Question Bank for selection from Group 'D' to Group 'C' (Jr.Clerk)
(33 $\frac{1}{3}$ % Promotion Quota)

A. MATHS:

1. Simplify: $2/3 + 4/9$ x $7\frac{1}{2} + 99^{48}/_{49}$ x 245.

2. Simplify: $^{21}/_{25}$ divided by $^{9}/_{20}$ x $^{5}/_{12}$ divided by $^{10}/_{17}$.

3. Simplify: $\dfrac{5 \text{ x } 5 \text{ minus } 5}{5 \text{ divided by } ^{1}/_{5}}$

4. Simplify: $10 - [41 - \{28 + (12 - \overline{3-1}\ )\}]$

5. Simplify: $\dfrac{3.732 \text{ x } 3.732 \text{ minus } 1.732 \text{ x } 1.732}{3.732 \text{ plus } 1.732}$

6. Simplify: $1.5 + 0.4 (2 - 0.5) + 0.1 + 0.4$

7. Simplify: $^{7}/_{8}$ of $^{32}/_{63} + ^{5}/_{6}$ divided by $^{9}/_{16}$.

8. If $1/3.718 = 0.2689$, then $1/0.0003718 = ?$

9. In a school 4/9 of the pupils are boys. There are 125 girls. How many boys are there?

10. If A:B = 3:4 and B:C = 5:6, find A:C?

11. If x:y = 3:4 and y:z = 4:5, find x:y:z?

12. If A:B = 2:3 and B:C = 9:5 find A:B:C?

13. If A:B = $^{3}/_{5}$: $^{5}/_{7}$ and B:C = ¾: $^{2}/_{5}$ Find A:B:C?

14. If R:S = 0.01:0.11 and S:T = 2.2:1, Find R:S:T?

15. In a school, Under Sanchayika Scheme, Rekha saves $1^{1}/_{2}$ times the savings of Bindu, Geeta saves 4 times the savings of Rekha. Find the ratio of the savings of all the three in least terms?

16. A certain sum of money is divided between A and B in the ratio of $1^{1}/_{4} : 1^{2}/_{3}$ and A got Rs. 360/-. Find the total sum of money and B's share?

17. In an office, the ratio of the salaries of an officer and a clerk is 15:7. If the salary of a clerk is Rs. 720/- less than the salary of the officer, find the salary of each?

18. In an election to a municipal council, the votes secured by two candidates are in the ratio 13:19. The elected candidates gets 312 votes more than the second candidate. How many votes are secured by the second candidate?

19. A certain sum of money is divided between Murthy and Prasad in the ratio $3\frac{1}{7} : 2\frac{2}{3}$. I Murthy gets Rs. 120/- more than Prasad, find the share of each?

20. In a cricket test series, the runs made by Raju and Tendulkar are in the ratio 5:9 and Tendulkar and Azar are in the ratio 6:7. What are the runs made by them if Azar makes 187 runs more than Raju?

21. Annual incomes of the families of Sita and Latha are in the ratio 4:3 and their annual expenditure are in the ratio 3:2. What is their annual income if they save Rs. 3000/- in a year?

22. The cost of 10 books is Rs. 80/-. Find the value of 15 books?

23. The cost of 48 bags of paddy is Rs. 16,800/-. What is the cost of 36 bags of paddy?

24. Monthly expenditure of a family of 4 members is Rs. 2,800/-. What is the expenditure if there are 3 members in the family?

25. If 18 tones of grass is needed for 12 cattle. How many tones of grass is required for 30 cattle?

26. If 80 men can do a piece of work in 10 days, in how many days can 40 men do the same piece of work?

27. If 80 men can do a piece of work in 10 days, in how many days can 20 men do the same piece of work?

28. If 80 men can do a piece of work in 10 days, how many men are required to do the same work in 4 days?

29. If 80 men can do a piece of work in 10 days, how many men are required to do the same work in 2 days?

30. 36 men can do a piece of work in 12 days, in how many days 9 men can do it?

31. 18 men can dig a well in 10 days. After they have worked for 4 days, how many more men shall be employed to complete the work in 4 days from then?

32. The mess charge for 35 students for 24 days is Rs. 6300/-. In how many days will the mess charges be Rs. 3375/- for 25 students?

33. Rice costing Rs. 480/- is needed for 8 members for 20 days. What is the cost of rice required for 12 members for 15 days?

34. 10 men can lay a road of 75 Km long in 5 days. In how many days can 15 men lay a road of 45 Km long?

35. 24 men working at 8 hours a day can do a piece of work in 15 days. In how many days can 20 men working at 9 hours a day do the same work?

36. 175 men can dig a canal of 3150 metre long in 36 days. How many men are required to dig a canal of 3900 metre long in 24 days?

37. If the Cost Price is Rs. 10/- and the Selling Price is Rs. 12, What is the Profit or Loss?

38. If the Cost Price of one book is Rs. 10/- and the Selling Price is Rs. 12/-, what is the Profit or Loss on 100 books?

39. If the Cost Price is Rs. 500/- and Profit is Rs. 50/-, what is the Selling Price?

40. If the Cost Price of 10 bags of Paddy is Rs. 5000/- and the Profit is Rs. 500/- what is the Selling Price of each bag of Paddy?

41. If the Selling Price is Rs. 6/- and loss is Rs. 0.50 ps, what is the Cost Price?

42. If the Cost Price is Rs. 640/- and Selling Price is Rs. 680/- What is the Profit percentage?

43. If the Cost Price is RS. 528/- and Profit is Rs. 44/- What is the Selling Price and what is the profit percentage?

44. A book seller brought a gross of pencils at Rs. 144/- and sells the same in retail at Rs.2/- per pencil. What is the Profit or Loss percentage?

45. A bookseller brought a ream of white paper for Rs. 100/- and sells at 24 sheets for Rs. 6.50 ps. Is there any profit or loss?

46. An animal trader buys a calf for Rs. 800/- and sells at a profit of 10%what is the selling price of the calf?

47. An animal trader buys a cow for Rs. 1200/- and sells at a loss of $8\frac{1}{3}$ % What is the Selling Price of the cow?

48. If the Marked Price of an article is Rs. 54/- and discount is Rs. 6/- what is the Selling Price?

49. If the Selling Price of an article is Rs. 42/- and discount is Rs. 3/- what is the Marked Price?

50. If the Marked Price is Rs. 20/- and the discount is Rs. 2/- what is the discount percentage?

51. If the Selling Price is Rs. 35/- and the discount is Rs. 5/- what is the discount percentage?

52. If the discount is 20% and the Marked Price is RS. 250/- what shall be the Selling Price?

53. If the Marked Price is Rs. 1280/- and the discount is $3^1/_8$ % what shall be the Selling Price?

54. The marked price of a cycle is Rs. 1280/-. By allowing a discount of 10%, it gives a profit of Rs. 72/-. Find its Cost Price?

55. If the principal amount is Rs. 45/- and the rate of interest is 5% per annum, What shall be the interest in three years?

56. If the Principal amount is Rs. 1000/- and rate of interest is 6% per annum, what shall be the interest in 3 years six months?

57. On what Principal amount the simple interest payable shall be Rs. 50/- in 2 years at the rate of 5% per annum?

58. On what Principal amount the simple interest payable shall be Rs. 31.50 ps in one year 3 months at the rate of $5^1/_4$ % per annum?

59. Find the Principal amount if the simple interest paid is Rs. 312.75 ps in 2 years 3 months at the rate of 6.25% per annum?

60. What is the rate of interest per annum, if the interest payable is Rs. 3/- in two years on a sum of Rs. 60/-?

61. What is the rate of interest per annum, if the interest payable is Rs. 42/- in two years 4 months on a sum of Rs. 180/-?

62. What is the rate of interest per annum, if the interest payable is Rs. 90/- in two years 6 months on a sum of Rs. 1080/-?

63. In what time will Rs. 1250/- amount to Rs. 1400/- at 6% per annum?

64. Find the simple interest on a sum of Rs. 1000/- for 4 years at the rate of 3% per annum?

65. Find the simple interest on a sum of Rs. 250/- at 2% per annum for 4 years?

66. Find the simple interest on a sum of Rs. 4000/- for 6 months at the rate of 4% per annum?

67. Find the simple interest on a sum of Rs. 800/- for 4 years at the rate of 2 ½ % per annum?

68. Find the simple interest on a sum of Rs. 10/- for 4 months at the rate of 3 ps per rupee per month?

69. Find the amount in 1 year compounded half yearly on Rs. 5000 at 6%.

70. Sunitha scored 17 marks out of 20 in Mathematics. What is her percentage of marks?

71. There are 1500 students in a school. Out of which 20% are Muslims, 15% are Christians and the rest of Hindus. Find the number of Hindus in the school.

72. The population of a village is 1000. Out of which 44% are men, 35% are women and the rest are children. Find the number of children in the village?

73. A man had Rs. 800/-. He spent 25% of it. How much had he left?

74. A Group D employee has to secure 50% marks to qualify in the examination for promotion to Group C. If he gets 163 marks and fails by 37 marks, find the maximum marks?

75. There are 500 students in a school. 100 of them come to school by bus, 200 come by bicycle and the rest by foot. What percent students come by foot?

76. Ram, Sham and Gaurav started a business with Rs. 8000/-, 12000/- and 15000/- respectively. Find their shares of profit of Rs. 7000/- after one year?

77. Mahesh and Ramesh started a business with Rs. 4000/- and Rs. 6000/- respectively. After an year there was a profit of Rs. 1000/-. What is the share of Mahesh in the profit?

78. Mr. X invested Rs. 450/- in a business for 4 months and Mr. Y invested Rs. 600/- for 3 months. What is the share of Mr. Y in the profit of Rs. 400?

79. Ram and Shyam started a business with capitals of Rs. 4000/- and 6000/- respectively and made a profit of Rs. 1500/- what is the share of each of the partners?

80. A, B and C started a business with a capital of Rs. 5000/-, Rs. 7000/- and Rs. 8000/- respectively. At the end of the year there is a profit of Rs. 800/-, find the share of each?
81. Find the average of 7, 10, 12, 15 and 16?

82. Find the average of Rs. 9.50 ps., Rs. 0.50 ps., Rs. 8.50 ps., Rs. 5.50 ps.

83. A milk man sold 20 litres of milk on first day, 17.5 litres of milk on second day and 21 litres of milk on third day. Find the average sales of the milk man?

84. A train traveled 52 Kms., in the first hour, 60 Kms., in the second hour and 58 Kms in the third hour. In the fourth hour there was a trouble in the engine and it could run only 26 Kms, Find the average speed of the train?

85. The average age of two children and their father is 17 years. The average age of the two children and their mother is 15 years. If the age of the father 36 years what is the age of the mother?

86. The average age of seven members is 40 and the average age of three of them is 28. Find the average age of the other four?

87. A can do a piece of work in 6 days and B can do the same work in 12 days. How long will they take to complete it, if they both work together?

88. Anil and Sunil work together and finish a work in 8 days. Anil alone can do it in 12 days. How many days will Sunil take to finish the work alone?

89. Raju can do a piece of work in 3 hours. Navin can do it in 6 hours. How long will they take if they both work together?

90. A can do a work in 15 days. B in 25 days and C in 30 days. How long will they take to do the work if they work together?

91. 5978+6134+7014=? A)16226 B)19126 C)19216 D)19226

92. 18265+2736+41328=? A)61329 B)62239 C)62319 D)62329

93. 39798+3798+378=? A)43576 B)43974 C)43984 D)49532

94. 9358-6014+3127=? A)6381 B)6471 C)6561 D)6741

95. 9572-4018-2164=? A)3300 B)3390 C)3570 D)7718

96. 7589-?=3434 A)721 B)3246 C)4155 D)11023

97. 9548+7314=8362+? A)8230 B)8410 C)8500 D)8600

98. 5358X51=? A)273258 B)273268 C)273348 D)273358

99. 360X17=? A)5120 B)5320 C)6120 D)6130

100.587X999=? A)586413 B)587523 C)614823 D)615173

101.935421X625=? A)57564125 B)584638125 C)584649125 D)585628125

102.12846X593+12546X407=? A)12846000 B)14203706 C)24038606

103.1307X1307=? A)1601249 B)1607249 C)1707249 D)1708249

104.David obtained 75,65,82,67 and 85 marks(out of 100).What is his average mark?

105.A library has an average of 510 visitors on Sundays and 240 on other days. The average number of visitors in a month of 30 days beginning with Sunday is?

106.What % of a day is 3 hours?

107.3.5 can be expressed in terms of % as

108.270 candidates appeared for examination of which 252 passed. The pass % is

109.A man buys a cycle for Rs.1400 and sells it at a loss of 155. What is the selling price of the cycle?

110.If A:B:C = 2:3:4, then A/B:B/C:C/A is equal to:

111.If A:B = 2:3, B:C = 4:5 and C:D = 6:7, then A:B:C:D is:

112.An athlete runs 200 metres race in 24 seconds. What is his speed?

113.6 students secured 34, 23, 29, 32, 11, 43 out of 50 marks in a paper. What is the average of the marks?

114.There are 44, 46, 38, 40 students in A, B, C & D sections of 10th class in a school. What is the average students in a class?

115.What is the simple interest for Rs.2000/- at the rate of 7 ½ % p.a. for 5 years?

116.The population of a town during 2000 census was 27860. During 2005 census the population has increased by 5%. Calculate the increase in population.

117.The total emoluments of an employee is Rs.17650/-. Out of this following deductions are made:

PF – 1060, VPF – 5000/-, HRA- 1260/-, HBA – 2300/-, Festival advance 150/, CGIS-30, Professional tax 150. What is his take home salary?

118.What will be the compound interest on a principle of Rs.6000/- in two years at the rate of interest 10% p.a.?

119. A train travelling with 90 KMPH speed covers a distance in 1 ½ hours. What is the distance ?

120. A purchased a car for Rs. 1,35,000/- and spent Rs. 25,000/- for repairs. At what cost the car was sold if he earned 10% profit on it?

121. How long a train 70 mts long travelling 72 KMPH per hour? Take to pass a station platform of 130 mts long. The time should be given in seconds.

122. A dealer marks his goods 10% above the cost price and allow 10% discount. What does he gain or loose percent?

123. In a Hostel of 50 boys there are provisions for 40 days. If 30 new boys joined how long will these provisions last?

124. AP express running at an average speed of 95 KMPH reached Kazipet from Secunderabad in 1 hour 50 minutes. What is the distance between Secunderabad and Kazipet?

125. The Cost Price of 40 mts of terricotton cloth is Rs. 2440/-. Find the cost price of 22 Mts?

126. A pay clerk has the following denominations of currency notes and coins left in the cash box after payment to the staff: What is the total amount with the pay clerk at the close of the day?

Notes	Number of notes	Coins	Number of coins
Rs. 100/- notes	157	Rs. 5/- coins	25
Rs. 50/- notes	132	Rs. 2/- coins	48
Rs. 20/- notes	52	Re. 1/- coins	133
Rs. 10/- notes	18	Rs. 0.50 coins	100

127. In the above question, if the amount left over is equal to 50% of the amount he had before the payment. How much amount he has paid to the staff?

128. A labor earns Rs. 4950/- in 30 days. What will be his earnings if he works for18 days, 101 days and 300 days?

B. GENERAL ENGLISH AND GRAMMAR

I. Essay Writing: (in about a page or 150 words) (don't use your name of identity)

1. Diwali

2. Dasara

3. Sankranti

4. Holy – the festival of colours.

5. Ramzan

6. Christmas

7. Friendship

8. Excursions

9. Television

10. Radio

11. Libraries

12. Computers

13. My teacher whom I like

14. My best friend.

15. Poverty in India

16. My child-hood.

17. My school days.

18. If I were the Prime Minister

19. The Book I like the most

20. The Sport I like the most

21. The cinema I like the most.

22. The National Leader I like the most.

23. The political party I like the most.

24. Important tourist places of Andhra Pradesh

25. My hobby.

26. Dowry system

27. Population in India

28. Indian Railways

29. S.C. Railway and its divisions.

30. Un-employment in India

II. Letter Writing: in about 100 words (Assume your name as A)

1. A letter to your friend inviting him to spend Vacation with you

2. A letter to your friend describing important sight-seeing places in AP

3. A letter to the Editor about the problems in your locality

4. A letter to the Municipal Commissioner for regular supply of drinking water

5. A letter to the Municipal Commissioner describing the conditions of the roads in your locality.

6. A letter to a leading company for a job of Junior Assistant.

7. A letter to a Post Master complaining about the non-receipt of your parcel from your friend at Bombay.

8. A letter to your Officer requesting sanction of leave

9. A letter to your father about the new job you have taken up recently.

10. A letter to your friend in America describing the problems of un-employment .

11. A letter to your friend inviting him for your marriage.

12. A letter to your father describing your progress in studies

13. A letter to your brother congratulating him at his success in the examination.

14. A letter to your friend describing the annual day function of your school.

15. A letter to your fiend expressing condolences on the death of his mother.

16. A letter to a Publisher for supply of certain books by VPP.

17. A letter to a Police Inspector about a theft in your house.

18. A letter to the Editor of a News Papers regarding frequent strikes and bandhs.

19. A letter to your friend expressing your inability to attend his marriage fuction.

20. A love letter to your girl/boy friend.

A. Write the Feminine gender of the following:

Bachelor, Boy, Brother, Buck, Bull/Ox, Horse, Husband, King, Lord, Man, Monk, Cock, Dog, Drake, Father, Gander, Gentleman, Nephew, Sir, Son, Uncle, Author, Host, Lion, Manager, Poet, Duke, Emperor, Prince, Tiger, Master, He, Hero, Grandfather, Man-servant, Landlord, Salesman, administrator, washer-man, Milkman, Grandfather, Papa.

B. Give the Plurals of the following:

Son-in-Law, Daughter-in-Law, Mango, Class, Brush, Branch,
Match, Dish, Watch, Buffalo, Potato, Mango, Hero, Dynamo, Solo,
Momento, Stereo, Kilo, Baby, Lady, Story, City, Thief, Wife, Wolf,
Life, Loaf, Half, Leaf, Knife, Calf, Shelf, Chief, Safe, Man, Mouse, Foot, Tooth, Goose,
Ox, Child, Scissors, Spectacles, Cattle, People, Index, Child, Radius, Memorandum,

C. Identify the Adjectives from the following sentences:

    a)   Sita is a clever girl

    b)   There is little time for preparation

    c)   The boy is lazy

    d)   She is afraid of the Ghost.

    e)   Kolkata is a large city.

    f)   He is an honest man

    g)   The foolish old crow tried to sing

    h)   He has little intelligence.

    i)   You have no sense.

j)   We have had enough exercise

k)   He did not ear any rice

l)   There are no pictures in the book

m)   I taught you many things

n)   Sunday is the first day of the week

o)   I hate such things

p)   He comes here every day

q)   He won the second prize.

r)   He was absent last week

s)   My uncle lives in the next house.

D. Fill in the blanks with suitable Adjectives:

a)   The _____ prize was won by him

b)   This is a very _____ matter

c)   Suddenly there arose a _____ storm

d)   The injured man wants _____ advice

e)   India expects _____ man to do his duty

f)   Have you any _____ reasons to give

g)   There were riots in _____ places

h)   I have no _____ cash

i)   He was a man of _____ ambition

j)   The hand has _____ fingers.

E. Give Comparative and Superlative degrees:

Speed, Small, Tall, Bold, Clever, Kind, Young, Great, Fine, White, Brave, Large, Able, Wise, Happy, Easy, Heavy, Merry, Wealthy, Big, Hot, Thin, Sad, Fat, Beautiful, Difficult, Good, Bad, Little, Much, Many, Late, Old, Far, poor, less, sharp, industrious, learned, sweet, strong, good, bad, well, ill, far, in, near, pretty, rich, light.

F. Fill in the blanks with appropriate words:

a)   Prevention is _____ than cure

b)   Tendulkar is the _____ batsman in the world

c)   The pen is _____ than sword

d)   The _____ buildings are found in America

e)   The Pacific is _____ than any other Ocean

f)   Who is the _____ boy in the Class

g)   My Uncle is _____ than my father

h)   Ooty is _____ than Chennai

i)   Mount Everest is the _____ peak of the Himalayas

j)   He is one of the _____ speakers in Telugu

k)   China is the _____ populated in the world

l)   This is the _____ of my two sons

G. Use articles and fill up the blanks:

a)   I saw _____ tree in _____ garden.

b)   _____ tree I saw was Banyan.

c)   He is _____ most intelligent boy.

d)   _____ Godavari is _____ longest river in South India.

e)   I want _____ cup of tea.

f)   _____ Ramayana was written by Valmiki.

g)   Iron is _____ useful metal.

h)   Honesty is _____ best policy.

i)   Tirupati is one of _____ pilgrim centers of Andhra Pradesh.

j)   _____ Indians love music.

k)   There is _____ insect in the glass.

l)   Jack and Jill went up _____ hill.

m)   Flowers in ____ garden are beautiful.

n)   Gelelio was _____ Italian scientist.

o)   _____ thief was sent to ____ prison.

p)   He aims to become _____ engineer.

q)   My brother is _____ teacher.

r)   Spain is _____ European country.

s)   I will come in _____ hour.

t)   I never saw such _____ incident.

u)   This is _____ exercise to test _____ knowledge in English.

v)   I went to _____ hospital to see _____ patient.

w)   _____ dinner was arranged at ____ Hotel Taj.

x)   His vehicle makes _____ loud noise.

y)   I saw _____ elephant in _____ zoo.

z)   Wordsworth wrote poetry on beauty of _____ nature.

aa)   What _____ beautiful flower it is!

bb)   He is _____ best friend of mine.

cc)   _____ Sun rises in _____ East.

dd)   You are _____ man to do it.

ee)   This is _____ historic event.

ff)   The passengers want _____ help of _____ few volunteers.

gg)   He is as stupid as _____ ass.

hh)   _____ Lotus is _____ beautiful flower.

ii)   Look at _____ sky, how beautiful _____ stars look!

jj)   She wept like _____ child.

kk)   According to _____ Bible, God made _____ world in six days.

ll)   _____ Ambassador should be _____ man of pleasing manners.

mm)   Mussolini was _____ Hitler of Italy.

nn)   He is _____ native who knows _____ way in the jungle.

oo)   Sita is _____ purest woman.

pp)   _____ Earth is round.

qq)   Draw _____ map of India.

rr)   The doctor restored sight to _____ blind.

ss)   Twelve inches make _____ foot.

tt)   Not _____ word he said.

uu)   Wisdom is _____ gift of heaven.

vv)   Delhi is _____ capital of India.

ww)   Newton was _____ great philosopher.

xx)   I met him at _____ church.

yy)   A bird in _____ hand is worth two in _____ bush.

zz)   The darkest cloud has _____ silver lining.

aaa)   Copper is _____ useful metal

bbb)   He is not _____ honorable man

ccc)   Do you see _____ blue sky

ddd)   Varanasi is ____ holy city

eee)   Alladin had _____ wonderful lamp

fff)   He returned after _____ hour

ggg)   _____ sun shines brightly

hhh)   French is _____ easy language

iii)   Who is _____ girl sitting there

jjj)   Which is the _____ longest river in India

kkk)   He has come without ____ umbrella

lll)   Mumbai is _____ very costly place

mmm) The children found _____ egg in the nest

nnn)   I bought _____ Horse _____ Ox and _____ Buffalo.

H. Fill in the blanks with suitable Relative Pronouns:

1)   We always like those boys _____ speak the truth

2)   He _____ does his best shall be praised

3)   I know _____ you mean

4)   She has gone to Chennai _____ is her birth place

5)   He gave away _____ he did not need

6) Here is the pen _____ you lost

7) Most people get _____ they deserve

8) He is a man _____ you can trust

9) Where is the book _____ I gave you

10) Listen to _____ I say

11) Did you receive the letter _____ I sent yesterday?

12) Do you know _____ has happened?

13) Do the same _____ I do

14) God helps those _____ help themselves

15) No man can lose _____ he never had

16) That man _____ does not work must starve

17) He plays the game _____ he likes best

18) I do not believe _____ you say

19) _____ you say is not true

20) I gave it to the man _____ I saw there

21) I know _____ you are praising.

22) You have not brought the book _____ I asked for

23) Please recite _____ you have learnt

I. **Join together the following pairs of sentences**:

a) I know a man.   The man had been to Iceland.

b) The thief stole the watch.   The thief was punished

c) Show the road.   The road leads to Delhi

d)   I met a boy.   He was very kind

e)   The man is honest.   The man is trusted

f)   We met a girl.   The girl had lost her way

g)   He is a rogue. No one trusts him.

h)   I have found the umbrella.   I lost it.

i)   I saw a girl.   She was singing.

j)   Here is the book.   You were asking for the book.

k)   This is the building.   It was built in a month.

l)   I met my Uncle.   He had just arrived.

m)   The boy is my cousin.   You see him there.

n)   The boy tells lies.   He deserves to be punished.

o)   Here is the book.   The book contains pictures.

p)   Give me the ruler.   The ruler is on the desk.

q)   He has a friend.   He is a clever artist.

r)   The boy was very proud.   He had won the first prize.

s)   This is the cat.   It killed the rat.

J. Split each of the following sentences into two:

1)   Bring me the book that is on the table.

2)   The elephant that was sick died.

3)   I have found the book, which I lost.

4)   The boy whom you see there made top score in the match.

5)   He is a poet whose works are widely known.

6)   The task which you have to do is easy.

K. Change the voice:

1) The cat killed the mouse

2) The man cut down the tree

3) Columbus discovered America

4) His teacher praised him

5) The police arrested the thief

6) The boy caught the ball

7) My father will write a letter

8) The hunter shot the lion

9) The girl opened the door

10) Everyone loves him

11) We expect good news

12) They sell radios here

13) I have sold my bicycle

14) We prohibit smoking

15) Open the door

16) He was praised by his father

17) The first rail engine was built by George Stephenson

18) The horse was frightened by the noise

19) The teacher was pleased with the boy's work

20) He was taken to the hospital by his friends

21) The road was lined with people

22) Shakuntala was written by Kalidas

23) The building was damaged by fire

24) Those cars were built by Robots

25) The child was knocked down by a car

26) We elected Babu as Captain

27) I saw him opening the box

28) We must listen to his words

29) Without effort nothing can be gained

30) Do not insult the weak

31) My watch was lost

32) The master appointed him monitor

33) He made his friend do the work

34) Prem Chand wrote this novel

35) I bought the baby a doll

36) I opened the door

37) They know me

38) He taught me to read Hindi

39) We expect good news

40) I offered him a chair

41) We must listen to his words

42) Who taught you Urdu

43) Somebody has put out the light

44) The letter was written by the clerk

45) He was seen by my brother

46)   Honey is made by bees

47)   I was offered a chair

48)   My watch has been stolen

49)   The boy was praised by the teacher

50)   He was chosen leader

51)   The bird was killed by a cruel boy

52)   We shall be blamed by everyone

53)   By whom was this jug broken

L. Fill in the blanks with correct form of verb given in the brackets:

1)   The earth ………… round the Sun (move,moves,moved)

2)   My friend ………. the Principal yesterday (see,have seen,saw)

3)   She ………. worried about something (looks,looking,is looking)

4)   He ………. asleep while reading (falls,fell,has fallen)

5)   He …….. a mill in this town (have,has,is having)

6)   I ……… a strange noise (hear,am hearing,having been hearing)

7)   Don't disturb me.I ……. my homework (do,did,am doing)

8)   The soup ……. good (taste,tastes,is tasting)

9)   He …….. TV most evenings (watches,is watching,watch)

10)   The baby ………… all morning (cries,has been crying)

11)   I ………. him at the zoo (saw,have seen,had seen)

12)   She ……… unconscious since 4'0 clock (is,was,has been)

13)   The sun …….. over the hills (rises,is rise,is rising)

14)   When I ……… my dinner,I went to bed (had,have had,had had)

15) She jumped off the bus when it …… (moved,has moved,was moving)

M. Change the verbs into Past Tense in the following:

1. Rama writes to his mother every week

2. She sings sweetly

3. He comes of a good line

4. I know him for an American

5. I forgot his name

6. He gets along fairly well

7. He throws cold water

8. They all tell the same story

C.   GENERAL KNOWLEDGE

I. Expand the abbreviations:

SBF   - Staff Benefit Fund

MBF   - Mutual Benefit Fund

CCO   - Chief Claims Officer

CPRO - Chief Public Relations Officer

CTE   - Chief Track Engineer

CBE   - Chief Bridge Engineer

CPDE - Chief Planning & Development Engineer

PCE   - Principal Chief Engineer

CMPE - Chief Motive Power Engineer

CME   - Chief Mechanical Engineer

CWE   - Chief Workshop Engineer

CRSE - Chief Rolling Staff Engineer

CEE   - Chief Electrical Engineer

CESE - Chief Electrical Service Engineer

CELE - Chief Electrical Loco Engineer

CSTE - Chief Signal & Telecommunication Engineer

CCE   -Chief Communication Engineer

COS   - Controller of Stores

CMM - Chief Materials Manager

CPO   - Chief Personnel Officer

CPO/A - Chief Personnel Officer Administration

CPOIR - Chief Personnel Officer Industrial Relation

COM   - Chief Operations Manager

CPTM - Chief Passenger Traffic Manager

CFTM - Chief Freight Traffic Manager

COFMOW – Central Organization for Modernization of Workshop

CPM   - Chief Projects Manager

CRB   - Chairman Railway Board

CRS   - Commissioner Railway Safety

DRM   - Divisional Railway Manager

CSC   - Chief Security Commissioner

CCM   - Chief Commercial Manager

CMD   - Chief Medical Director

CAO/C- Chief Administrative Officer/Construction

ADRM-Additional Divisional Railway Manager

FA&CAO- Financial Advisor and Chief Accounts Officer

AGM   - Additional General Manager

EDPM- Electrical Data Processing Manager

SWSO- Senior Work Study Officer

IRCON- Indian Railway Construction Organization

IRWO- Indian Railway Welfare Organization

RITES-Rail India Technical & Economic Services

RRB   - Railway Recruitment Board

RCT   - Railway Claims Tribunal

RRT   -Railway Rates Tribunal

ICF   - Integral Coach Factory

DLW   - Diesel Locomotive Works

CLW   - Chittaranjan Locomotive Works

RCF   - Rail Coach Factory

RWF   - Rail Wheel Factory

CRS   - Carriage Repair Shop

RDSO – Research Design & Standards Organization

IRISET- Indian Railway Institute of Signal Engineering & Telecommunication

CGEGIS   - Central Government Employees Group Insurance Scheme

ZRTI – Zonal Railway Training Institute

RDC   - Railway Degree College

STC   - Supervisor Training Center

APPSC - Andhra Pradesh Public Service Commission

UNICEF - United Nations Children's Educational Fund

WHO -   World Health Organization

LAP   - Leave at Average Pay

LHAP – Leave at Half Average Pay

HBA   - House Building Advance

RELHS – Railway Employees Liberalized Health Scheme

IREM - Indian Railway Establishment Manual

IRCTC- Indian Railways Catering and Tourism Corporation

RVNL – Rail Vikas Nigam Ltd

UNO – United Nations Organization

ILO – International Labour Organization

II. Fill in the Blanks :

1)   Lepakshi is in the District of _____

2)   Bharat Heavy Electricals is at_____

3)   Nagarjuna Dam is in the State of _____

4)   Konark Express run between Mumbai_____

5)   Osman Sagar is situated at_____

6)   Kovalam Beach is in _____ state

7)   ICF is situated at _____

8)   Sun Temple is at _____

9)   Golcumbaz is at _____

10)   Qutub Minar is at_____

11)   Charminar is at _____

12)   India Gate is at_____

13)   Gate Way of India_____

14)   Rail Coach Factory is at_____

15)   Rail Wheel Factory is at _____

16)   Integral Coach Factory is at _____

17)   There are _____Zones in Indian Railways

18)   There are _____Divisions on SC Railway

19)   Tar is a product of _____

20)   Steel Plant in AP is at_____

21)   Fuel used for train Engine is _____ or _____.

22)   Wagon Workshop is situated at _____ on S.C. Railway.

23)   Carriage Repair Shop is situated at _____ on S.C. Railway

24)   ELS stands for _____.

25)   Electric Loco Sheds are set up at _____ on S.C. Railway.

26)   Railway Officers are trained at _____.

27)   A brother who is below _____ years of age can be a dependent to be included in the pass declaration.

28) A request to CCM is made for release of berths from _____.

III. Types of Leave:

1) _____ days of CL are entitled in a calendar year for staff in administrative office.

2) _____ days of Restricted Holidays are entitled in a calendar year

3) _____ days of LAP are credited in half a year

4) _____ days of LHAP are credited in a year.

5) Extra Ordinary Leave of _____ years can be sanctioned at a maximum.

6) Maternity Leave is _____ days.

7) Paternity leave is _____ days.

8) Maximum LAP that can be granted at a stretch is _____ days.

IV. Advances:

1) Festival Advance is Rs._____

2) Cycle Advance is Rs. _____.

3) Scooter Advance is Rs._____ in the first occasion.

4) Motor Car Advance is Rs. _____ in the first occasion.

5) Computer advance is Rs. _____.

6) HBA is _____ times the basic pay plus DP

V. Allowances:

1) DA stands for _____

2) CCA stands for _____

3) HRA stands for _____

4)   TA stands for _____

VI. Labour Organisations:

NFIR   stands for _____

AIRF   stands for _____

JCM   stands for _____

PNM   stands for _____

SCRMU stands for _____

SCRES stands for _____

VII.   Say True or False:

1.   The lowest pay scale is Rs. 2610-3540.

2.   The V Pay Commission recommendations are made effective from 01.04.96.

3.   A peon of CPO's Office can be posted to Vijayawada on promotion.

4.   A substitute in Group 'D' is entitled to appear for selection to Gr.'C' post.

5.   The pay scale of Junior Clerk is Rs. 4500-7000.

6.   White paper is non-stock item.

7.   Tables and Chairs required for an office are stocked items.

8.   A supervisory official is entitled to draw a brief case for official purposes.

9.   The rate of increment in scale Rs.3050-4590 is Rs.150/-.

10.   Employees with II Class pass are allowed in Guard's Break van.

11.   A Station Master is capable to cancel a train.

12.   Chief Operations Manger belongs to Traffic Service.

13. Chief Claims officer has to verify the arrear claims of the staff before disbursement of the payment.

14. IRPS officers are recruited by RRB.

15. UPSC recruits Station Managers.

16. Stenographers are personal staff of officers recruited by them.

17. A Bungalow Peon is recruited by RRB.

18. Bunglow Peons are initially engaged with the approval the officer concerned.

19. A substitute bunglow peon attains temporary status after 120 days service.

20. Asst. Officers are entitled to a Substitute Bungalow Peon.

21. Bungalow Peons are transferable to any Railway along with the officer to whom he is attached.

22. SR stands for Suitability Record because the suitability of an employee is decided for promotion on perusal of the SR.

23. 100% of CL service counts for pensionery benefits.

24. CL service means service done on Casual Leave.

25. Bonus on Railways is payable twice a year.

26. Monthly wages are paid to the staff on the first day of the month.

27. There are weekly and daily wage periods on Railways.

28. In case of any grievance, staff must approach the local political leader first.

29. DAR action can be taken if any staff represent their grievances through MPs/MLAs.

30. No wages are paid during suspension since the employee is not required to work during the suspension period.

31. Suspension means punishing the employee for coming late to the office daily.

32. Staff get half payment during suspension for unauthorised absence.

33. The cost of spectacles is reimbursed under Mutual Benefit Fund.

34. The co-operative society lends loans to all Railway employees.

35. A Group D employee cannot take gifts worth Rs. 20/- from others on certain functions in the house.

36. Wife and husband, if both working as peons can be posted in the same office.

37. A group D employee should have minimum VIII Class qualification for recruitment on Railways.

38. Pension is payable to a Railway servant who retires from service with 5 years' qualifying service.

39. If a Group D employees dies after putting in 2 years service can be paid pension.

40. Leave encashment is payable at the time of retirement only.

41. Deposit Linked insurance scheme is linked to the PF balances of an employee.
42. Railway employees are given free food during IOD.

43. Workmen get compensation if one is injured while on duty and in the course of one's duty.

44. If a Gangman is run over and killed while on duty, he is entitled for ex-gratia payment in addition to the workmen compensation payable to him.

45. Group D employees are entitled to free diet while taking treatment as in-patient in a Railway hospital.

46. Un-married female employees are not entitled to Maternity Leave.

47. SC/ST candidates are given a free pass to enable them to attend the written examination conducted by RRB.

48. 70% of daily TA is payable to a Railway employee on line beyond 8 Kms for 3 hours.

49. A Senior Clerk can remove a peon from service.

50. AP Express runs between Secunderabad and Mumbai.

51. All Rajadhani Expresses are to and fro Delhi.

52. Cattle can also be transported by Trains.

53. Fish cannot be carried by passenger trains.

54. The rate of Railway Time Table is Rs.125/-.

55. The Railway Time Table gives the information about break journey.

56. A pass holder cannot break his journey before completion of 500 Kms.

57. A local train ticket is valid for 8 hours.

58. Refund is granted by Station Master after two days of departure of the concerned train.

59. Full refund of fare is entitled on an unconfirmed ticket .

60. The reservation charges are non-refundable.

61. A privilege pass is valid for 4 months during which the holder can travel any number of times.

62. A TC should collect amount from ticket-less traveler if he is not a staff only.

63. Ticket checking staff are running staff who are entitled for running allowance.

64. Drivers are non-running staff.

65. Staff should be sober while on duty.

66. Breathalyser test is to test the driver whether he is breathing is properly.

67. Taking intoxicated drinks before 10 hours of commencement of the duty is punishable under DAR.

68. Peons are entitled to washing allowance.

69. Washing allowance is an allowance payable to Group D staff who accept the work of washing plates, cups and saucers etc.

70. The daily sale proceeds of the Railway staff canteen are credited to Railway revenues and draw the necessary expenditure from Railway towards purchase of provisions.

71. Some trains are called freight trains because of their frightening speed.

72. CFTM looks after movement of Freight Trains.

73. Container Corporation sells containers.

74.   IRCTC stands for Indian Railway Catering and Transport Corporation.

75.   RailTel is a department of Railways who tells about Railways to the passengers.

VII. General Questions:

1. Who is the General Manager of S.C. Railway?

2. Who is the Additional General Manager of S.C. Railway?

3. Who is the Pricipal Chief Engineer of S.C. Railway?

4. Who is Chief Administrative Officer/Construction of S.C. Railway?

5. Who is the Chief Personnel Officer of S.C. Railway?

6. Who is the Financial Advisor & Chief Accounts Officer?

7. Where is the Headquarters of Hyderabad Division?

8. Where is the Headquarters of Secunderabad Division?

9. What is the other name of Vijayawada?
10. How many privilege passes are eligible to Group D and Group C employees?

11. How Many Post Retirement passes are eligible for Group C and D employees, who have put in 25 years service?

12. In which Division the following stations are situated?
    Nanded, Tirupati, Raichur, Nandiyal, Parli

13. Who is the Prime Minister of India?

14. Where Rail Wheel Factory situated?

15. Who wrote Natioanl Anthem

16. Who is the Present Captain of Indian Cricket?

17. Who Invented television?

18. Which is the capital of Uttaranchal?

19. What is the minimum service required for promotion of junior clerk to senior clerk?

20. What is the minimum distance an employee to travel to become eligible for TA/DA?

21. How many days casual leave a fitter in workshop is eligible in a year?

22. How many Zones are there in Indian Railways?

23. How many Workshops are there in Indian Railways?

24. Who is the Minister for Railways?

25. Where is the Railway Board situated?

26. What is the currency of the following countries?

    USA ,Dubai, Singapore, Australia, Bangladesh, Russia, China , Sri Lanka, Pakistan

27. Who is Election Commissioner of India?

28. How Many states are there in India?

29. How many Union Territories are there in India?

30. Who is the Chief Justice of India?

31. Who was called as Punjab Kesari?

32. Where is the Railway Museum located?

33. Who is the Head of the Indian Railways?

34. Which Department handles health care of the employees?

35. Who is the Head of the Zonal Railway?

36. How many major workshops are on SC Railway?

37. Who is the Chief Minister of Tamil Nadu?

38. Who is the Governor of AP?

39. Write any two allowances admissible to you?

40. Write any two allowances admissible to Railway servant?

41. What is meant by D & A Rules?

42. How many sets of passes and PTOs are entitled to a Group D employee who has put in 4 years of service?

43. What are important Tourist places on S.C. Railway?

44. What is the recruitment agency for S.C. Railway?

45. Where is the only Degree College on Indian Railways?

46. What is SBF?

47. Who are the Chairman and members of SBF Committee?

48. What are the schemes introduced by SBF Committee on S.C. Railway?

49. Who is the General Secretary of SCRE Sangh?

50. Who is the General Secretary of SCRM Union?

51. How many Trade unions are recognized on Indian Railways? What are they?

52. Who is the Correspondent for the Railway Schools/Colleges?

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