000 on his posting as Fuel Inspector in scale Rs. 5500-175-9000 w.e.f. 10.08.2005 involving higher responsibilities (a) from the date of promotion (b) from the date of next annual increment.
7. Mr. George is a permanent Sr. Clerk, drawing pay of Rs. 6250/- w.e.f. 28.02.2003 in scale Rs. 4500-7000 is promoted to an ex-cadre post. Fix his pay -
  - (a) on promotion to an ex-cadre post on 01.03.2003 in scale Rs. 5000-8000.
  - (b) on promotion to another ex-cadre post on 02.03.2005 in scale Rs.5500-9000.
8. Mr. Cruz on pay of Rs. 6200/- in scale Rs. 4500-7000 due for promotion on 05.08.2004 to 5000-8000 two months before accrual of his annual increment. What shall be your advise to him for exercising option for fixation of pay on promotion when he has another 15 years of service to retire.
9. Mr. A while drawing pay of Rs. 6050/- w.e.f. 01.03.2005 in scale Rs. 5000-150-8000 was imposed a penalty of with holding of his annual increment for a period of 02 years (NR) vide Memorandum dated 02.03.2005.
  - (a) Show how his pay is regulated during the period of punishment and on restoration?
  - (b) In case, he became eligible for promotion to the scale of Rs. 5500-9000 on 10.08.2005, what action shall be taken for his promotion and what shall be his pay during the period of penalty and on restoration?
10. Mr. B while drawing pay of Rs. 6200/- w.e.f. 01.06.2003 in scale Rs. 5000-150-8000 was imposed a penalty of with holding of his annual increment for a period of 02 years with cumulative effect vide memorandum dated 10.09.2003 and he became eligible for promotion to the scale of Rs. 5500-175-9000 w.e.f. 01.10.2003.
  - (a) How his pay shall be regulated during the penalty and on restoration?
  - (b) What action shall be taken regarding his promotion and how his pay shall be regulated on promotion?
11. The details of service rendered by Mr. A whose date of increment is 1.4.2003 are as follows:
  - (a) EOL (not counting for increment) from 29.07.2003 to 31.07.2003,
  - (b) Suspension treated as his own leave from 07.10.2003 to 02.01.2004.
  - (c) EOL on medical grounds from 15.01.1974 to 05.02.2004.
 What shall be the date of his next increment?
12. Mr. Ram working as a Keyman drawing pay of Rs. 3875/- w.e.f. 01.03.2005 in scale Rs. 2750-70-3800-75-4400 was promoted as Gangmate in scale Rs. 3050-75-3950-80-4590 w.e.f. 01.12.2005. Suggest the employee whether he will be benefited on exercising option for fixation of pay after the next annual increment. Show the calculations.
13. What do you understand by postponement of increment? What are the provisions of R. 1320 (FR

26) of IREC, Vol.II for reckoning service for increments?

**Forwarding of applications:**

**A. Objective:**

1. The instructions regarding Forwarding of Applications from serving Railway employees for posts outside Railways are contained in paragraphs \_\_\_ to \_\_\_ of Chapter XIV of IREM, Vol.I.
2. Railway employees may be given \_\_\_\_\_ opportunities in a year to apply in response to notices of Government Departments.
3. Applications in response to UPSC advertisement will not be counted against the permissible 04 opportunities. (say true or false)
4. The application need not be forwarded if the employee is engaged on important time bound projects and the work would seriously be dislocated if he is relieved. (say true of false)
5. The application need not be forwarded if the employee is under suspension or is facing departmental proceedings/prosecution in a court. (say true of false)
6. The application need not be forwarded if the employee is applying for a post which is equivalent in status and rank. (say true of false)
7. The authority competent to forward the applications of officers of JA grade and above for posts outside Railways is \_\_\_\_\_.
8. A Railway employee desires to apply for a post in a private concern, he should first offer to \_\_\_\_\_ from Railway service.
9. If a permanent Railway employee is selected on the basis of his application for posts in other Central Government Departments, his lien may be retain in the parent department for a period of \_\_\_\_\_.
10. If the employee concerned is not permanently absorbed within 02 years from the date of his appointment in new post, he should immediately \_\_\_\_\_ from Railway service or \_\_\_\_\_ to his parent office.
11. There is no question of forwarding an application for posts advertised by the UN agencies. (say true or false)
12. The Railway employees who wish to apply for posts, recruitment to which is proposed to be made by selection through \_\_\_\_\_ may submit their application direct in the prescribed form.
13. In case the application is directly submitted for recruitment through UPSC, the employee should immediately inform \_\_\_\_\_.
14. Recovery of cost of training imparted to the employees at the cost of Railways may be waived by \_\_\_\_\_ upto a limit of Rs. 2000/-.
15. Recovery of cost of training imparted to the employees at the cost of Railways may be waived by General Manager upto a limit of \_\_\_\_\_.
16. Where a case against a Government servant is only at \_\_\_\_\_ stage and no \_\_\_\_\_ has been established against him, the controlling authority may forward his application.

**B. Descriptive:**

1. What are the important provisions regarding forwarding of applications of Railway employees for posts outside Railways.
2. Write short notes on Forwarding of applications.

**Group Insurance Scheme:**

**A. Objective:**

1. The new Group Insurance scheme for regular employees of Central Government came into force w.e.f. \_\_\_\_\_.
2. The new Central Government Employees Group Insurance scheme has become compulsory for the employees who enter into service already in service as on \_\_\_\_\_ and optional to those in service as on \_\_\_\_\_.

3. The rates of subscription under the new Group Insurance scheme are Rs. \_\_\_\_\_, Rs. \_\_\_\_\_, Rs. \_\_\_\_\_ and Rs. \_\_\_\_\_ in respect of Group D, Group C, Group B and Group A staff respectively.
4. The subscription for Group Insurance scheme will be apportioned @ \_\_\_\_\_ % is Insurance Fund and \_\_\_\_\_ % is Savings Fund.
5. Under the Group Insurance scheme, the apportionment of savings/insurance fund @ 30% and 70% respectively came into force w.e.f. \_\_\_\_\_.
6. The insurance coverage under the Group Insurance scheme to the families of Group D, Group C, Group B and Group A staff is Rs. \_\_\_\_\_, Rs. \_\_\_\_\_, Rs. \_\_\_\_\_ and Rs. \_\_\_\_\_ respectively.
7. The Group Insurance scheme is based on mortality rate of \_\_\_\_\_ per thousand per annum.
8. In case of regular promotion to a higher group, the subscription under Group Insurance scheme shall be increased from \_\_\_\_\_.
9. In case an employee was on EOL, during which no subscription to the Group Insurance could be recovered, the same shall be recovered in arrears with interest. (say true or false)
10. In the absence of a valid nomination under the Group Insurance scheme, the nomination made under \_\_\_\_\_ may be accepted.
11. In case of no nomination under the scheme of Group Insurance/PF Rules, the insurance money shall be payable in equal shares to \_\_\_\_\_.
12. A subscriber having a family can nominate anybody to receive the insurance money under Group Insurance scheme. (say true or false)
13. In case an employee's whereabouts are not known, the accumulation from the savings fund becomes payable under Group Insurance scheme to the nominee/heirs after \_\_\_\_\_ period.
14. It is legally permissible to adjust the Government dues against the payments due to the employees/nominees under the Group Insurance scheme. (say true or false)
15. Subscriptions under the Group Insurance scheme shall not be recovered during the last three months of service. (say true or false)

**B. Descriptive:**

1. What are the provisions regarding exercising of nomination by a subscriber under Group Insurance Scheme? What are the provisions for payment of amounts under the scheme in case there is no valid nomination?
2. Explain about the scope, membership, monthly subscription, amount of insurance coverage and the insurance/savings fund of the Group Insurance scheme, 1980 as amended from time to time?

**Honorarium and Fees:**

**A. Objective:**

1. The payment made to a Railway servant as remuneration for special work of an occasional or intermittent nature involving extra labour for its performance is called \_\_\_\_\_.
2. The payment made to a Railway servant from some private source for the service rendered to a private person or public body is called \_\_\_\_\_.
3. The fees may be recurring or non-recurring in nature. (say true or false)
4. Fees does not include income from property, dividends and interest on securities. (say true or false)
5. Income from scientific or technological efforts is not included in fees if such works are not \_\_\_\_\_.
6. A competent authority may accord permission to an employee to undertake certain work and receive remuneration, if it is satisfied that it can be done without \_\_\_\_\_.

7. No permission is required to undertake and receive fees for works of purely literacy nature. (say true or false)
8. Whenever permission is granted to do a work and accept fees, \_\_\_\_\_ part of such fees of non-recurring nature in excess of Rs.1500/- shall be remitted to Railway revenues.
9. In case of recurring fees, the limit of Rs. 1500/- should be applied with reference to the total for the \_\_\_\_\_ year.
10. The fees received from Railway Institutes is exempted. (say true or false)
11. The fees received from Railway Staff Benefit Fund Committee is counted for the purpose of payment of 1/3 rd to the Railway revenues. (say true or false)
12. The fees received by a Railway servant as royalties on books which is mere compilation of Railway/Government Rules, is subject to crediting of 1/3<sup>rd</sup> to Railway revenues. (say true or false)
13. General Manager has the power to grant honorarium upto a limit of Rs. \_\_\_\_\_ in each case of non-gazetted Railway servant.
14. The rate of remuneration for delivering lectures of \_\_\_\_\_ duration is Rs. 200/-.
15. The amount payable as motivation money to those working for Family Welfare Programme is termed as \_\_\_\_\_.

**B. Descriptive:**

1. Write short notes on  Fees and Honorarium.
2. What do you mean by fees? Explain the items of income that do not include in the meaning of fees? What are the provisions for acceptance of fees?
3. What do you mean by honorarium? State and explain some of the cases in which honorarium may be granted?
4. Distinguish between Fees & Honorarium.

**Joining Time Rules:**

**A. Objective:**

1. Joining Time Rules are contained in \_\_\_\_\_.
2. Joining Time shall be granted to a Railway servant on transfer in public interest to enable him to join the new post either \_\_\_\_\_ or \_\_\_\_\_.
3. In the case of temporary transfer not exceeding 180 days the joining time allowed is \_\_\_\_\_ days.
4. The joining time shall commence from the date of \_\_\_\_\_ if the charge is made over on the forenoon.
5. The joining time shall commence from the following date if the charge is made over in the \_\_\_\_\_.
6. Not more than one day s joining time shall be allowed to a Railway servant to join a new post within \_\_\_\_\_ or \_\_\_\_\_.
7. For the purpose of the term same station will be interpreted to mean the area falling within the jurisdiction of the \_\_\_\_\_ or \_\_\_\_\_.
8. If the distance between the old headquarters and the new headquarters is 1,000 Kms., or less, the joining time admissible is \_\_\_\_\_ days.
9. If the distance between the old headquarters and the new headquarters is more than 1,000 Kms., the joining time admissible is \_\_\_\_\_ days.
10. If the distance between the old headquarters and the new headquarters is more than 2,000 Kms., the joining time admissible is \_\_\_\_\_ days.
11. If the distance between the old headquarters and new headquarters is more than 2,000 Kms., and the travel is permitted by air, the joining time admissible is \_\_\_\_\_ days.
12. Distance means the weighted mileage for which fare is charged by the Railways in certain ghat/hill sections. (say true or false)
13. Extension of Joining time beyond the limits can be granted upto a maximum limit of \_\_\_\_\_ days.

14. Extension of Joining time beyond the limits can be granted upto a maximum limit of 30 days by \_\_\_\_\_.
15. Extension of Joining time beyond the limits can be granted upto a maximum limit of 30 days by \_\_\_\_\_ on the divisions.
16. Extension of Joining time beyond 30 days can be granted by \_\_\_\_\_.
17. Special Casual Leave can be granted in lieu of joining time . (say true or false).
18. The credit of joining time to the leave account will be subject to the usual restriction on accumulation of \_\_\_\_\_ in the leave account.
19. Joining time cannot be combined with vacation. (say true or false)
20. Joining time can be combined with any other kind of leave except \_\_\_\_\_.
21. Joining time cannot be combined with Casual leave. (say true or false)
22. A railway servant on joining time shall be regarded as on \_\_\_\_\_ (leave/duty/on line/joining)
23. Joining time pay is equal to the pay which was drawn before \_\_\_\_\_ in the old post.
24. During joining time, a railway servant shall be entitled to CCA and HRA at the rates applicable to the \_\_\_\_\_. (old station/new station)
25. The quantum of joining time admissible for transfer involving less than 1000 Kms is \_\_\_\_\_.
26. Joining time is admissible to an employee on temporary transfer (say true or false)
27. Sanction of special casual leave in lieu of Joining Time is not admissible. (say true or false)
28. Maternity Leave is admissible in case of still born children. (say true or false)
29. Paternity Leave is admissible t temporary status casual labour. (say true or false)

**B. Descriptive:**

1. Write short note on Joining Time.
2. What are the provisions regarding grant of joining time, limits of admissibility, commencement and extension of joining time.

**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 1<sup>st</sup> 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.(say true or false)
  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 \_\_\_\_\_.
66. Apprentice Mechanics are entitled to leave on full stipend for a period not exceeding \_\_\_\_\_ days in any year of apprenticeship.
67. Apprentice Mechanics are entitled to leave on half stipend on medical certificate for a period not exceeding \_\_\_\_\_ days in any year of apprenticeship.
68. Trade apprentices may be granted leave on full stipend for a period not exceeding \_\_\_\_\_ days in any year of apprenticeship.
69. Trade Apprentices may be granted leave on half stipend on medical certificate for a period not exceeding \_\_\_\_\_ days.
70. Pro. ASMs and Commercial Clerks who are trained for appointment and not put on the time scale during the period of training may be granted leave as applicable to \_\_\_\_\_.
71. Workshop staff are allowed to take leave for periods of not less than \_\_\_\_\_
72. Leave for half a day means authorised absence from duty for over \_\_\_\_\_ (period) before interval or the second period of any day on which the workshop remains open for both the periods.

73. The concession of granting half day leave to workshop staff is limited to \_\_\_\_ occasions in a year.
74. Advance of leave salary is permissible if the railway servants proceeds on leave for a period not less than \_\_\_\_\_ days.
75. The advance of leave salary granted shall be adjusted in full from the \_\_\_\_\_ in respect of the leave availed of.
76. In a year \_\_\_\_\_ days of CL is entitled to an employee appointed in an administrative office
77. Paternity leave came into effect from \_\_\_\_\_.
78. A Railway servant who resigns or quits service shall be entitled to cash equivalent in respect of LAP on the date of cessation of service to the extent of \_\_\_\_\_ of such leave at credit.
79. Extra Ordinary Leave on medical grounds does not qualify for grant of increments. (say true or false)
80. Casual leave can be combined with joining time. (say true or false)
81. Trade apprentices may be granted leave on full stipend for a period not exceeding 12 days in a calendar year. (say true or false)

**B. 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.	Commutated leave,	Leave Encashment.
3. What are the formulae for calculation of cash payment for unutilized LAP and LHAP. What are the provisions for payment of leave encashment to the staff against whom disciplinary proceedings for major penalty are pending?
4. (a) Write the formula for calculation of cash payment in lieu of unutilized Leave at Average Pay.  
(b) Calculate the cash equivalent of unutilized leave of 285 days left to the credit of an employee on retirement w.e.f. 31.12.2005. The details of pay and allowances drawn by him prior to retirement are given below:  
Pay: Rs. 10000/-; DP: 5000; DA:21%; HRA:15%; CCA: Rs. 300/-; Transport allowance: Rs. 800/-
5. (a) What are the provisions for granting leave encashment to an employee resigned from service?  
(b) Calculate the cash equivalent of unutilized leave of 280 days left to the credit of an employee on resignation from service w.e.f. 31.12.2005. The details of pay and allowances drawn by him prior to retirement are given below:  
Pay: Rs. 10000/-; DP: 5000; DA:21%; HRA:15%; CCA: Rs. 300/-; Transport allowance: Rs. 800/-
6. Explain the procedure for crediting of leave to the account of an employee. What are the provisions regarding maintenance/ verification of Leave Accounts?
7. What are the reasons for missing leave accounts? Explain how to overcome. What is the laid down procedure for re-construction of a missing leave account?

**Medical Attendance & Medical Examination:      A. Objective:**

1. Group A of the vision test is in the interest of \_\_\_\_\_.
2. Group A of the vision test is subdivided into \_\_\_\_\_ classes.
3. Foot Plate staff are medically tested for fitness in \_\_\_\_ class of Vision Test.
4. Station Masters are medically tested for fitness in \_\_\_\_ class of Vision Test.
5. Inspectorial staff of Loco, Traffic and Signal Department are medically tested for fitness in \_\_\_\_\_ class of Vision Test.
6. Group B of the vision test is in the interest of \_\_\_\_\_ .
7. Group B of the vision is subdivided into \_\_\_\_ classes.
8. Give two examples of staff medically tested for fitness in B/1 class:
9. TTEs are medically tested for fitness in \_\_\_\_\_ class.

10. Group C of the vision test is in the interest of \_\_\_\_\_ .
11. Group C of the vision test is subdivided into \_\_\_\_\_ classes.
12. Welfare Inspectors are medically tested for fitness in \_\_\_\_\_ class.
13. Clerical staff are medically tested for fitness in \_\_\_\_\_ class.
14. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held after every \_\_\_\_\_ years upto the age of 45 years.
15. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in \_\_\_\_\_ years upto the age of 40 years.
16. Periodical Medical Examination of vision test in classes A/1, A/2 and A/3 is held once in \_\_\_\_\_ years after the age of 45 years.
17. Periodical Medical Examination of vision test for footplate staff of high speed trains should be held once in \_\_\_\_\_ years after the age of 40 years.
18. Periodical Medical Examination in B/1 and B/2 classes is held at the age of \_\_\_\_\_ years and again at the age of \_\_\_\_\_ years.
19. No periodical medical examination is held for \_\_\_\_\_ and \_\_\_\_\_ classes.
20. The time spent in journey for PME is treated as \_\_\_\_\_ .
21. The time taken by an employee to equip himself with spectacles etc., without which he is not considered fit for duty should be treated as \_\_\_\_\_.
22. The amount payable for joining RELHS at the time of retirement is \_\_\_\_\_.
23. Medical allowance is granted @ Rs. 100/- p.m. to Railway Pensioner/Family Pensioner residing beyond \_\_\_\_\_ away from Railway Hospitals.
24. \_\_\_\_\_ qualifying service in the Railways is necessary for joining RELH Scheme.
25. Supply of diet is free to employees whose basic pay does not exceed Rs. \_\_\_\_\_.

**B. Descriptive:**

1. Explain the different medical classifications under which the non-gazetted staff are divided for appointment in Railway service? Give examples.
2. What is RELHS? Who is eligible to join the scheme? What are the benefits under the scheme?
3. What are the provisions regarding supply of diet and the charges thereto?
4. What are the important provisions regarding reimbursement of expenses of -  
(a) medical treatment and (b) cost of medicines

**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 3<sup>rd</sup> 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 should be intimated \_\_\_\_\_.
12. Not more than \_\_\_ dependents can be included in a pass/PTO subject to the condition that total number of persons included 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 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 the free allowance admissible if an endorsement is made on the privilege pass.
25. 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.
28. The penalty for loss of II class privilege pass is \_\_\_\_\_.
29. The PR Complementary passes entitled to a Class III employee retired on 30<sup>th</sup> November with 26 years of qualifying service and availed 02 sets of privilege passes during the year of retirement are \_\_\_\_\_.
30. The licensed porters shall be granted \_\_\_\_\_ sets of complimentary check passes in a calendar year in II/SL class for \_\_\_\_\_.
31. Widows of Railway servants who had opted out of widow pass scheme are eligible for widow passes on payment of Rs. \_\_\_\_\_.
32. Group D employees with minimum service of \_\_\_\_\_ ae eligible for post retirement complimentary passes.
33. A railway servant cannot be issue privilege pass for serving unmarried daughter. (say true or false)
34. First Class/2<sup>nd</sup> AC complimentary passes issued to the recipients of Ashok Chakra award are not valid for travel on Satabdi Express Trains. (say true or false)
35. Dependent widow mother of a deceased Railway servant can be included in privilege pass of widow appointed on compassionate grounds (say true or false)
36. All post retirement complimentary passes issued to the eligible Indian Railway personnel would be valid over Konkan Railway. (say true or false)

**B. Descriptive:**

1. Define Railway Servant as envisaged in Railway Servants (Pass) Rules, 1986. What is meant by dependent relative in relation to a Railway Servant as per Pass Rules?
2. To whom the Pass Rules shall apply and to whom they shall not?
3. What are different kinds of passes? Explain each one of them.

4. On what account special passes are issued to Railway servants, family members or dependant relatives as the case may be?
5. Is monetary value of passes and privilege ticket orders subject to income tax?
6. What is meant by adopted child as defined under Railway Servants (Pass) Rules?
7. What is the definition of family as per Railway Servants (Pass) Rules, 1986?
8. What is meant by pay as per Railway Servants (Pass) Rules, 1986?
9. What are the entitlements of a First Class Pass holder on privilege account?
10. What are the entitlements of the holder of a Privilege Ticket Order?
11. Under what circumstances, the Privilege pass may be permitted to be issued on longer route?
12. 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?
13. 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?
14. 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?
15. 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
16. Distinguish between:
  - (i) Gold Pass and Platinum Pass      (ii) Check Pass and Card Pass
  - (iii) PR Complimentary Pass and Widow Complimentary Pass
  - (iv) Privilege Pass and Privilege Ticket Order
  - (v) School Pass and Residential Card Pass
17. What are the provisions for grant of passes to non-railway men/Organisations?

### **Pension Rules & Ex-gratia:**

### **A. Objective:**

1. The Pension Scheme was introduced in Railway on \_\_\_\_\_.
2. The Family Pension Scheme was introduced in Railways on \_\_\_\_\_.
3. The maximum amount of Pension that can be commuted is \_\_\_\_\_.
4. Pensioners would be entitled to have commuted portion of Pension restored to them on expiry of \_\_\_\_\_ years from the date of retirement.
5. DCRG payable on retirement to a Railway servant who has put in 15 years of service is \_\_\_\_\_ times the emoluments.
6. An employee who had 34 years of qualifying service dies while in service, his widow is entitled to the Death Gratuity for \_\_\_\_\_ months.
7. Minimum Family Pension is Rs. \_\_\_\_\_.
8. The maximum amount of Deposit linked insurance admissible is Rs. \_\_\_\_\_.
9. The minimum service required to sanction of Pension is \_\_\_\_\_ years.
10. Formula for calculating monthly pension of the employee on retirement is \_\_\_\_\_.
11. The qualifying service required for pensionable staff to accept voluntary retirement is \_\_\_\_\_ years.

12. The minimum Pension is \_\_\_\_\_.
13. \_\_\_\_\_% of pension can be commuted on retirement.
14. The relief is payable on \_\_\_\_\_ pension.
15. The family pension shall not be less than \_\_\_\_\_% of the minimum of the scale held by the employee at the time of retirement/death.
16. The pension shall not be less than \_\_\_\_\_ % of the minimum of the scale held by the employee at the time of retirement.
17. The deposit linked insurance scheme is linked to \_\_\_\_\_ .
18. Maximum amount of gratuity payable to a retired railway employees is \_\_\_\_\_.
19. DCRG payable depends on the rate of DA admissible (say true or false)
20. Pay for the purpose of Gratuity is the last pay drawn plus DP (say true or false)
21. Maximum amount of pension payable shall be Rs. \_\_\_\_\_.
22. Commuted value payable is linked to the age of the employee retiring from service (say true or false)
23. Minimum qualifying service for payment of retirement gratuity is \_\_\_\_\_ years.
24. Minimum qualifying service required for payment of pension is \_\_\_\_\_ years.
25. Minimum qualifying service for accepting request for voluntary retirement is \_\_\_\_\_ years.
26. Maximum qualifying service reckoned for fixing the pension is \_\_\_\_\_ years.
27. One may choose to receive monthly pension by money order (say true or false)
28. The account for drawl of pension can a joint account with wife. (say true or false)
29. An employee removed from service is entitled for pension (say true or false)
30. An employee dismissed or removed from service is entitled to draw compassionate allowance at the discretion of the \_\_\_\_\_ authority.
31. The pension becomes payable to the retired employee from the last working day of his service (say true or false)
32. The entire gratuity can be withheld if the employee does not vacate the Railway quarter (say true or false)
33. The widows and dependent children of deceased CPF retirees who had retired from service prior to 01.01.1986 shall be granted ex-gratia w.e.f. \_\_\_\_\_.
34. The ex-gratia payment shall not be payable to more than one member of the family at the same time. (say true or false)

**B. Descriptive:**

1. What is qualifying service? What periods are not treated as service for pensionary benefits?
2. What are the rules regarding counting of service in respect of -  
(i) a substitute (ii) on probation (iii) under suspension  
(iv) Military service
3. What are the provisions regarding emoluments and average emoluments for the purpose of pensionary benefits?
4. Write short notes on -  
(i) DCRG (ii) Commutation of Pension (iii) Family Pension  
(iv) Restoration of commuted portion of pension (v) Qualifying service  
(vi) Average emoluments (vii) compassionate allowance
5. What are the rules for grant of Death cum retirement gratuity?
6. Mr. A retired voluntarily w.e.f. 06.07.2000. He was drawing pay of Rs. 6,000/- from 01.08.98 till retirement except two spells i.e., from 12.02.2000 to 29.02.2000 and 16.03.2000 to 31.03.2000 during which he drew higher rate of pay of Rs. 6,125/-. He was on extra ordinary leave for 11 days from 01.02.2000. Calculate the average emoluments for the purpose of pension.
7. Mr. A retired from service on attaining the age of superannuation on 30.06.2001 AN after putting

in 33 years of service. He drew a pay of Rs. 9,500/- from 01.03.2000 and Rs. 9750/- from 01.03.2001 in scale Rs. 7500-250-12000. Calculate the pension and family pension admissible in his case.

8. The following are the details of emoluments drawn by Mr.A during his service:  
(i) Pay: Rs. 10,750/- (ii) Special Pay: Rs. 500/- (iii) Personal Pay: Rs. 275/-  
(iv) Dearness Pay: Rs. 5,375/- (v) Dearness allowance: 24%.  
(vi) Qualifying service: 22 years 9 months 10 days.  
Calculate the Retirement Gratuity admissible in his case. Also calculate the death gratuity admissible to his family members in case of his death in harness.
9. A central Govt. servant drawing pay of Rs. 9,000/- in scale Rs. 7500-250-12000 from 01.11.1999. He died on 31.10.2000 while in service. His date of birth is 6.6.42. Calculate the Family Pension admissible to his wife.
10. Mr. X a Central Government employee drawing pay of Rs. 10,475/- in scale Rs. 8000-275-13000 from 01.11.1997 retired on superannuation on 31.03.1998. His date of birth is 01.04.1940. Calculate the pension admissible to him and the family pension admissible to his wife in case of death on 03.03.2001.
11. What are the provisions regarding ex-gratia payment to (i) the families of CPF retirees and (ii) to the CPF retirees?
12. Write about the salient features of the new pension scheme, 2004.

### **Promotions:**

#### **A. Objective:**

1. All vacancies in Gp. B are filled by promotion of Group C employees on the basis of \_\_\_\_\_ and \_\_\_\_\_ wherever the scheme is in force.
2. Where the scheme of LDCE is in force selection is held to fill up \_\_\_\_\_% of vacancies and LDCE is held to fill up \_\_\_\_\_% of vacancies.
3. Selection for appointment to Group B should be held once in \_\_\_\_\_ years
4. Selection committee for selection to the Group B posts shall be constituted with the orders of \_\_\_\_\_.
5. The selection committee for selection the Group B posts shall consists of \_\_\_\_\_ HODs including \_\_\_\_\_ and the \_\_\_\_\_.
6. If none of the committee members for selection to Group B posts belongs to SC/ST communities, another officer belonging to SC/ST community not below the rank of \_\_\_\_\_ shall be nominated.
7. In case of selection to a Group B post the assessment of vacancies shall for \_\_\_\_\_ years.
8. \_\_\_\_\_% of the cadre including construction reserve shall be added while assessing vacancies for selection to a Group B post.
9. In Group B selections, if it is felt that inclusion of 20% of cadre would lead to an inflation in the size of the panel, \_\_\_\_\_ may restrict the assessment.
10. Post based rosters shall be followed for implementation of reservation policy in selections to Group B posts. (say true or false)
11. Group C employees working in grade the minimum of which is Rs. \_\_\_\_\_ in the revised scale and in the higher Group C grades on a regular basis who have rendered not less than \_\_\_\_\_ years of non-fortuitous service are eligible to appeal for the selection.
12. Notwithstanding the position that the seniors do not fulfil the requisite minimum service conditions, they are eligible to appear for selection to a Group B post if \_\_\_\_\_.
13. In a Group B selection for one vacancy, the zone of consideration shall be \_\_\_\_\_.
14. In a Group B selection for two vacancies, the zone of consideration shall be \_\_\_\_\_.
15. In a Group B selection for three vacancies, the zone of consideration shall be \_\_\_\_\_.
16. The formula for deciding the zone of consideration for filling up 04 or more Group B vacancies by selection shall be \_\_\_\_\_.
17. Where employees of different streams are eligible to appear for Gp. B selections, their



- \_\_\_\_\_ seniority list should be drawn and circulated before selection.
18. The integrated seniority list of eligible staff for selection to a Group B post is based on the length of non-fortuitous service in scale Rs. \_\_\_\_\_.
  19. If adequate number of SC/ST employees are not available in the normal zone of consideration against reserved points, the field should be extended to \_\_\_\_\_ times the vacancies to pick up the SC/ST candidates.
  20. In case of selection to the post of APO, all employees who are eligible and volunteer for the selection should be considered without \_\_\_\_\_.
  21. The selection to the Group B posts is based on \_\_\_\_\_.
  22. For selection to Group B posts other than accounts Department, the maximum marks and qualifying marks under the head Professional ability are \_\_\_\_\_ and \_\_\_\_\_ respectively.
  23. For selection to the Group B posts other than accounts department, the maximum marks and qualifying marks under the head Personality, Leadership etc., are \_\_\_\_\_ and \_\_\_\_\_ respectively.
  24. For selection to the Group B posts other than Accounts Department, the maximum marks and qualifying marks under the head Record of Service are \_\_\_\_\_ and \_\_\_\_\_ respectively.
  25. In written test for selection to the Group B posts, the questions on Official Language Policy and Rules should not be compulsory. (say true or false)
  26. In a selection to the Group B posts, the successful candidates securing 80% and above shall be graded \_\_\_\_\_ and placed \_\_\_\_\_ of the panel.
  27. In a selection to the Group B posts, the successful candidates securing marks between 60% and 79% shall be graded as \_\_\_\_\_.
  28. In selections to the Group B posts, the recommendations of the selection committee should be put up to \_\_\_\_\_ for approval.
  29. If the General Manager does not approve of the recommendation of the selection committee, he will record his reasons in writing there for and order \_\_\_\_\_.
  30. Once a panel for Group B post is approved by the General Manager, no amendment or alteration in the panel should be made except with the prior approval of \_\_\_\_\_.
  31. The Group B panels shall be current for a period of \_\_\_\_\_.
  32. The panel for filling up the Group B posts shall be current for a period of two years from \_\_\_\_\_ or \_\_\_\_\_ whichever is earlier.
  33. In Group B selections, where provisional panels are drawn the currency will count from \_\_\_\_\_.
  34. In Group B selections, if the operation of an approved panel has been held in abeyance either wholly or partly as a result of injunction from the Court of Law, the currency of the panel should be reckoned after excluding \_\_\_\_\_.
  35. After vacation of injunction/disposal by the Court of Law, Operation of the Group B panel should be with the personal approval of \_\_\_\_\_.
  36. In exceptional circumstances, promotion to Group B posts with relaxed medical standards, should have the approval of \_\_\_\_\_.
  37. Promotion to Group B posts with relaxed medical standards with the approval of Railway Board will be purely on \_\_\_\_\_ basis.
  38. In cases where employee eligible to take the selection are abroad on deputation, the selection may be finalized without waiting for them. (say true or false)
  39. Not more than \_\_\_\_\_ supplementary selection/s should be held to cater to the absentees.
  40. An employee empanelled for promotion to Group B refusing promotion, should be debarred for promotion for \_\_\_\_\_ period.
  41. If an employee refuses promotion when considered after a lapse of one year after his first refusal, his name should be deleted form the panel. (say true or false)
  42. The rules governing the promotion of Group C staff are contained in Section \_\_\_\_\_ of Chapter \_\_\_\_\_ IREM, Vol.I.
  43. As per the definition of promotion under para 211 of IREM, Vol. I, Promotion includes promotion from a \_\_\_\_\_ to a \_\_\_\_\_, form \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
  44. Non-selection posts are \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ which have not been declared as

- selection posts.
45. The posts are declared as selection or non-selection for the purpose of promotion by \_\_\_\_\_.
46. Unless specifically provided otherwise, the promotion shall be made without any regard for \_\_\_\_\_ or \_\_\_\_\_.
47. Non-selection posts shall be filled by promotion of the senior most suitable Railway servant. (say true or false)
48. Suitability for non-selection post being determined by \_\_\_\_\_ on the basis of the record of service and/or departmental tests if necessary.
49. In a non-selection post, a senior Railway servant may be passed over only if he has been declared \_\_\_\_\_ for holding the post in question.
50. For promotion to non-selection post, staff in the immediate lower grade with a minimum of \_\_\_\_\_ years of service in that grade will only be eligible.
51. The service for the purpose of minimum 02 years in lower grade includes service rendered on ad hoc basis followed by \_\_\_\_\_ without break.
52. The condition of two years service should stand fulfilled at the time of \_\_\_\_\_ and not necessarily at the stage of consideration.
53. The number of eligible staff for consideration for promotion to a non-selection post shall be equal to \_\_\_\_\_.
54. The assessment of vacancies for non-selection post shall include existing vacancies plus anticipated during the next \_\_\_\_\_ months.
55. The anticipated vacancies are vacancies that arose due to \_\_\_\_\_ i.e., retirement/supernannuation.
56. An employee who has passed the suitability test for promotion to a non-selection post need not be called for the test again. (say true or false)
57. A suitability test for non-selection post should be held at the interval which should not be less than \_\_\_\_\_ months.
58. The period of six months for holding suitability test for non-selection post is reckoned from the date of \_\_\_\_\_ of the previous suitability test.
59. ACP scheme is made effective from \_\_\_\_\_.
60. ACP scheme is not applicable to officers belonging to \_\_\_\_\_ service and to \_\_\_\_\_.
61. No second ad hoc promotion shall be allowed under any circumstances. (say true or false)
62. A junior should not be promoted on ad hoc basis ignoring a senior unless \_\_\_\_\_.
63. There shall be no ad hoc promotions in \_\_\_\_\_ posts.
64. Ad hoc promotions may be made in leave/short duration vacancies upto \_\_\_\_\_ months only.
65. Beyond the permissible period of 04 months, personal approval of \_\_\_\_\_ is required for continuance on ad hoc promotion.
66. The notification regarding ad hoc promotion shall consist of protection clause that \_\_\_\_\_.
67. The ACP scheme became operational w.e.f. \_\_\_\_\_.
68. The ACP scheme requires creation of new posts for the purpose.(say true or false)
69. The posts above the pay scale of \_\_\_\_\_ shall be filled strictly on vacancy based promotions.
70. The highest pay scale upto which the financial upgradation shall be available is \_\_\_\_\_.
71. The financial benefit under ACP scheme shall be granted from \_\_\_\_\_ or \_\_\_\_\_ whichever is later.
72. The first financial upgradation under the ACP scheme shall be followed after \_\_\_\_\_ years of regular service.
73. If any employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of \_\_\_\_\_ years of regular service under the ACP scheme.
74. Financial upgradation under the ACP scheme shall be given to the next higher grade in accordance with the \_\_\_\_\_ in a cadre.
75. In the absence of defined hierarchical grades, financial upgradation shall be given in the \_\_\_\_\_ standard pay scales.

76. The financial upgradation under ACP scheme shall be purely \_\_\_\_\_ to the employee and has no relevance to his/her \_\_\_\_\_ position.
77. A senior employee can claim for stepping up of pay on the ground that the junior has got higher pay scale under the ACP scheme. (say true or false)
78. On upgradation under ACP scheme, pay of an employee shall be fixed under normal Rules under 1313(1)(a)(i) of IREC, Vol.II subject to a minimum financial benefit of Rs. \_\_\_\_\_.
79. Pay fixation benefit shall normally accrue at the time of regular promotion against a functional post in higher grade to an employee granted upgradation under ACP scheme. (say true or false)
80. The reservation orders/roster shall apply to the upgradations under ACP scheme. (say true or false)

**B. Descriptive:**

1. What procedure is to be followed when an employee placed on panel is issued -
  - (a) a major penalty charge sheet before issuing promotional order and a penalty of reduction to lower grade for a period of 03 years (NR) is imposed?
  - (b) a minor penalty charge sheet before issuing promotional order and a penalty of withholding of increment is issued to become operative from a future date.
2. What is meant by erroneous promotions? What action shall be taken when erroneous promotion is identified?
3. Explain briefly about granting of adhoc promotions to staff in Selection and non-selection posts?
4. Explain briefly the extant instructions to be borne in mind while setting up a selection board for selection to the post of Ch. OS in scale Rs. 7450-11500 in Personnel Branch?
5. What are the main features of ACP Scheme? What procedures shall be followed while granting the benefits under ACP Scheme?
6. What do you mean by automatic empanelment of staff?
7. Issue an office order promoting Mr. George, PI/Gr. II on ad hoc basis for the post of PI/Gr.I as per extant rules in force.
8. Write short notes on:
  - (i) Ad hoc promotions
  - (ii) Erroneous Promotions
  - (iii) Refusal of promotion.
  - (iv) In situ promotions
  - (v) Promotion of staff against whom DAR cases are pending
  - (vi) Pre-promotional Courses.
  - (vii) Pre-promotional training.

**Provident Fund:**

**A. Objective:**

1. The State Railway Provident Fund Rules are contained in \_\_\_\_\_ of IREC., Vol.I.
2. The amount of subscription payable for any month shall be \_\_\_\_\_% of the Subscriber's emoluments in case of SRPF(Contributory) staff.
3. Arrears of subscription to Provident Fund shall be recovered, if the Railway servant is admitted to the fund with \_\_\_\_\_ effect.
4. Interest of PF balances shall be credited with effect from \_\_\_\_\_ every year.
5. The authority competent to sanction an advance/withdrawal from PF in case of Group A or Group B Officer upto JA Grade is \_\_\_\_\_.
6. The authority competent to sanction an advance/withdrawal from PF in respect of Group D staff is \_\_\_\_\_.
7. Dearness Pay shall be treated as pay for grant of advance/withdrawal from PF. (say true or false)
8. PF Advance/Withdrawal is sanctioned even after the incident as a special case subject to fulfillment of certain conditions. (say true or false)
9. On satisfying the conditions for grant of final withdrawal from PF, the outstanding balance of advance can be converted into final withdrawal. (say true or false)
10. PF Advance can be sanctioned on more than one account simultaneously. (say true or false)

11. A new advance from PF shall not be granted unless \_\_\_\_\_ of the previous advance has been repaid.
12. Normally Railway servants who have completed \_\_\_\_\_ years of service may be granted final withdrawal from Provident Fund.
13. Withdrawal from PF on marriage account may be granted as a special case upto \_\_\_\_\_ months  emoluments in the case of marriage of a female.
14. The advance from PF granted for purchase of motor car shall be refundable in not more than \_\_\_\_\_ instalments.
15. As a special case, advance from PF for purchase of motor car/scooter etc., shall be granted if the service falls short of \_\_\_\_\_ months to 15 years.
16. To meet the cost of legal expenses, advance from PF equal to \_\_\_\_\_ shall be granted.
17. To purchase consumer durables like TV, VCR etc., an advance from PF equal to \_\_\_\_\_ shall be granted.
18. An advance from PF for construction of a house or flat will be granted only on submission of \_\_\_\_\_.
19. In the case of marriage of a male dependent family member of the subscriber, the advance granted shall be limited to \_\_\_\_\_.
20. In the case of marriage of a female dependent family member of the subscriber, the advance granted shall be limited to \_\_\_\_\_.
21. Confinement is not covered under the term  illness  under PF Rules. (say true or false)
22. Advances from PF are permitted for betrothal ceremonies also. (say true or false)
23. Withdrawals from PF for Educational expenses are permitted once in \_\_\_\_\_ months.
24. Withdrawal from PF for meeting expenses in connection with illness of subscriber shall be limited to \_\_\_\_\_.
25. The pay limit for grant of PF withdrawal for purchase of motor car shall be \_\_\_\_\_.
26. The amount of withdrawal from PF for purchase of motor car shall be limited to \_\_\_\_\_.
27. The amount of withdrawal from PF for purchase of motor cycle shall be limited to \_\_\_\_\_.
28. Final withdrawal for purchase of conveyance is allowed on one occasion only. (say true or false)
29. Final withdrawal for purchase of conveyance is allowed on completion of \_\_\_\_\_ years of service.
30. The amount of subscription with interest standing to the credit of a subscriber in the fund may be withdrawn to meet a payment towards a policy of Life Insurance. (say true or false)
31. The new deposit linked insurance scheme came into force from \_\_\_\_\_.
32. The additional amount payable under the scheme shall not exceed \_\_\_\_\_.
33. The subscriber should have put in \_\_\_\_\_ years of service at the time of his death to become eligible for payment under the new Deposit Linked Insurance Scheme.
34. The average balance for the purpose of DLI shall be worked out on the basis of the balance at the credit at the end of each of the \_\_\_\_\_ months preceding the month in which the death occurs.
35. The PF scheme does not apply to persons appointed on contract basis. (say true or false)
36. Part final withdrawal of \_\_\_\_\_ % of the balance at credit of a subscriber is permitted if applied within 12 months before retirement on superannuation.
37. Part final withdrawal of \_\_\_\_\_ % of balance at the credit of a subscriber within 12 months before retirement is permitted without assigning any reason.
38. The rate of interest on SRPF balances for the year 2004-05 is \_\_\_\_\_ % p.a.
39. The amount of Deposit linked insurance payable to the successors even if the death of the subscriber is by committing suicide. (say true or false)
40. The amount of deposit linked insurance is payable to successors in case of missing employees whose whereabouts are not known after a lapse of \_\_\_\_\_ years.
41. The additional amount payable under DLI scheme shall not exceed Rs. \_\_\_\_\_.
42. The additional amount payable under DLI scheme shall not exceed Rs. 60,000/- w.e.f. \_\_\_\_\_.
43. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs. \_\_\_\_\_.

- 12,000/- or more shall not have fallen below Rs. \_\_\_\_\_ to make him eligible for payment of additional amount.
44. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs.9,000/- or more but less than Rs.12,000/- shall not have fallen below \_\_\_\_ to make him eligible for payment of additional amount.
45. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is Rs.3,500/- or more but less than Rs.9,000/- shall not have fallen below \_\_\_\_ to make him eligible for payment of additional amount.
46. The balance at the credit of a subscriber holding a post in scale of pay maximum of which is less than Rs. 3,500/- shall not have fallen below Rs. \_\_\_\_\_ to make him eligible for payment of additional amount.

**B. Descriptive:**

1. To whom the State Railway Pension Rules apply and to whom they do not?
2. Calculate the interest that can be credited to the PF account of Mr. X on 31.12.2001 based on the following data:
 

(i) Opening Balance as on 01.04.2000 ..	Rs. 38,600/-
(ii) Subscription towards PF through the year..	Rs. 1,800/- p.m.,
(iii) Advance from PF drawn during 11/2000..	Rs, 6,000/-
(iv) Recovery towards PF advance	Rs. 500/- p.m.,
(v) PF advance recovery commenced	January, 2001
(vi) Rate of interest ..	11% p.a.
3. Mr. Y is transferred to another Railway and was relieved in the month of September, 2000. His salary was drawn in the old unit upto the month of August, 2000. Calculate the amount required to be transferred to the new unit based on the following data:
 

(i) Opening balance as on 01.04.2000:	Rs. 40,504/-
(ii) Monthly subscription to PF account:	Rs. 1,000/-
(iii) Rate of interest applicable	11% p..a.,
4. Explain in detail the provisions regarding execution of nomination by a subscriber to the Provident Fund.
5. What is Deposit Linked Insurance scheme? What are the provisions regarding payment of DLI to the beneficiaries in case of death of a subscriber to the fund?

**Quarters allotment and retention:**

**A. Objective:**

1. Staff in pay range of \_\_\_\_\_ are eligible for allotment of type IV quarters.
2. Railway quarters can be retained for a period of \_\_\_\_\_ on normal rent during leave.
3. Railway quarters can be retained for a period of \_\_\_\_\_ on normal rent during sick leave.
4. Railway quarters can be retained for a period \_\_\_\_\_ on normal rent during suspension.
5. Railway quarters can be retained for a period of \_\_\_\_\_ on normal rent on resignation/removal/dismissal from service.
6. Railway quarters can be retained for a period of \_\_\_\_\_ on normal rent in the event of death.
7. Railway quarters can be retained for a period of \_\_\_\_\_ on normal rent on retirement.
8. In no case retention of accommodation should exceed \_\_\_\_\_ from the date of retirement or date of school season which ever is earlier.
9. Railway quarters can be retained during entire period of leave ex India provided that it is certified that he would be \_\_\_\_\_.
10. Railway quarters can be retained for a period of \_\_\_\_\_ on normal rent on transfer.
11. Retention of Railway quarters in case of death is permissible for \_\_\_\_\_ months.
12. Special license fee is \_\_\_\_\_ times the normal license fees.
13. The staff rendered surplus and posted to another station are permissible

14. When a Railway servant is transferred from one station to another, retention of quarters is permissible on account of sickness of his/her widowed mother. (say true or false).
15. The occupier of Railway accommodation is charged rent either at the rate of \_\_\_\_ of his pay or the assessed rent whichever is less.
16. Water charges recoverable from a Group C employee for Type IV quarter is Rs. \_\_\_\_\_ p.m.
17. Water charges recoverable from a Group C employee for Type III quarter is Rs. \_\_\_\_\_ p.m.
18. Water charges recoverable from a Group C employee for Type II quarter is Rs. \_\_\_\_\_ p.m.
19. The staff/officers who refused to accept accommodation offered to him on the new zone are eligible for retention of quarters at the old station. (say true or false)
20. Retention of Railway accommodation on medical grounds beyond the permissible period as a special case requires the approval of \_\_\_\_\_.
21. Railway employees rendered surplus and posted to new stations necessitating change of residence may be permitted to retain Railway accommodation at the previous place of posting for a period of \_\_\_\_\_.

**B. Descriptive:**

1. What are the provisions regarding retention of Railway Quarters 
  - (i) on transfer
  - (ii) on deputation
  - (iii) on death of an employee
  - (iv) on retirement
  - (v) on transfer to a newly formed division
2. What are the instructions regarding allotment of quarters? What do you mean by out of turn allotment of quarters? What are the provisions regarding out of turn allotment?
3. Write short notes on:
  - (i) Penal rent.
  - (ii) out of turn allotment of quarters
  - (iii) Retention of quarters to staff transferred to NF Railway.
  - (iv) Retention of quarters on transfer to KRCL.
  - (v) Retention of quarters on posting to RCTs.

**Recruitment Rules & Training:**

**A. Objective:**

1. GDCE stands for \_\_\_\_\_.
2. Employees working in the lower post only should be allowed to appear for GDCE. (say true or false)
3. Cases of sports persons for recruitment and for out of turn promotion from Group D to C if other wise eligible, but does not possess the minimum educational qualification should be referred to \_\_\_\_\_.
4. RPF staff are not debarred from appearing in GDCE and other Departmental selections for promotion in Departments other than RPF/RPSF. (say true or false).
5. The prefix Apprentice should not be used in the notifications published by RRBs for recruitment from open market except in the categories of Apprentices appointed in \_\_\_\_\_ and \_\_\_\_\_ Departments.
6. GMs are empowered to re-engage retired para-medical staff on daily rates basis upto the age of \_\_\_\_\_ years.
7. Replacement panel against shortfall from RRB can be asked by the Railways within the \_\_\_\_\_ in normal cases.
8. Normally currency of the panels issued by RRB shall be for \_\_\_\_ year/s. (one year)
9. The currency of the panels issued by RRB for Group C can be extended beyond one year for one more year with the approval of \_\_\_\_\_.
10. The operation of the replacement panel should be ensured during the currency of the panel or latest upto \_\_\_\_\_ months of the expiry of the panel.
11. The annual quota for recruitment of Sports persons for Group C on S.C. Railway through open advertisements is \_\_\_\_\_.

12. The annual quota for recruitment of Sports persons for Group D on Zonal Hqrs., S.C. Railway through open advertisements is \_\_\_\_\_.
13. The annual quota for recruitment of Sports persons for Group D on each division of S.C. Railway through open advertisements is \_\_\_\_\_.
14. The vacancies under sports quota can be carried forward. (say true or false).
15. The annual quota for S.C. Railway for recruitment of sportspersons to Group C under talent scouting is \_\_\_\_\_.
16. The annual quota for recruitment of sportspersons to Group D for each division under talent scouting is \_\_\_\_\_.
17. The annual quota for Zonal Hqrs., of S.C. Railway for recruitment of sportspersons to Group D under talent scouting is \_\_\_\_\_.
18. The annual quota for recruitment against Scouts & Guides in Group C for S.C. Railway is \_\_\_\_\_.
19. The annual quota for recruitment against Scouts & Guides in Group D for each division of this Railway is \_\_\_\_\_.
20. The annual quota for recruitment against Cultural events in Group C for S.C. Railway is \_\_\_\_\_.
21. The annual quota for recruitment against Cultural events in Group D for each division of this Railway is \_\_\_\_\_.
22. The examination fees for the examinations conducted by RRB is \_\_\_\_\_.
23. \_\_\_\_\_% of posts in Group C & D are reserved for persons with disabilities.
24. The minimum age limit for recruitment in Railways is \_\_\_\_\_.
25. General Manager can relax the lower age limit by \_\_\_\_\_.
26. Upper age limit for CG appointment be relaxed freely. (say true or false)
27. 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.
28. During 2000, Railway Board have directed that recruitment to Group D posts shall henceforth be undertaken by \_\_\_\_\_ themselves.
29. General Managers are empowered to engage Group D staff only as \_\_\_\_\_.
30. Currency of panels issued by RRBs is \_\_\_\_\_ extendable by \_\_\_\_\_ by GM.
31. LDCE stands for \_\_\_\_\_.
32. Railway Board have introduced LDCE in the categories of OS/Gr.II and PI/Gr.I to an extent of \_\_\_\_\_ of the posts.
33. The scheme of restructuring of the cadres is effective from \_\_\_\_\_.
34. During restructuring suitable number of posts were required to be surrendered since the scheme of restructuring is \_\_\_\_\_.
35. The new Pension scheme is effective from \_\_\_\_\_.
36. A reservation of \_\_\_\_\_ % of vacancies has been provided for recruitment of the physically challenged person.
37. \_\_\_\_\_% of vacancies are reserved for orthopaedically challenged.
38. \_\_\_\_\_% of vacancies of ASMs in scale Rs.4500-7000 are filled by Direct Recruitment.
39. \_\_\_\_\_% of the vacancies of Sr. Clerks are filled by promotion from amongst the Junior Clerks in the order of seniority.
40. \_\_\_\_\_% of the vacancies of Sr. Clerks are filled by LDCE from amongst graduates working as Clerks in Scale Rs. 3050-4590.
41. \_\_\_\_\_% of vacancies of Sr. Clerks are filled by Direct Recruitment.
42. Promotion through LDCE to an extent of 20% of the \_\_\_\_\_ (vacancies/posts) in the category of Office Superintendent/Gr.II has been introduced.
43. A matriculate recruited as Artisan (Skilled III) has to undergo the period of training for \_\_\_\_\_ years.
44. In direct recruitment \_\_\_\_\_ vacancies of Group D \_\_\_\_\_ vacancies of Group C are reserved for ex-servicemen.

45. In case of blind, deaf and orthopaedically handicapped relaxation in age shall be granted upto \_\_\_\_\_ years.
46. The educational qualification for direct recruitment of skilled artisan is \_\_\_\_\_.
47. The maximum age limit for appointment of Group C employees belonging to general community is \_\_\_\_\_ years.
48. \_\_\_\_\_ no. of posts are filled in Group D services against Scout Quota in a year.
49. \_\_\_\_\_ no. of posts are filled in Group D services against Cultural Quota.
50. \_\_\_\_\_ no. of posts are filled in Group D services against sports quota.
51. Recruitment against Scouts, Sports and Cultural Quotas is to be completed by \_\_\_\_\_ for every year.
52. Rule of reservation to SC/ST/OBC is applicable in sports appointments. (say true or false)
53. General Manager is competent to constitute the recruitment committee for group C and D posts against sports quota at Headquarters level. (say true or false)
54. The age limit for recruitment of sports persons against Group D is between 18 to 33 years. (say true or false)
55. The upper age limit for sports persons against sports quota for appointment in Group C and D is relaxable by 5 years and 2 years against advertisement quota. (say true or false)
56. General Manager may relax the upper age limit in deserving and meritorious cases of sports persons against talent scout quota. (say true or false)
57. Outstanding sports persons can be appointed in intermediary grades with the approval of General Manager. (say true or false)
58. Sports persons promoted on out of turn basis can be allowed to count their seniority only when they come up for promotion in their turn. (say true or false)
59. The quota for each division against cultural quota recruitment is two. (say true or false)
60. The cultural quota recruitment can be carried forward to next year if not completed by the end of each financial year. (say true or false)
61. Rule of reservation for SC/ST/OBC is applicable for appointments against cultural quota. (say true or false)
62. Only the General Manager is competent to make appointments against cultural quota. (say true or false)
63. The quota against Cultural events for South Central Railway in Group C is just 02 per annum. (say true or false)
64. The recruitment in cultural quota will be done in pay scale of Rs. 4500-7000 and above. (say true or false)
65. The minimum educational qualification required for cultural quota appointment besides certificate course in music/dance etc., is a graduation. (say true or false)
66. Who is competent to declare a post as suitable for appointment of physically handicapped persons?
67. The post of SE/P Way can be filled by a person with physical disability. (say true or false)
68. The quota meant for each group of physically challenged, i.e., hearing impaired, visually challenged and orthopedically disabled can be exchanged at the end of three years. (say true or false)
69. Can a candidate to be appointed on compassionate grounds but found to be orthopaedically disabled be charged against the quota for physically handicapped? (say true or false)
70. Candidate appointed on physically handicapped quota should not be promoted to next higher grade, as there is no reservation for them in promotions. (say true or false)
71. The PH quota, if not filled will lapse at the end of the recruitment year. (say true or false)
72. DRM/CWM is competent to appoint a physically challenged candidate on compassionate grounds. (say true or false)
73. The upper age limit for physically challenged persons in recruitment of Group C and D is set at 15 years above the normal upper age limit. (say true or false)
74. There are \_\_\_\_\_ Railway Recruitment Boards in the country.
75. The quota of reservation for recruitment of ex-servicemen in Group C is \_\_\_\_\_.



76. \_\_\_\_\_ is competent to appoint a Group D servant on compassionate grounds.
77. \_\_\_\_\_ is the competent authority to relax or modify the age limits and educational qualifications prescribed for recruitment to non-gazetted posts.
78. \_\_\_\_\_ is the minimum educational qualification for appoint to Group D posts in Engineering Department.
79. The minimum educational qualification prescribed for a Group D employee in TTM Organisation is \_\_\_\_\_.
80. All the railway recruitment boards can recruit ex-service men for Railway service. (say true or false)
81. General Manager can appoint 4 persons against Cultural Quota, every year in either Group C or D categories. (say true or false)

**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 are the different modes of recruitment in Railways to a Group C post?
6. Which is the agency that recruits Group C staff to Railways? What are the rules for placing an indent on that agency?
7. 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?
8. What is the laid down procedure for publication of employment notices for recruitment to Group C and D posts?
9. What are the various concessions extended to SC/ST candidates?
10. What are the facilities extended to the SC/ST Railway employees  Associations?
12. What are the revised classifications of Railway Service and the pay limits?
13. Describe the procedure for recruitment against Group D services on Indian Railways?
14. How many Group C and Group D posts are filled under Sports quota at Zonal/Divisional level? What is the procedure to be followed for filling up the Sports Quota vacancies?
15. Write a letter to the District authorities requesting for verification of character and antecedents of a newly recruited candidate through RRB/SC for the post of Asst. Station Master in scale Rs. 4500-7000 whose period of residence in Prakasam District is for the last 05 years.

**Reservation Rules**

**A. Objective:**

1. \_\_\_\_\_ is competent to issue caste certificates in Andhra Pradesh.
2. Reservation for SC/ST in allotment of quarters is \_\_\_\_\_.
3. \_\_\_\_\_% of reservation is provided to OBCs in recruitment.
4. As a concession to SC/ST employees \_\_\_\_\_% of vacant quarters should be earmarked in allotment of quarters.
5. A single vacancy in a selection may be reserved for SC only. (say true or false)
6. Single post in a \_\_\_\_\_ cadre may be filled on regular basis without applying reservation.
7. Instructions regarding post based roster for promotion in Group C and D categories are also apply for promotion from Group C to \_\_\_\_\_ and within \_\_\_\_\_ categories.
8. Any fresh creation of work charged or revenue posts of Assistant Officers may be added to the fixed cadre strength of \_\_\_\_\_ and rosters expanded.
9. The basic principle of post based reservation is \_\_\_\_\_.
10. After introduction of post based reservation, it is still permissible to fill up a post reserved for ST by a SC candidate by exchange. (say true or false)
11. There is a ban on dereservation of vacancies reserved for SCs,ST and OBCs in direct recruitment.

- (say true or false)
12. If the vacancies reserved for SCs/STs/OBCs cannot be filled recruitment, they shall be carried forward as backlog vacancies to the subsequent recruitment years without any limitation. (say true or false)
  13. The income limit to exclude socially advanced persons from the purview of reservation for OBCs has been revised to \_\_\_\_\_ gross annual income.
  14. Before appointing a person belonging to OBC category, the appointing authority should ensure that the person does not belong to \_\_\_\_\_ on the crucial date.
  15. The %age reservation for SC/ST/OC for each Railway in recruitment of all Group C and will be \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ respectively.
  16. As and when the Railway servants are summoned by the National Commission to attend any hearing, they may be spared as on duty. (say true or false)
  17. When SC/ST candidates apply for the non-reserved posts, the applications of candidates with only \_\_\_\_\_ as postal charges may be allowed.
  18. When SC/ST candidates apply for the non-reserved posts, age relaxation is not allowed. (say true or false)
  19. When SC/ST candidates apply for the non-reserved posts, are they eligible for the free pass facility?
  20. The ceiling of \_\_\_\_\_ % reservation for SC/ST on total number of vacancies will apply only on vacancies that arise in the \_\_\_\_\_ year.
  21. In respect of backlog/carry forward of vacancies, the ceiling of 50% will not apply. (say true or false)
  22. The duration of pre-selection coaching for SC/ST candidates for selection to Group B posts should be for \_\_\_\_\_ weeks.
  23. SC/ST employees empanelled through selection/LDCE without relaxation will be treated as \_\_\_\_\_ vis a vis those SC/ST employees empanelled with relaxed standards.
  24. Recognition to more than one SC/ST association may be considered favourably. (say true or false)

**B. Descriptive:**

1. What are the important features of the Post Based Rosters? How many types of rosters are there? What are the points to be kept in view while preparing rosters?
2. What are the various concessions extended to the employees belonging to SC/ST communities in Railway right from recruitment to superannuation?
3. What do you mean by the scheme of best among the failed? What are the provisions regarding imparting in-service training and inclusion of the names in the panel after such training?
4. What are the instructions regarding staff belonging to SC/ST communities being selected against general merit to selection posts and non-selection posts?
5. Write a letter to the concerned revenue authorities requesting for verification of the caste certificate based on the following details:
 

Name of the employee:	Mr. X S/O. Mr. Y.
Caste as per the certificate:	Yerukula <input type="checkbox"/> ST
Certificate issuing authority:	MRO/BZA
Place of birth/brought up of the employee:	Chennai.
Date of Appointment and Designation:	01.10.1995.
6. If sufficient number of SC/ST/OBC candidates fit for appointment against reserved vacancies are not available, what is the prescribed procedure for filling up such reserved vacancies in direct recruitment as well as in case of promotion? (SC 46/2004)

**Retirement benefits and settlement:**

**A. Objective:**

1. The medical allowance payable to the eligible retired employees is Rs. \_\_\_\_\_.

2. Transfer grant payable is linked to the last pay drawn and DP (say true or false)
3. There is no maximum limit for the commuted value payable (say true or false)
4. Post retirement complimentary passes are admissible to railway servants retired after putting in \_\_\_\_\_ years of service.
5. Widow passes are admissible to widows of Railway servants if the Railway servant had drawn \_\_\_\_\_ PTOs during his service.
6. \_\_\_\_% of PF balance can be withdrawn within one year of retirement without assigning any reason.
7. The leave encashment payable shall be restricted to \_\_\_\_\_ days of leave at credit at the time of retirement/death.
8. Leave encashment shall be paid at the discretion of the disciplinary authority, in case \_\_\_\_\_ are pending against the retired employee at the time of retirement.
9. Leave encashment payable is linked to DA admissible at the time of retirement.
10. Any amount of arrears admissible to a retired employee can be drawn as usual and paid through pay clerk. (say true or false)
11. \_\_\_\_\_ is the competent authority to accept voluntary retirements.
12. In case of death while in service, pension is not admissible. (say true or false)
13. Safety related retirement scheme will cover the categories of \_\_\_\_\_ and \_\_\_\_\_ whose working has a critical bearing on the safety of train operations and track maintenance.
14. The safety related retirement scheme is effective from \_\_\_\_\_.
15. Under the Safety related retirement scheme, Drivers and Gangmen in the age group of \_\_\_\_\_ years may seek retirement.
16. The employee should have completed \_\_\_ years of qualifying service in order to be eligible for seeking retirement under the Safety related retirement scheme.
17. Shunters are also covered under the safety related retirement scheme. (say true or false)
18. The ward of the employee seeking retirement under Safety related retirement scheme will be considered for appointment in the \_\_\_\_\_ grade of the respective category from which the employee seeks retirement.
19. The cut off date for reckoning the eligibility of the employees under the safety related retirement scheme will be \_\_\_\_\_ of the respective year.
20. The last date for submission of requests for retirement and consideration of a ward for appointment under the safety related retirement scheme shall be \_\_\_\_\_ of the respective year.
21. Employees who desire to withdraw their requests for retirement under the safety related retirement scheme may be allowed to do so not later than \_\_\_\_\_.
22. A railway servant on EOL other than on medical grounds seeking VR, his request may be accepted immediately without insisting on \_\_\_\_\_.
23. A railway servant on EOL on medical grounds seeks VR, his request may be accepted and he may be allowed to retire after expiry of \_\_\_\_\_.

**B. Descriptive:**

1. Mr. Ram died one month before his retirement on 31.12.2005. Mr. Shyam retired on superannuation on 31.12.2005. Work out the benefits payable to the family of Mr. Ram and those payable to Mr. Shyam, if both were PI/Gr.II with 32 years of qualifying service having reached maximum of the scale on 01.09.2005.
2. Narrate briefly the various benefits under the liberalized family pension rules to which an employee is entitled to:  
(i) on superannuation (ii) in case of death while in service.
3. The service details of A,B and C are as follows:

Details	Mr.A	Mr.B	Mr.C
Date of Birth	03.12.1945	03.12.1945	03.12.1945
Designation	Sr. Goods Driver	OS/Gr.II	PI/Gr.I

Scale	Rs. 5500-9000	Rs. 5500-9000	6500-10500
Pay	Rs. 6200/-	Rs. 7500/-	Rs. 8200/-
Date of Increment	01.01.2005	01.01.2005	01.01.2005
Qualifying service	33 years	33 years	33 years
Commutation	40%	--	40%

- Calculate the retirement benefits including the Family Pension.
4. Explain in brief the salient features of the recently introduced new Pension Scheme? Explain the relative advantages/disadvantages of the Pension Scheme and the new contributory Pension Scheme?
  5. Who are eligible for granting Family Pension? How the settlement benefits including Family Pension is shared among the following:
    - (i) Minor Children and Wife
    - (ii) between the widows, if more than one
    - (iii) among major children and wife.
  6. Write about the provisions regarding advance action to be taken to ensure payment of settlement dues on the date of retirement?
  7. Distinguish between Compulsory Retirement under D&A Rules and under review of services? What benefits are admissible when employee is compulsory retirement, removed from service or dismissed?
  8. Work out the Pension/Family Pension, Gratuity, commutation of Pension (if opted for maximum entitlement) and Leave Encashment (for 280 days of unutilized LAP) in respect of a Chief Office Superintendent who retired on attaining the age of superannuating on 31.12.2005 on the details given below. Make necessary assumptions.
    - (i) Total service: 33 years;
    - (ii) Non-qualifying service: 05 years;
    - (iii) Annual increment received on 01.01.2005 rising pay to Rs. 8800/-
  9. What is meant by Dies Non? What are the different periods of service that does not count as qualifying for retirement benefits?
  10. What do you mean by Pension Adalat? What types of grievances are dealt under this Adalat? What are your suggestions for better working of the Pension Adalats?
  11. How is the Qualifying service calculated? What periods of service constitute non-qualifying service for settlement purposes?
  12. A temporary Railway servant having put in only 02 years of service die leaving his widow and one child. What pensionary benefits will his family be entitle dto and what are the rules for granting of the same?

**Selections:**

**A. Objective:**

1. \_\_\_\_\_ is competent to extend the currency of the selection panel.
2. \_\_\_\_\_ % of marks are allotted for Professional ability if there is no viva voce.
3. \_\_\_\_\_ % of marks are allotted for Professional ability if there is viva voce.
4. The currency of the panel can be extended for a period of \_\_\_\_\_ with the approval of \_\_\_\_\_.
5. \_\_\_\_\_ is the competent authority to permit second supplementary written test in a selection post.
6. The candidates who secure \_\_\_\_\_ % of marks or above in aggregate shall be classified as outstanding in a selection.
7. For selection to the post in scale Rs. 5500-9000, the selection board shall consist of \_\_\_\_\_.
8. For selection to the post in scale Rs. 5000-8000, the selection board shall consist of \_\_\_\_\_.
9. The trade test shall be conducted by \_\_\_\_\_.
10. Selection posts are filled in on the basis of the rule of seniority cum suitability. (say true or false)
11. Filling up of a single post in single post cadre without applying reservation on ad hoc basis is

- permissible. (say true or false)
12. Selection posts shall be filled by a \_\_\_\_\_ of selection made by selection board from amongst the staff eligible for selection.
  13. The positive act of selection shall consist of only \_\_\_\_\_ to assess the professional ability of the candidates.
  14. In case of selection to the post of Teachers the positive act of selection consist of both \_\_\_\_\_ and \_\_\_\_\_.
  15. A reasonable \_\_\_\_\_ notice should be sent to the candidates before the date of examination.
  16. The staff in the immediate lower grade with a minimum of \_\_\_\_\_ service in that grade only will be eligible for promotion.
  17. If a junior is eligible for promotion, his senior also will be eligible for such promotion, although \_\_\_\_\_.
  18. The positive act of selection for promotion to Loco Pilot (Passenger) will consist of \_\_\_\_\_ only to assess the professional ability of the candidates after passing the prescribed promotional course.
  19. Eligible staff upto \_\_\_\_\_ times the number of staff to be empanelled will be called for the selection.
  20. Persons who have expressed \_\_\_\_\_ should not be reckoned in the zone of consideration.
  21. The assessment of vacancies for a selection post will include the existing vacancies and those anticipated during the course of next \_\_\_\_\_ months.
  22. In case of selection to ex-cadre posts, actual vacancies plus those anticipated in the next \_\_\_\_\_ should be taken into account for the purpose of assessment.
  23. The vacancies that arise due to likely acceptance of voluntary retirement/resignation shall be counted as anticipated for assessment of vacancies. (say true or false)
  24. The vacancies that arise due to staff likely to go on transfer to other Railways/Divisions during the period under consideration shall be counted as anticipated for assessment of vacancies. (say true or false)
  25. In regard to selection posts, it is essential that all the selections are conducted \_\_\_\_\_ in a regular manner.
  26. In case holding of next selection becomes necessary, the same may be held after a minimum gap of \_\_\_\_\_ from the date of approval of the pervious panel.
  27. In case of filling up of selection posts in safety categories, if it becomes necessary to hold the next selection within a gap of six months, the same may be held with the personal approval of \_\_\_\_\_.
  28. Selection Board may be constituted under the orders of \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_ not lower than a DRM/ADRM/CWM.
  29. Selection Boards shall consist of not less than \_\_\_\_\_ officers.
  30. One of the selection board members shall be a \_\_\_\_\_ and one of the members shall be from a department other than \_\_\_\_\_.
  31. For selection posts in scale Rs. 5500-9000 and above, the selection boards shall consist of officers of \_\_\_\_\_.
  32. The answer books in a selection are invariably evaluated by a member officer of the department \_\_\_\_\_.
  33. In written test held as part of the selection for promotion to the \_\_\_\_\_ grade selection post in a category, objective questions should be set for \_\_\_\_\_% of the total marks.
  34. In the written test held as part of the selection for promotion to other lower grade selection posts, objective type questions should be set to the extent of about \_\_\_\_\_% of the total marks.
  35. Grace marks may be allowed by the paper evaluating officer in individual cases. (say true or false)
  36. Correction in the evaluation sheet for selection, should be attested by at least one of the committee members. (say true or false)
  37. Maximum marks allotted in selections to posts within Group C for professional ability shall be \_\_\_\_\_.

38. Maximum marks allotted in selections to posts within Group C for record of service shall be \_\_\_\_\_.
39. Maximum marks allotted in selections to posts within Group C for seniority shall be \_\_\_\_\_.
40. The qualifying marks for professional ability in selections to posts within Group C shall be \_\_\_\_\_.
41. Candidates must obtain a minimum of \_\_\_\_\_% marks in professional ability and \_\_\_\_\_% marks in of the aggregate for being placed on the panel.
42. In cases where both written and viva voce are part of selection, criteria for written test should not be less than \_\_\_\_\_ marks and the candidates must secure \_\_\_\_\_ % of marks in written for being called for viva voce.
43. In cases of selections where both written and viva voce tests are prescribed for selection, notional seniority marks are added to decide the eligibility for \_\_\_\_\_.
44. In case of selections to ex-cadre posts and posts filed by calling for volunteers, \_\_\_\_\_ marks will not be added to decide the eligibility for viva voce.
45. The names of the candidates should be arranged on the panel in the order of \_\_\_\_\_.
46. The candidates securing \_\_\_\_\_% or more marks in a selection are graded as outstanding.
47. The candidates graded as outstanding and are allowed to supersede not more than \_\_\_\_\_ % of total field of eligibility.
48. The panels drawn by Selection Boards and approved by the competent authority shall be current for \_\_\_\_\_ years.
49. The selection panels are current for 02 years from \_\_\_\_\_ or \_\_\_\_\_ whichever is earlier.
50. In case a senior person in a selection panel does not officiate in the higher grade for reasons of his own, it is implied that he has refused the promotion (say true or false)
51. Removal of a Railway servant's name from the panel would require the approval of \_\_\_\_\_.
52. For automatic empanelment, the original Group C post, the intermediate Group C selection post and the present post held by the employee are all in the same \_\_\_\_\_.
53. For automatic empanelment, none of the posts in question is a \_\_\_\_\_ post for which several categories of staff are eligible.
43. Not more than \_\_\_\_\_ supplementary selection/s should normally be held to cater to the needs of absentees.
44. A second supplementary selection should be held rarely with the personal approval of \_\_\_\_\_ based on merits of each case.
45. The employee refusing promotion expressly or otherwise is debarred for future promotion for \_\_\_\_\_.
46. Promotion after one year will be subject to continued validity of the panel in which he is borne, otherwise he will have to appear again in the selection. (say true or false)
47. At the end of one year if the employee again refuses promotion at the outstation, his name may be deleted from the panel. (say true or false)
48. Deletion of the name from the panel, due to refusal of promotion at outstation at the end of one year of refusal period, shall be automatic and no approval is needed. (say true or false)
49. The employee refused promotion will rank junior to those promoted from the same panel earlier to him. (say true or false)
50. The employee refused promotion will rank junior to those promoted during the refusal period from a panel as a result fresh selection subsequently held during the refusal period. (say true or false)
51. Refusal of promotion has no relevance to a particular post at a particular station. (say true or false)
52. Refusal to officiate on promotion at the same station may be taken as \_\_\_\_\_.
53. Refusal to officiate on promotion at the same station may be taken as refusal to work and attracts disciplinary action. (say true or false)
54. An employee may officiate in higher grade on ad hoc basis for \_\_\_\_\_ weeks without passing trade test.

55. Trade Test may comprise of both oral and practical to be held simultaneously. (say true or false)
56. There shall be no separate oral test not forming part of trade test for artisan categories for the purpose of screening them. (say true or false)
57. Exemption may be given from passing a prescribed promotional course in deserving cases. (say true or false)
58. In case promotional course has been prescribed as a pre-requisite condition to promotion, the employee may be allowed \_\_\_\_\_ chances to pass the course at the cost of administration.
59. In case promotional course has been prescribed as a pre-requisite condition to promotion, any chances allowed beyond three is at the cost of employee. (say true or false)
60. Staff promoted to rectify the administrative error may be on \_\_\_ basis.
61. In case of proforma promotion, the pay may be allowed from \_\_\_\_\_.
62. In case of proforma promotions, arrears are not admissible since the employee concerned shoulder \_\_\_\_\_.
63. The question whether the promotion/appointment of a particular Railway servant to a post was erroneous or not should be decided by an authority \_\_\_\_\_ than the appointing authority.
64. Whether the appointing authority is the President or Railway Board, the decision regarding erroneous promotion should rest with \_\_\_\_\_.
65. In selection posts of a cadre, the marks allotted under the head seniority is \_\_\_\_\_.
66. In selection posts of a cadre, marks allotted under head record of service is \_\_\_\_\_.
67. The head personality, leadership etc.,  for assessment of the suitability of a candidate in selections is done away with. (say true or false)

**B. Descriptive:**

1. Explain the process of filling up of the vacancies in a selection post from the stage of assessment of vacancies to empanelment.
2. Explain the process of filling up of the vacancies in a non-selection post.
3. Explain the provisions regarding Trade Tests for artisan categories.
4. What is erroneous promotion? What action is suggested in the rules to deal with the erroneous promotions?
5. Write Short notes on:
  - (i) concept of anticipated vacancies. (ii) assessment of vacancies
  - (iii) selection to persons on deputation. (iv) Currency of panels (v) Automatic empanelment (vi) Supplementary selections.
6. 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.

**Seniority Rules.**

**A. Objective:**

1. The general principles that may be followed in dertermining the senioirty of non-gazetted Railway servants are enumerated in Chapter \_\_\_\_\_ of the IREM, Vol.I.

2. The seniority among the incumbents of a post in a grade is governed by the \_\_\_\_\_ .
3. Grant of pay higher than initial pay should not confer on a Railway servant seniority above those who are already appointed regularly. (say true or false)
4. The criterion for determination of seniority of a direct recruit should be \_\_\_\_\_.
5. The criterion for determination of seniority of a promotee should be \_\_\_\_\_.
6. When the dates of entry into a grade of the promotees and direct recruits are the same, they should be put in \_\_\_\_\_ positions, the promotees being senior to the direct recruits.
7. In case training period is curtailed, the date of joining the working post in case of direct recruit shall be \_\_\_\_\_.
8. The seniority of the candidates recruited through RRB and sent for initial training is to be fixed in the order of \_\_\_\_\_.
9. In case no initial training is prescribed, the seniority of the candidates recruited through RRB is fixed in the order of \_\_\_\_\_.
10. When two or more candidates are declared of the equal merit at one and the same examination, their relative seniority is determined by the \_\_\_\_\_.
11. In case date of birth becomes the criterion for determining the seniority, the \_\_\_\_\_ candidate becomes the senior.
12. In case of mutual transfer to a different seniority unit, their seniority is based on the \_\_\_\_\_ of the railway servant with whom they have exchanged, whichever of the two may be lower.
13. In case of transfer to a different seniority unit in the interest of administration, the seniority is regulated by \_\_\_\_\_.
14. The Railway servants transferred at their own request from one seniority unit to another shall be placed \_\_\_\_\_ the existing confirmed, temporary and officiating Railway servants in the \_\_\_\_\_ grade.
15. Transfer at own request to a different seniority unit is permitted if there is \_\_\_\_\_.
16. Transfer on request shall not be allowed in \_\_\_\_\_ grades in which all posts are filled entirely by promotion of staff from lower grades.
17. When dates of appointment to a grade is the same, \_\_\_\_\_ shall determine the seniority.
18. In case the dates of entry into grade next below that in which the seniority is being determined also coincide, the dates of entry into each of the \_\_\_\_\_ shall determine the seniority.
19. If the dates of entry in each of the lower grades in the channel also are identical, then the \_\_\_\_\_ shall determine the seniority.
20. The relative seniority of the Railway servants passing the examination/test in their due turn and on the same date shall be determined with reference to their \_\_\_\_\_ .
21. When a post is filled by considering staff of different seniority units, the total length of continuous service in the \_\_\_\_\_ or \_\_\_\_\_ grade held by the employees shall be the determining factor for assigning seniority.
22. While deciding the relative seniority of employee in an intermediate grade belonging to different seniority units, \_\_\_\_\_ service only should be taken into account.
23. Non fortuitous service means the service rendered after the date of \_\_\_\_\_ after \_\_\_\_\_.
24. Railway servants may be permitted to see the seniority list in which their names are placed. (say true or false)
25. In case the seniority lists cannot be conveniently arranged for perusal by the concerned Railway servants, they may be informed of their position in the seniority list on \_\_\_\_\_.
26. Staff concerned may be allowed to represent about the assignment of their seniority position within a period of \_\_\_\_\_ after the publishing of the seniority list.
27. No cases of revision in seniority lists should be entertained beyond one year. (say true or false)
28. Reduction in pay \_\_\_\_\_ affect a Railway servant's position on the seniority list. (Choose correct answer  does or does not)
29. If the period of reduction to a lower service, grade or post is not specified in the order imposing the penalty, the person loses his \_\_\_\_\_ in the higher service, grade or post.
30. The seniority of a Railway servant, who is reduced to a lower service, grade or post for an



- unspecified period, should be determined by \_\_\_\_\_ without regard to the service rendered by him in such service, grade or post.
31. Where staff is appointed to Railway service below the prescribed minimum age limit, underage service will also count for purpose of seniority. (say true or false)
  32. The seniority of the medically decategorised staff will be fixed with reference to the \_\_\_\_\_.
  33. The staff who get their cases recommended for change of category on medical grounds will be treated as \_\_\_\_\_.
  34. Sr. Clerks in scale Rs. 4500-7000 and Stenos in scale Rs. 4000-6000 are treated on par for the purpose of preparing integrated seniority for Welfare Inspectors.(say true or false)

**B. Descriptive:**

1. How seniority of a Non-gazetted employee is fixed:
  - (a) on appointment through RRB where there is no training.
  - (b) On absorption after initial training.
  - (c) Transfer on administrative grounds.
  - (d) Transfer on request.
  - (e) On transfer to another post on medical decategorisation.
  - (f) On transfer to another post on surplus account.
  - (g) On mutual exchange with another employee in other unit.
2. What is the significance of a Seniority List? What are the general rules for drawl and circulation of seniority lists?
3. Write short notes on:
  - (i) inter se seniority
  - (ii) integrated seniority
  - (iii) Fortuitous service

**Transfer/Transfer Grant:**

**A. Objective:**

1. Group D staff recruited prior to \_\_\_\_\_ without the condition of qualification will be eligible to seek transfer on request in recruitment grade on bottom seniority.
2. Group D staff recruited after \_\_\_\_\_ with relaxation of qualification will be eligible to seek transfer on request in recruitment grade on bottom seniority.
3. 50% of DA is taken into account as Dearness Pay for arriving at the quantum of composite transfer grant, in case of staff transferred prior to 01.04.2004 but relieved after that date. (say true or false).
4. Staff transported their luggage at their own on transfer without availing the facility of Kit Pass are entitled to the Composite Transfer Grant without any cut in the quantum. (say true or false)
5. In case the Railway accommodation is permitted to be retained by the family of the deceased for a period of 02 years, the time limit for availing the Composite transfer grant is \_\_\_\_\_.
6. Claims for composite transfer grant can be entertained and paid along with settlement dues to the retiring staff. (say true or false)
7. Requests for transfer of sports persons recruited against sports quota form one Railway/unit/Division to another Railway/Unit/Division may be considered if the sports person has completed \_\_\_\_\_ years of service.
8. The requests of the sports persons for transfer on mutual basis from one Zone/Division/Unit to another provided both are \_\_\_\_\_.
9. Cases involving inter Railway transfers of sports persons shall be referred to \_\_\_\_\_ for approval.
10. All communications regarding transfer should be signed by \_\_\_\_\_ with his name and designation appearing below the signature.
11. The memorandum/order sparing the employee on transfer should have the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ of the employee duly attested by the officer signing the memorandum/order of relief.

12. Staff qualified in GDCE and get posted to a station of their choice are entitled to Transfer Grant. (say true or false)

**B. Descriptive:**

1. Write short notes on:  
(i) Transfer in the interest of Administration  
(ii) Transfer on request of the employee  
(iii) Posting of Wife and husband  
(iv) Periodical Transfers  
(v) Composite Transfer Grant.

**24. Welfare Measures.**

**A. Objective:**

1. Setting up of any type of canteen requires the approval of \_\_\_\_\_.
2. Charges for occupation of Holiday Homes for working Group C staff are nominal. (say true or false)
3. PREM stands for \_\_\_\_\_.
4. The membership of the Railway Institutes shall be compulsory. (say true or false)
5. The concessions of Educational assistance, reimbursement of tuition fee and hostel subsidy will apply to all Railway servants without any pay limit from \_\_\_\_\_.
6. The concessions of educational assistance, reimbursement of tuition fees and hostel subsidy will be available upto \_\_\_\_\_ (number of ) children.
7. If both wife and husband are employed in Railways, the concessions of educational assistance or reimbursement of tuition fees or hostel subsidy is available to \_\_\_\_\_ only.
8. If the wife or husband of a Railway servant is employed outside Railways, the concession for education of children are available if \_\_\_\_\_.
9. The concessions for education of children are admissible to a Railway servant under suspension. (say true or false)
10. The concessions for education of children are admissible to a Railway servant on leave including EOL. (say true or false)
11. The educational assistance or reimbursement of tuition fee or hostel subsidy are admissible only in respect of the children between \_\_\_\_\_.
12. A Railway servant shall not be eligible to draw children's educational allowance, reimbursement of tuition fees or hostel subsidy for a child for more than \_\_\_\_\_ academic year/s in the same class.
13. The children's educational assistance, reimbursement of tuition fees or hostel subsidy is admissible only if the child attends the school regularly. (say true or false)
14. The children's educational assistance, reimbursement of tuition fees or hostel subsidy shall be admissible to a Railway servant in respect of his children regardless of the fact of any scholarship granted. (say true or false)
15. The children's educational allowance shall be \_\_\_\_\_ per child.
16. The children's educational allowance is admissible through out the year notwithstanding the fact that no tuition fees is paid during the vacation. (say true or false)
17. A Railway servant shall be eligible to the reimbursement of tuition fees in respect of a child provided \_\_\_\_\_ allowance is not admissible.
18. A Railway servant shall be eligible to the grant of hotel subsidy at the rate of Rs. \_\_\_\_\_ per month per child.
19. The hostel subsidy shall be paid upto \_\_\_\_\_ stage in states and Union territories.
20. The hostel subsidy is not admissible in respect of a child for whom \_\_\_\_\_ allowance is drawn by the Government servant.
21. As a general principle, the Railway should provide everything to a Railway Institute which a

- \_\_\_\_\_ ordinarily would and the Railway Institute should pay for all that a \_\_\_\_\_ would usually be liable.
22. The aims of the Railway Institutes is to induce the Railway servants to participate in \_\_\_\_\_, rather than to encourage individual prowess.
  23. There shall be a provision in the Rules of Railway Institutes for the use of the premises by ladies as \_\_\_\_\_ centers.
  24. Cost of books for the Mobile libraries shall be met from the \_\_\_\_\_.
  25. Holiday Homes are established as a measure of \_\_\_\_\_ to staff.
  26. Necessary essential equipment such as utensils, furniture etc., in the Holiday Homes shall be provided by \_\_\_\_\_.
  27. To the location of a Holiday Home, approval of \_\_\_\_\_ will be necessary.
  28. If a Holiday Home is set up by a Railway outside its jurisdiction, the same shall be in-charge of \_\_\_\_\_.
  29. Staff who are allotted accommodation in a Holiday Home, should not be refused leave. (say true or false)
  30. The charges for occupation of holiday homes are Rs. \_\_\_\_\_ per day per room for higher type of accommodation.
  31. The charges for occupation of holiday homes are Rs. \_\_\_\_\_ per day per room for lower type of accommodation.
  32. Railway administrations are at an obligation to set up canteens in certain Railway establishments with more than 250 employees under the provisions of \_\_\_\_\_.
  33. As a general principle, a Tiffin Room may be provided where the staff strength is not less than \_\_\_\_\_ and is less than \_\_\_\_\_.
  34. As a general principle, a regular canteen may be provided where the staff strength is \_\_\_\_\_.
  35. Any proposal for setting up of a canteen should have the approval of \_\_\_\_\_.
  36. The canteens should work on \_\_\_\_\_ basis. (no loss, no profit)
  37. Commodities sold in canteens should be wholesome and cheap. (say true or false)
  38. Loans towards initial capital for the canteens may be sanctioned from SBF. (say true or false)
  39. Loans granted towards initial capital for the canteens should be repayable in instalments spread over \_\_\_ years as determined by SBF committee.
  40. Handicraft centers should be set up for the benefit of the \_\_\_\_\_ of Railway men.
  41. Handicraft Centres are aimed at imparting training to women members of the families of Railwaymen in handicrafts like \_\_\_\_\_.
  42. Expenditure on the Handicraft centers should be met from \_\_\_\_\_.
  43. Accommodation for Handicraft centers should be provided in spare Railway buildings at \_\_\_\_\_ rent.
  44. The charges for electricity and water consumed by Handicraft centers housed in a Railway Institute should be borne by \_\_\_\_\_.
  45. Railway administration should encourage Handicraft centers by placing orders for \_\_\_\_\_ required by Railways.
  46. The co-operative societies functioning on Railways are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
  47. The consumer co-op. societies with a membership of \_\_\_\_\_ are classified as small co-op. stores. (less than 1000)
  48. The consumer co-op. societies with a membership of \_\_\_\_\_ are classified as Big Co-op. Societies.
  49. Membership of the Co-op. societies shall be open to \_\_\_\_\_.
  50. Each member of the Co-op. society shall be required to purchase at least one share, value of which shall not be less than \_\_\_\_\_.
  51. Retired and ex-Railway employees may also be permitted to become members in the Co-op. Societies. (say true or false)
  52. The Co-op. societies are managed through a management committee from amongst the \_\_\_\_\_.

53. The supreme authority in respect of Railway Co-op. Societies must vest with the \_\_\_\_\_.
54. Gazetted Railway servants can become members of consumer co-op. society but cannot be elected as office bearers. (say true or false)
55. Gazetted Railway servants should not become ex-officio office-bearers of Co-op. societies unless the Railway Board so approves. (say true or false)
56. The employees of the Co-op. Societies are eligible for the concession of privilege passes/PTOs is allowed (say true or false)

**B. Descriptive:**

1. Write Short notes on -
  - (i) Labour Co-operative Societies
  - (ii) Consumer co-operative societies
  - (iii) Co-operative Credit Societies.
  - (iv) Railway Institutes & Clubs
  - (v) Holiday Homes and Convalescent Homes
  - (vi) Uniforms to children
  - (vii) Handicraft Centres
2. What are the various Welfare measures adopted in Railways? What are your suggestions for introducing new schemes?
3. What are Statutory and Non-statutory Canteens? Explain briefly the difference between them?
4. What do you mean by □Welfare□? What is the machinery available on Indian Railways for redressal of different grievances of staff?
5. Explain briefly about the Scouting movement on Indian Railways.
6. Differentiate
  - (i) Consumer Co-op. Societies & Co-op. Credit Societies
  - (ii) Holiday Homes & Convalescent Home
  - (iii) Handicraft Centres & Vocational Training Centres
  - (iv) Statutory Canteens & Non-statutory Canteens
  - (v) Hostel Subsidy & Subsidised Hostel
7. Explain about the need for voluntary organisations on Indian Railways? What is the contribution of such organistaions for the welfare of staff of S.C. Railway?

**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 \_\_\_\_\_.
9. One card pass in favour of \_\_\_\_\_ office bearers shall be issued to each branch of a trade union.
10. The card pass issued to the branches of trade unions are available over the jurisdiction of the branch and to the \_\_\_\_\_.
11. A Departmental Council of JCM deals with the matters concerning the staff employed in \_\_\_\_\_ only.
12. National Council of JCM shall consist of \_\_\_\_\_ members on Official side including \_\_\_\_\_.
13. National Council of JCM shall consist of \_\_\_\_\_ members on Staff side nominated by \_\_\_\_\_.

24. \_\_\_\_\_.  
Cases of individuals shall be subjected to compulsory arbitration. (say true or false)

**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 □ (i) on administrative grounds, (ii) on Periodical Transfer, (iii) on request.
11. What is the machinery provided for handling Industrial Relations on Railways? Give details right from the lowest to highest level?
12. What is Worker's Education Scheme? What are its main aims and objectives?
13. Enumerate the advantages and disadvantages of Trade Unions?

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