

15. What are the Corporate Objectives of Indian Railways?
16. Explain about the structure of Indian Railways at different levels and its role in the National Economy?
17. Explain about the Management at different levels of Railways right from the apex executive body.
18. Best transport facilities are essential for economic development of a country – Substantiate the statement with reference to Railways.
19. What are the important features of Tandon Committee Report?
20. What are the recommendations of the Safety Review Committee.

**b) Recruitment Rules – (i) Objective:**

- GDCE stands for \_\_\_\_\_.
- The examination fees for the examinations conducted by RRB is \_\_\_\_\_.
- \_\_\_\_ % of posts in Group C & D are reserved for persons with disabilities.
- The minimum age limit for recruitment in Railways is \_\_\_\_\_.
- General Manager can relax the lower age limit by \_\_\_\_\_.
- Upper age limit for CG appointment be relaxed freely. (say true or false)
- 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.
- During 2000, Railway Board have directed that recruitment to Group D posts shall henceforth be undertaken by \_\_\_\_\_ themselves.
- General Managers are empowered to engage Group D staff only as \_\_\_\_\_.
- Currency of panels issued by RRBs is \_\_\_\_\_ extendable by \_\_\_\_\_ by GM.
- LDCE stands for \_\_\_\_\_.
- Railway Board have introduced LDCE in the categories of OS/Gr.II and PI/Gr.I to an extent of \_\_\_\_\_ of the posts.
- The scheme of restructuring of the cadres is effective from \_\_\_\_\_.
- During restructuring suitable number of posts were required to be surrendered since the scheme of restructuring is \_\_\_\_\_.
- The new Pension scheme is effective from \_\_\_\_\_.

**(ii) Descriptive:**

- What are the rules for recruitment of Group C staff in Railways?
- What is the procedure for recruitment of Group D staff in Railways?
- What are the rules of appointment on compassionate grounds?
- What are the rules for absorption of medically decategorised staff?
- What do you mean by Service Register? How date of birth should be recorded in the Service Register? What are the provisions for change of date of birth?
- What are the different modes of recruitment in Railways to a Group C post?
- Which is the agency that recruits Group C staff to Railways? What are the rules for placing an indent on that agency?
- 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?
- What is the laid down procedure for publication of employment notices for recruitment to Group C and D posts?
- What are the various concessions extended to SC/ST candidates?
- What are the facilities extended to the SC/ST Railway employees' Associations?
- What are the revised classifications of Railway Service and the pay limits?

**c) Writing of confidential reports: (i) Objective:**

- ACR stands for \_\_\_\_\_.
- The ACR should be initiated by the \_\_\_\_\_ officer.
- It is the duty of the reportee officer to give self appraisal not later than \_\_\_\_\_ days from the date of receipt of the ACR form.
- In case the reportee officer does not submit self appraisal with in \_\_\_\_\_ days despite reminder, the report should be initiated without the self appraisal.

**(ii) Descriptive:**

- What are the principles on which the system of reporting of the performance of an employee depends?

2. What are the principal objectives of the system of confidential reports?
3. What is the procedure prescribed for filling up the column "integrity"?
4. What are adverse remarks in Confidential Reports? What is the procedure to be followed when the integrity of the officer reported upon is found to be doubtful?

**d) Pay and allowances and TA Rules: (i) 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 pay for passes/PTOs.
5. \_\_\_\_\_ staff who are detained at any station other than their HQrs., due to an accident for a period exceeding 08 hours shall be paid accident allowance.
6. \_\_\_\_\_ staff deputed to work temporarily at stations outside their HQrs., either on running duties or stationary duties shall be entitled to outstation allowance.
7. Breach of Rest allowance is paid to \_\_\_\_\_ staff when the rest falls short of the prescribed hours of rest as per HOER.
8. National Holiday Allowance is paid to staff drawing pay upto Rs. \_\_\_\_\_.
9. NPA stands for \_\_\_\_\_ which is paid to \_\_\_\_\_.
10. Employees joining training institutions as faculty members are entitled to \_\_\_\_\_ allowance.
11. The staff who are paid nursing allowance are not entitled to NDA for the duty performed during nights. (say true or false)
12. The classification of cities for the purpose of HRA are \_\_\_\_\_. (A1, A, B1, B2 and C)
13. The classification of cities for the purpose of CCA are \_\_\_\_\_. (A1, A, B1 and B2)
14. Hyderabad is classified as \_\_\_\_\_ for HRA and \_\_\_\_\_ for CCA.
15. The quantum of rent paid is not linked to payment of HRA (say true or false)

**(ii) 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.?

**e) Rules of reservation for SC/ST/OBC: (i) Objective:**

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

**f) Various types of advances and eligibility: (i) 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 drawal of last advance.
19. Vehicle should be purchased within \_\_\_\_\_ from the date of drawal of advance.
20. Rate of interest collected on Motor Car advance is \_\_\_\_\_.
21. Table fan advance is admissible to \_\_\_\_\_ staff only.
22. The table fan advance admissible is \_\_\_\_\_ or \_\_\_\_\_ whichever is least.
23. The maximum instalments permissible for recovery of fan advance is \_\_\_\_\_.
24. There is no provision of fan advance for second time (say true or false)
25. Warm Clothing advance is admissible to Group C & D staff posted to \_\_\_\_\_ stations.
26. The staff posted to hill stations either on first appointment or on transfer for a period of not less than one year is entitled to \_\_\_\_\_ advance.
27. The amount of warm clothing advance is Rs. \_\_\_\_\_.
28. The warm clothing advance is payable once in \_\_\_\_\_ years.
29. The warm clothing advance is recoverable in \_\_\_\_\_ instalments.
30. PC advance is admissible to staff drawing pay of Rs. \_\_\_\_\_.
31. The maximum amount of PC advance admissible on first occasion is \_\_\_\_\_ or \_\_\_\_\_ whichever is less.
32. The amount of PC advance admissible on second or subsequent occasion is \_\_\_\_\_ or \_\_\_\_\_ which ever is less.
33. Maximum number of instalments permissible for recovery of PC advance is \_\_\_\_\_.
34. Advance on transfer is admissible if the transfer is in \_\_\_\_\_ interest.
35. The interest recovered on transfer advance is \_\_\_\_\_.
36. The amount of transfer advance payable is \_\_\_\_\_.
37. The pay for the purpose of transfer advance is \_\_\_\_\_.
38. The transfer advance is recoverable in \_\_\_\_\_.
39. Transfer advance can be drawn at the old station or new station (say true or false)
40. The transfer advance is not admissible in mutual transfers (say true or false).
41. The advance of TA payable shall be \_\_\_\_\_.
42. The advance of TA is adjusted through \_\_\_\_\_.
43. The flood advance is recoverable in \_\_\_\_\_ instalments.
44. Flood advance is permissible on certification about floods by \_\_\_\_\_ authorities.

45. Festival advance is payable to staff drawing pay of Rs. \_\_\_\_\_.
46. The amount of festival advance payable is Rs. \_\_\_\_\_.
47. The festival advance is recovered in \_\_\_\_\_ instalments.
48. The interest recovered on festival advance is \_\_\_\_\_.
49. Festival advance is paid once in a \_\_\_\_\_.
50. Temporary employees have to produce \_\_\_\_\_ from permanent railway employees for drawl of Festival advance.

**(ii) Descriptive:**

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

**g) Retirement benefits: (i) Objective:**

1. The Minimum Pension is \_\_\_\_\_.
2. The minimum Family pension is \_\_\_\_\_.
3. The medical allowance payable to the eligible retired employees is Rs. \_\_\_\_\_.
4. Maximum amount of gratuity payable to a retired railway employees is \_\_\_\_\_.
5. DCRG payable depends on the rate of DA admissible (say true or false)
6. Pay for the purpose of Gratuity is the last pay drawn plus DP (say true or false)
7. \_\_\_\_\_% of pension can be commuted on retirement.
8. The relief is payable on \_\_\_\_\_ pension.
9. The family pension shall not be less than \_\_\_\_\_% of the minimum of the scale held by the employee at the time of retirement/death.
10. The pension shall not be less than \_\_\_\_\_% of the minimum of the scale held by the employee at the time of retirement.
11. The deposit linked insurance scheme is linked to \_\_\_\_\_.
12. Transfer grant payable is linked to the last pay drawn and DP (say true or false)
13. There is no maximum limit for the commuted value payable (say true or false)
14. Post retirement complimentary passes are admissible to railway servants retired after putting in \_\_\_\_\_ years of service.
15. Widow passes are admissible to widows of Railway servants if the Railway servant had drawn \_\_\_\_\_ PTOs during his service.
16. \_\_\_\_\_% of PF balance can be withdrawn for settlement purposes within one year of retirement.
17. Maximum amount of pension payable shall be Rs. \_\_\_\_\_.
18. Commuted value payable is linked to the age of the employee retiring from service (say true or false)
19. Minimum qualifying service for payment of retirement gratuity is \_\_\_\_\_ years.
20. Minimum qualifying service required for payment of pension is \_\_\_\_\_ years.
21. Minimum qualifying service for accepting request for voluntary retirement is \_\_\_\_\_ years.
22. Maximum qualifying service reckoned for fixing the pension is \_\_\_\_\_ years.
23. One may choose to receive monthly pension by money order (say true or false)
24. The account for drawl of pension can a joint account with wife. (say true or false)
25. An employee removed from service is entitled for pension (say true or false)
26. An employee dismissed or removed from service is entitled to draw compassionate allowance at the discretion of the \_\_\_\_\_ authority.
27. The pension becomes payable to the retired employee from the last working day of his service (say true or false)
28. The entire gratuity can be withheld if the employee does not vacate the Railway quarter (say true or false)
29. The leave encashment payable shall be restricted to \_\_\_\_\_ days of leave at credit at the time of retirement/death.
30. 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.
31. Leave encashment payable is linked to DA admissible at the time of retirement.

32. Any amount of arrears admissible to a retired employee can be drawn as usual and paid through pay clerk. (say true or false)

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**(ii) Descriptive:**

1. List out the retirement benefits admissible to a Railway servant retired on attaining the age of superannuation?
2. List out benefits admissible to family members of a railway servant on his death?
3. Write briefly about the rules pertaining to voluntary retirement? What are the benefits admissible to an employee retired voluntarily?
4. What is meant by restoration of pension? What are the rules regarding restoration?
5. What is the formula for calculation of leave encashment for leave at average pay and leave at half average pay?

**(h) Leave Rules: (i) 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 www.recruitment.guru
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.
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 \_\_\_\_\_ of his wife i.e., \_\_\_\_\_ days before or upto \_\_\_\_\_ months from the date of delivery of the child.
51. In case the paternity leave is not availed off with in 6 months it shall be treated a lapsed. (say true or false).
52. Paternity leave is granted to a Casual Labour who has been granted \_\_\_\_\_.
53. \_\_\_\_\_ leave is granted to a Railway servant who is disabled by injury inflicted or caused in or in consequence of due performance of his official duty or in consequence of his official position.
54. Special disability leave shall be combined with any other kind of leave (say true or false).
55. Maximum period of Special Disability Leave granted in consequence of any one disability shall be \_\_\_\_\_.
56. Leave salary payable during the first 120 days of Special Disability leave shall be equal to leave salary while on \_\_\_\_\_.
57. Leave salary payable beyond 120 days of Special Disability leave shall be equal to leave salary while on \_\_\_\_\_.
58. Hospital Leave shall be granted to a railway servant other than \_\_\_\_\_.
59. Total period of Hospital Leave, including other kinds of leave combined with it, shall not exceed \_\_\_\_\_.
60. Study Leave shall be granted to Railway servants in accordance with the rules prescribed in \_\_\_\_\_ to Indian Railway Establishment Code, Vol.I.
61. Study leave shall count as service for increment. (say true or false).
62. Study leave shall count as service for pension. (say true or false)
63. Study leave shall count as service for seniority. (say true or false)
64. Study leave shall count as service for promotion. (say true or false)
65. Study Leave for study out side India shall be granted by \_\_\_\_\_.

**(ii) Descriptive:**

1. To whom the Railway Servants (Liberalised Leave) Rules, 1949 shall apply?

2. Write short notes on –

Special Disability Leave, Hospital Leave, Extraordinary Leave,  
Leave not due, Study Leave, Maternity Leave,  
Paternity Leave. Commuted leave, Leave Encashment.

**(i) Pass Rules: (i) 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.

**(ii) Descriptive:**

1. Define "Railway Servant" as envisaged in Railway Servants (Pass) Rules, 1986.
  2. What is meant by "dependent relative" in relation to a Railway Servant as per Pass Rules?
  3. To whom the Pass Rules shall apply and to whom they shall not?
  4. What are different kinds of passes? Explain each one of them.
  5. On what account special passes are issued to Railway servants, family members or dependant relatives as the case may be?
  6. Is monetary value of passes and privilege ticket orders subject to income tax?
  7. What is meant by 'adopted child' as defined under Railway Servants (Pass) Rules?
  8. What is the definition of family as per Railway Servants (Pass) Rules, 1986?
  9. What is meant by 'pay' as per Railway Servants (Pass) Rules, 1986?
  10. What are the entitlements of a First Class Pass holder on privilege account?
  11. What are the entitlements of the holder of a Privilege Ticket Order?
  12. Under what circumstances, the Privilege pass may be permitted to be issued on longer route?
  13. For what reasons/circumstances shall be the family member or dependent relative as defined under the Pass Rules may apply for and be issued Privilege Passes/PTOs?
  14. Mr. A, a Gazetted Officer retired from service on 30.04.2006. Before retirement, he availed 03 sets of I Class A Privilege passes? How many post retirement complimentary passes does he entitled to during that year?
  15. Mr. X, a Peon whose date of birth is 06.12.1944 and who availed three sets of privilege passes during 2004, has requested for one set of privilege pass vide his application dated 22.12.2004 declaring that he is required to reserve for the journey to be commenced during January, 2005. Can the pass be issued as requested by him?
- 16 Write Short notes on:

- (a) Widow Pass (b) School Pass (c) Post Retirement Complimentary Passes (d) Residential Card Pass (e) Privilege Ficket 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

**(j) D&A Rules: (i) Objective:**

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

**(ii) Descriptive:**

1. To whom the Railway servants (Discipline & Appeal) Rules, 1968 are not applicable?
2. When a Railway servant may be placed under suspension?

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

**(k) PF Advances/withdrawals: (i) Objective:**

1. The amount of subscription to Provident Fund shall be \_\_\_\_\_ % i.e., \_\_\_\_\_ part of the emoluments of the subscriber for the month in case of SRPF (non-contributory) staff.
2. The amount of subscription to Provident Fund shall be \_\_\_\_\_ % i.e., \_\_\_\_\_ part of the emoluments of the subscriber for the month in case of SRPF (contributory) staff.
3. In case a railway servant is admitted to the fund retrospectively, the arrears of subscriptions due from him shall be recovered in one lumpsum or in instalments as may be fixed by the controlling officer. (say true or false).
4. The power to sanction an advance/withdrawal from PF to a Group C employee may be exercised by \_\_\_\_\_.
5. Advance on more than one account shall not be sanctioned simultaneously. (say true or false)
6. New advance shall not be sanctioned until at least \_\_\_\_\_ % of the last advance has been repaid.
7. An advance for construction of a house or flat will be granted only on submission of \_\_\_\_\_ duly approved by the local municipal body.
8. An advance for construction of a house or flat shall not exceed the actual cost.(say true or false).
9. In case of PF advance to meet marriage expenses of male child or dependent of a subscriber, it shall be limited to \_\_\_\_\_ months' emoluments.
10. In case of advance to meet marriage expenses of female child or dependent of a subscriber, the advance shall be limited to \_\_\_\_\_ months' emoluments.
11. In case of PF advance to meet marriage expenses of male child or dependent of a subscriber, it shall be limited to \_\_\_\_\_ months' emoluments as a special case.
12. Confinement is treated as \_\_\_\_\_ for the purpose of grant of advance under PF.
13. Betrothal ceremony and marriage are treated as two different occasions for the purpose of granting advance from PF.

14. The controlling officer may at his discretion refer an application for advance from PF to the DMO whenever he considers this as justified. (say true or false).
15. Advance to meet the funeral and incidental expenses of the subscriber shall be limited to \_\_\_\_\_.
16. The funeral advance shall be granted to the person/persons eligible to receive the PF money.
17. Funeral advance shall be limited to the share of the person receiving the PF. (say true or false)
18. Withdrawl from PF for house building purpose shall not exceed \_\_\_\_\_.
19. The house proposed to be acquired or redeemed with the help of the amount withdrawn, shall be situated at the place of his duty or the intended place of settlement after retirement. (say true or false).
20. Withdrawl from PF for house building/acquisition/redemption shall be permissible for one house only provided the railway servant does not already own a house at the place of his duty or intended place of settlement after retirement. (say true or false).
21. Construction of house should commence within \_\_\_\_ months of PF withdrawl and should be completed within \_\_\_\_ of commencement of the construction.
22. PF withdrawl for additions and alterations would be admissible only where such additions or alterations require approval of \_\_\_\_\_.
23. The amount of PF withdrawl for purchase of motor car is limited to \_\_\_\_\_.
24. The amount of withdrawl from PF for purchase of motor cycle/scootermoted etc., is limited to \_\_\_\_\_.
25. Railway servants allowed advance from PF may be permitted to convert the outstanding amount of advance into final withdrawl after completion of \_\_\_\_ years of service.
26. A subscriber who has a family at the time of making the nomination shall make such nomination only in favour of \_\_\_\_\_.

**(ii) Descriptive:**

1. Explain the eligibility conditions and maximum limits of Final Withdrawals permitted from Provident Fund for the following purposes:

- (i) Sickness (ii) Marriage of dependent relatives  
(iii) Education (iv) House Building  
(v) Funeral Expenses (vi) Purchase of Conveyance

2. Explain eligibility conditions and maximum limits of Temporary Withdrawals/ Advances permissible from Provident Fund for the following purposes:

- (i) Sickness (ii) Marriage of self/dependent relatives  
(iii) Education (iv) House Building

**(l) Various Welfare measures:**

1. Write briefly about the schemes introduced on Indian Railways for staff welfare.
2. What are statutory and non-statutory canteens? Write about the principles governing setting up of canteens on Railways.
3. Write briefly about the Handicraft Centres? What is the laid down procedure for setting up of a Handicraft Centre?
4. Write about Scouting activity on S.C. Railways? What are the privileges extended to the employees who join the movement?
5. What are holiday homes? What are the broad principles the administrations should follow in setting up and running of holiday homes?
6. How many types of co-operative societies are functioning on Indian Railways?
7. What is the main objective of the Co-operative Credit Societies? What facilities are extended to the Co-operative Credit Societies?

**(m) SBF Schemes and grants under various schemes: (i) Objective:**

1. SBF stands for \_\_\_\_\_
2. Chairman of HQrs., SBF Committee is \_\_\_\_\_

3. The members of HQrs., SBF committee include \_\_\_\_\_.
4. The members of Division/Workshop SBF committee include \_\_\_\_\_.
5. SBF is for the benefit of non-gazetted Railway employees only (say true or false)
6. In case a non-gazetted railway employee is granted scholarship for his son's education is promoted to gazetted cadre, the scholarship granted shall be discontinued (say true or false)
7. The per capita annual grant to be credited to the SBF every year is Rs. \_\_\_\_\_.
8. The per capita annual grant is reckoned on the strength of \_\_\_\_\_.
9. The Staff Benefit fund balances lying with Government earns interest @ 2% p.a. (say true or false)
10. A retired railway employee can be nominated by the recognized unions to serve on the SBF committee (say true or false)
11. A railway employee who is under suspension shall be allowed to participate in the SBF committee meetings. (say true or false)
12. In the divisions, in case of disagreement with the decision of the divisional sub-committee, the matter shall be referred to \_\_\_\_\_.
13. A member of the SBF committee shall hold office for \_\_\_\_\_.
14. If the Chairman disagrees with a majority of the committee, as regards financial propriety of an expenditure from the fund, he shall refer the matter to \_\_\_\_\_.
15. The SBF fund shall be augmented to an extent of \_\_\_\_\_ % of the expenditure incurred on scholarships to the children of railway employees.

**(ii) Descriptive:**

1. Explain the schemes that are operated under Staff Benefit Fund on S.C. Railway?
2. What are the sources of fund for SBF? What is the per capita credit under each head?
3. What are the committees of SBF at HQrs., and divisions and how the funds are administered?
4. Write an essay suggesting new schemes for better utilization of Staff Benefit Fund?
5. Explain briefly the schemes introduced for educational assistance under SBF with details of grants and conditions of eligibility.
6. Explain briefly the schemes for recreation and amusement of staff and their children under SBF?
7. Explain briefly the schemes for distress and sickness of staff and their children under SBF?

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**A. MATHS:**

1. Simplify:  $2/3 + 4/9 \times 7 \frac{1}{2} + 99^{48}/49 \times 245$ .
2. Simplify:  $2^{1/25}$  divided by  $9/20 \times 5^{1/12}$  divided by  $10/17$ .
3. Simplify:  $\frac{5 \times 5 \text{ minus } 5}{5 \text{ divided by } 1/5}$
4. Simplify:  $10 - [41 - \{28 + (12 - 3 - 1)\}]$
5. Simplify:  $3.732 \times 3.732 \text{ minus } 1.732 \times 1.732$   
 $3.732 \text{ plus } 1.732$
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  $B:C = 3/4 : 2/5$  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  $1 \frac{1}{2}$  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  $1 \frac{1}{4} : 1 \frac{2}{3}$  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 candidate 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  $3\frac{1}{8}\%$  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  $5\frac{1}{4}\%$  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  $2\frac{1}{2}\%$  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.  $5358 \times 51=?$  A)273258 B)273268 C)273348 D)273358
99.  $360 \times 17=?$  A)5120 B)5320 C)6120 D)6130
100.  $587 \times 999=?$  A)586413 B)587523 C)614823 D)615173
101.  $935421 \times 625=?$  A)57564125 B)584638125 C)584649125 D)585628125
102.  $12846 \times 593+12546 \times 407=?$  A)12846000 B)14203706 C)24038606
103.  $1307 \times 1307=?$  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 10<sup>th</sup> 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  $\frac{1}{2}$  % 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  $\frac{1}{2}$  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 for 18 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  
[www.recruitment.guru](http://www.recruitment.guru)

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 friend expressing condolences on the death of his mother.  
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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 function.
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 eat 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  
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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  
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**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.  
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- 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  
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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  
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- 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.  
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- 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  
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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)  
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- 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

**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 [www.recruitment.guru](http://www.recruitment.guru)

**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. Bungalow Peons are initially engaged with the approval the officer concerned.
19. A substitute bungalow 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 pensionary benefits.
24. CL service means service done on Casual Leave.

25. Bonus on Railways is payable twice a year.  
[www.recruitment.guru](http://www.recruitment.guru)
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 National 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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### **Question Bank for selection from Group 'D' to Group 'C' (Jr.Clerk)**

**(16 <sup>2</sup>/<sub>3</sub> % Matriculates Quota )**

#### **A. MATHS: I. Real Numbers:**

5. The area of a square is 4 hectares. Find the length of its side.  
6. A house site is in the shape of a square. Its area is 1225 sq. metres. What is its perimeter?  
7. The area of a square field is 7396 sq. metres. Find its perimeter?  
8. The length and breadth of a rectangular field are in the ratio 4:3. The area of the field is 1 hectare 2288 sq. mts. Find the length and breadth of the field.  
9. The length and breadth of a rectangular field are in the ratio 5:3. The area of the field is 1 hectare 3500 sq. mts. Find its perimeter.

10. A field is rectangular in shape and its length is  $1\frac{1}{2}$  times its breadth. If its area is 2.4576 hectares, what is its perimeter?
11. A sum of Rs. 1728 is distributed equally among some persons and each got  $1\frac{1}{3}$  times as many rupees as there are persons. Find the number of persons?
12. Simplify:  $\frac{2}{3} + \frac{4}{9} \times 7\frac{1}{2} + \frac{99^{48}}{49} \times 245$ .
13. Simplify:  $\frac{21}{25}$  divided by  $\frac{9}{20} \times \frac{5}{12}$  divided by  $\frac{10}{17}$ .
14. Simplify:  $\frac{5 \times 5 \text{ minus } 5}{5 \text{ divided by } \frac{1}{5}}$

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

12. Simplify:  $\frac{3.732 \times 3.732 \text{ minus } 1.732 \times 1.732}{3.732 \text{ plus } 1.732}$

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

14. Simplify:  $\frac{7}{8}$  of  $\frac{32}{63} + \frac{5}{6}$  divided by  $\frac{9}{16}$ .

15. If  $\frac{1}{3} \cdot 718 - 0.2689$ , then  $\frac{1}{0.0003718} - ?$

16. A man left  $\frac{1}{3}$  rd of his property to his wife and  $\frac{3}{5}$  th of the remainder to his daughter. He gave the rest to his son who received Rs. 6400/-. How much was his original property worth?

17. In a school  $\frac{4}{9}$  of the pupils are boys. There are 125 girls. How many boys are there?

## II. Ratio & Proportion:

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

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

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

21. If A:B =  $\frac{3}{5} : \frac{5}{7}$  and B:C =  $\frac{3}{4} : \frac{2}{5}$  Find A:B:C?

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

23. In a school, Under Sanchayika Scheme, Rekha saves  $1\frac{1}{2}$  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?

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

25. 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?

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

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

28. 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?

29. 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?

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

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

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

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

34. 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?

35. 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?
36. 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?
37. 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?
38. 36 men can do a piece of work in 12 days, in how many days 9 men can do it?
39. 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?
40. 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?
41. 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?
42. 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?
43. 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?
44. 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?

### III. Profit and Loss:

44. If the Cost Price is Rs. 10/- and the Selling Price is Rs. 12, What is the Profit or Loss?
45. 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?
46. If the Cost Price is Rs. 500/- and Profit is Rs. 50/-, what is the Selling Price?
47. 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?
48. If the Selling Price is Rs. 6/- and loss is Rs. 0.50 ps, what is the Cost Price?
49. If the Cost Price is Rs. 640/- and Selling Price is Rs. 680/- What is the Profit percentage?
50. If the Cost Price is RS. 528/- and Profit is Rs. 44/- What is the Selling Price and what is the profit percentage?
51. 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?
52. 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?
53. An animal trader buys a calf for Rs. 800/- and sells at a profit of 10% what is the selling price of the calf?
54. An animal trader burs a cow for Rs. 1200/- and sells at a loss of  $8\frac{1}{3}\%$  What is the Selling Price of the cow?
55. An animal trader buys a calf and a cow at Rs. 800/- and Rs. 1200/- respectively and sells them at 10% profit and  $8\frac{1}{3}\%$  loss respectively, what shall be profit or loss percentage on the whole?
56. A purchased an article for Rs. 96/- and sold it at a profit of  $8\frac{1}{3}\%$  to B. If B sells it at a loss of 5% what shall be the Selling Price of B?
57. By selling coconuts at the rate of Rs. 6/- each, a trader gained 20%. Find the cost of 100 coconuts?
58. Gopi bought a house for Rs. 70,500/- and sold it at a gain of 12%. What is the profit or loss?
59. Gopi bought a house site for Rs. 16,500/- and sells it at a loss of 20% what shall be the loss.
60. Gopi bought a house for Rs. 70,500/- and a site for Rs. 16,500/-. He sells the house at a gain of 12% and the house site at a loss of 20%, what shall be the gain or loss on the whole?
61. A trader sells two cycles at Rs. 1188/- each gains 10% on the first and loses 10% on the second. Find his profit or loss percentage on the whole?

62. A mechanic sells two scooters each at Rs. 10,976/- gaining 12% on the first and losing 2% on the second. Find his gain or loss percent on the whole?
63. A trader gains 20% by selling 25 cycles at a rate of rs. 1200/- each. If the company reduces the price of cycle by Rs. 50/-, what shall be his gain percentage?
64. A fruit merchant purchased some fruits and sold half of them at a gain of 60% and half of the balance at a gain of 20%. The rest are spoiled. Find his gain or loss on the whole?
65. The cost of an article decreases every year by 20% to its previous value. If its value is Rs. 19,200/- after three years, what was its original cost?
66. A sold an article to B at a profit of 5% and B sold it to C at a profit of 10%. If the profit percentages are reversed i.e., if A sold it to B at a profit of 10% and B sold it to C at 5% what is the Cost Price of C?
67. Anil purchased a radio for Rs. 400/- and sold it for Rs. 450/-. What is his profit percentage?
68. Rakesh purchased a bicycle for Rs. 250/- and sold it for Rs. 300/-. What is his gain percentage?
69. Pramod bought 12 litres of Kerosene Oil for Rs. 180/- and sold it at the rate of Rs. 18/- per litre. What is his profit percentage?
70. Govind purchased 15 Kg of Ghee for Rs. 3000/- and sold the ghee in retail at the rate of Rs. 220/- a Kg. What is the profit percentage?
71. Umesh purchased a chair for Rs. 2500/- and sold it for Rs. 1600/-. What is his loss percentage?
72. Mathura purchased a cow for RS. 15000/- and due to certain reasons sold it at Rs. 12000/- What is her loss and what Percentage?
73. Hareram purchased a cow at Rs. 12000/- and incurred an expenditure of Rs. 500/- for its transportation. At what price should he sell to make a profit of 10%?
74. A radio dealer paid Rs. 387.50 ps for a radio. He sold it at Rs. 492.20. If his other expenses are Rs. 12.50 ps. whether he gained or lost what percentage?
75. Raju purchased a bicycle for Rs. 3500/- and sold it at a loss of 20%. Find the price at which he sold the bicycle?
76. Harish purchased a tape recorder for Rs. 4800/-. At what price should he sell it to gain 20% profit?
77. Rajesh purchased 5 dozens of oranges for Rs. 12/- a dozen and sold them at the rate of Re.1.50 ps. each. What is the gain or loss percentage?
78. If the Selling Price of an article is RS. 540/- and the seller incurred a loss of 10%. What is its Cost Price?
79. A fruit seller purchased 25 dozens of bananas at Rs. 20/- and out of them 50 were rotten. If he incurred Rs. 5/- towards transportation, at what price should he sell each banana so that he neither gains nor loses?

#### IV. Trade Discount:

80. If the Marked Price of an article is Rs. 54/- and discount is Rs. 6/- what is the Selling Price?
81. If the Selling Price of an article is Rs. 42/- and discount is Rs. 3/- what is the Marked Price?
82. If the Marked Price is Rs. 20/- and the discount is Rs. 2/- what is the discount percentage?
83. If the Selling Price is Rs. 35/- and the discount is Rs. 5/- what is the discount percentage?
84. If the discount is 20% and the Marked Price is RS. 250/- what shall be the Selling Price?
85. If the Marked Price is Rs. 1280/- and the discount is  $3\frac{1}{8}\%$  what shall be the Selling Price?
86. 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?

87. The Marked Price of a machine is Rs. 18,000/-. By selling it at a discount of 20%, the loss is 4%. What is the Cost Price of the machine?
88. The cost of manufacturer of a tape recorder is Rs. 1150/-. The Marked Price is fixed at 20% above the cost. What percentage of discount may be allowed so that there may be a gain of 8%?
89. The Cost Price of a table is Rs. 250/-. Marked Price is Rs. 300/-. What percentage of discount may be allowed so that there may be a profit of 20%?

#### V. Simple Interest:

90. If the principal amount is Rs. 45/- and the rate of interest is 5% per annum, What shall be the interest in three years?
91. 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?
92. On what Principal amount the simple interest payable shall be Rs. 50/- in 2 years at the rate of 5% per annum?
93. On what Principal amount the simple interest payable shall be Rs. 31.50 ps in one year 3 months at the rate of  $5\frac{1}{4}$  % per annum?
94. 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?
95. What is the rate of interest per annum, if the interest payable is Rs. 3/- in two years on a sum of Rs. 60/-?
96. 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/-?
97. 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/-?
98. In how many years a sum of Rs. 6500/- yields a simple interest of Rs. 455/- if the rate of interest is  $2\frac{1}{3}$  %?
99. In how many years a sum of Rs. 1875/- yields a simple interest of Rs. 675/- if the rate of interest is 12%?
100. In how many years a sum of Rs. 6500/- becomes Rs. 7670/- at the rate of 6% per annum?
101. What is sum of money that becomes Rs. 2250/- in 2 years at the rate of  $12\frac{1}{2}$  percent per annum?
102. Find the rate of interest if the sum of Rs. 2750/- becomes Rs. 3570/- in two years six months?
103. Principal amount is Rs. 1020/-, rate of interest is 8% per annum, What shall be the amount in 3 years 4 months?
104. A certain sum of money amounts to Rs. 312/- at 4% simple interest per annum and Rs. 324/- at 8% simple interest per annum. Find the Principal and period of time?
105. If a certain sum amounts to Rs. 515 in three years and to Rs. 530 in 6 years, find sum and rate of interest.
106. In how many years the interest on Rs. 1200/- at 5% is equal to interest on Rs. 800/- at 7.5% in 2.5 years?
107. In what time will the interest on Rs. 3600 at the rate of 10% be equal to the interest on Rs. 1800 at the rate of  $12\frac{1}{2}$  % in 4 years?
108. In how many years certain sum amounts to (i) double (ii) three times to principal at the rate of  $16\frac{2}{3}$  %?
109. At what rate will the interest on Rs. 480 in 15 months equals the interest on Rs. 800 at 5% rate of interest in 9 months?
110. A man borrowed some money at 15% simple interest and cleared the debt at the end of 2 years 8 months, by paying Rs. 9240. Find the sum borrowed.
111. A sum of Rs. 450 amounts to Rs. 495 in 2 years. In what time will the sum of Rs. 820 amounts to Rs. 943 at the same rate?
112. In what time will Rs. 1250/- amount to Rs. 1400/- at 6% per annum?
113. If a certain sum doubles itself in 16 years at simple interest, in how many years will it triple itself?

114. Find the simple interest on a sum of Rs. 1000/- for 4 years at the rate of 3% per annum? [www.recruitment.guru](http://www.recruitment.guru)
115. Find the simple interest on a sum of Rs. 250/- at 2% per annum for 4 years?
116. Find the simple interest on a sum of Rs. 4000/- for 6 months at the rate of 4% per annum?
117. Find the simple interest on a sum of Rs. 800/- for 4 years at the rate of  $2\frac{1}{2}\%$  per annum?
118. Find the simple interest on a sum of Rs. 10/- for 4 months at the rate of 3 ps per rupee per month?
119. Find the simple interest on a sum of Rs. 125/- at the rate of 9% per annum from 25<sup>th</sup> February to 9<sup>th</sup> May, 1975?
120. Find the simple interest on a sum of Rs. 700/- at the rate of 2% per annum from 30<sup>th</sup> September, 1975 to 31<sup>st</sup> March, 1976?
121. Mahavir helped his friend by giving him Rs. 600/-. The rate of interest was 5% per annum. How much money will he return to Mahavir after 4 years?
122. The interest on Rs. 325/- for 3 years is Rs. 39/- Find the rate of interest per annum?
123. The simple interest on Rs. 1200/- for 5 years is RS. 360/-. Find the rate of interest per annum?
124. A bicycle costs Rs. 2500/- if purchased in cash. It can also be purchased by paying Rs. 250/- per month for a year. Determine the rate of interest?
125. If A gets three times the money invested at the end of 16 years, what is the rate of interest?
126. A sum of Rs. 400/- becomes RS. 480/- in 4 years. What will it amount to if the rate of interest is increased by 2%?
127. If Rs. 500/- becomes Rs. 540/- in 2 years, what is the rate of interest per cent per annum?
128. A sum of money lent out at simple interest amounts to Rs. 2520/- in 2 years and to Rs. 2700/- in 5 years. Find the rate of interest?
129. In what time the simple interest on Rs. 300/- at the rate of 5% p.a. is Rs. 30/-?
130. In what time will Rs. 1100/- amount to Rs. 1331/- at  $5\frac{1}{4}\%$  per annum?
131. In what time will the simple interest on RS. 800/- at 5% per annum be the same as the simple interest on RS. 500/- for 8 years at 4% per annum?
132. What sum of money will produce Rs. 286/- interest in  $6\frac{1}{2}$  years at 5% per annum?
133. A sum of money lent out at simple interest amounts to Rs. 440/- in 2 years and to Rs. 500/- in 5 years. Find the sum?
134. A man borrowed Rs. 1000/- at 6% per annum. At the end of  $3\frac{1}{2}$  years, he cleared his account by paying Rs. 360/- and a horse. What is the cost of the horse?

#### VI. Compound Interest:

135. Find the amount of compound interest on Rs. 2500 for two years at 12%. Also find the compound interest.
136. Find the amount at compound interest on Rs. 2500 for two years at 6%. Also find the compound interest.
137. In what time will it amount to Rs. 5221.30 on Rs. 3750 (Principal) at 18%?
138. Find the amount in 1 year compounded half yearly on Rs. 5000 at 6%.
139. Find the amount in 6 years compounded for every two years on Rs. 5120 at  $6\frac{1}{4}\%$ ?
140. Find the difference between simple interest and compound interest on Rs. 3200 at 5% rate of interest in 2 years?
141. Ramayya borrowed Rs. 7500 at 16% compound interest. How much he has to pay at the end of two years to clear the loan?
142. Sitamma borrowed Rs. 9600 and it is amounted to Rs. 12150 in two years. Find the rate of compound interest.

143. John borrowed Rs. 2000 from James at 4% Compound interest for First year and at  $7\frac{1}{2}\%$  from then. How much amount James gets at the end of third year?
144. A person borrows Rs. 2048 at  $6\frac{1}{4}\%$  compound interest. Immediately the sum borrowed is given to another person at the same rate on the condition that the interest is compounded for every half year. Find the amount gained by the first person in  $1\frac{1}{2}$  years.
145. A person borrows Rs. 2500. The moneylender has given two options. First is at 4% compound interest the second option is at 6% for first year and at 2% for the second year. Which option is profitable and by how much?
146. In a bank a person deposited Rs.1000/- at 4% compound interest for two years. Now the bank is in the state of bankruptcy. It could pay only 75 paise per a rupee. How much amount does the person receive?
147. A person borrowed Rs. 8000 at 5% compound interest, Rs.1600 was paid back at the end of first year. How much has to be paid at the end of third year?

#### VII. Percentages:

148. Sunitha scored 17 marks out of 20 in Mathematics. What is her percentage of marks?
149. 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.
150. 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?
151. An army lost 10% of its men in a war. 10% of the remaining died due to illness and 12% of the rest were declared disabled. Thus the strength of the army was reduced to 712800 active men. Find the original strength of the army?
152. A man had Rs. 800/-. He spent 25% of it. How much had he left?
153. 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?
154. Kamala gets Rs. 40/- from her father for Divali. She spends Rs. 10/- on crackers, Rs. 15/- on toys, Rs. 7/- on sweets and saves the balance in a Bank. What percentage of money does she save?
155. 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?
156. Gupta was placed under suspension and his wages were reduced by 50%. Again the reduced wages were increased by 50%. Find the percentage of his loss?
157. The population of a village is found to increase at the rate of 8% every year. If the present population is 6250 find the population after 2 years?

#### VIII. Partnership:

158. 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?
159. 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?
160. 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?
161. P and Q started a business with equal capital. But Q withdrew from the business after 9 months. If the profit at the end of the year is Rs. 8540/-, what is the share of each?
162. Lal started a business and after some time Paul joined him. If their investments are in the ratio of 3:4 and their profits at the end of the year are equal, find when Paul joined Lal in the business?

163. Rani started a business with a capital of Rs. 2525/- and Vani joined her some time later with a capital of Rs. 1200/-. At the end of the year Rani gets Rs. 1212/- as her share out of the total profit of Rs. 1644/- find when Vani joined her in the business?
164. 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?
165. 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?
166. A, B and C started a business. A invested Rs. 500/- for 2 years, B invested Rs. 400/- for 15 months and C invested Rs. 300/- for 10 months. If there is a profit of Rs. 192.50 ps, find the share profit of A?
167. Mohan, Mahavir and Bankey hire a house for 2 years and agree to pay Rs. 450/- per annum. They live together for 4 months after which Bankey quits. After another 8 months Mahavir also leaves. Find out the share of rent to be paid by Mohan?

#### IX. Averages:

168. Find the average of 7, 10, 12, 15 and 16?
169. Find the average of Rs. 9.50 ps., Rs. 0.50 ps., Rs. 8.50 ps., Rs. 5.50 ps.
170. 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?
171. 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?
172. 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?
173. 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?
174. The average expenditure of A for 4 days is Rs. 6/-. If he spends Rs. 7.70 ps on first day, RS. 6.30 ps on second day and s. 10/- on third day, What is his expenditure on fourth day?
175. The average temperature on Monday, Tues and Wednesday is  $36^{\circ}\text{C}$ . The average temperature on Tuesday, Wednesday and Thursday is  $38^{\circ}\text{C}$  and that for Tuesday was  $34^{\circ}\text{C}$ . What was the temperature on Monday?
176. The average score of a cricket player for five innings is 20. If he scored 14, 30, 40 and 10 in 4 innings respectively. How many runs did he score in fifth inning?
177. The average expenditure of a man for the first five months is Rs. 120/- and for the next seven months is RS. 130/-. Find his monthly average income if he saves Rs. 290/- during the year?
178. In a class of 20 boys 5 boys secured 50 marks each in a test, 7 boys 45 marks, 6 boys 25 and 2 boys 15. What was the average score of the class?
179. The average of three numbers is 135. The largest number is 180. If the difference of the other two numbers is 25 find the smallest number?
180. The average marks secured by 18 students is 75, the average marks secured by 8 students is 50 and the average marks secured by 12 students is 30. Find the average marks secured by all?
181. The average of 10 numbers is 13.7. If the average of first 5 numbers is 12.4 and the last 6 numbers is 14.5, find the value of the fifth number.

#### X. Time & Work:

183. 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?
184. 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?

185. 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?
186. 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?
187. One tap fills a tub in 15 minutes and another tap in 12 minutes. How long does it take to fill the tub, if both the taps are open simultaneously?
188. One tap can fill a tank in 60 minutes while the other can empty it in 50 minutes. If the tank is full and both the taps are opened, in what time will the tank be emptied?
189. Sandeep and Sekhar together can do a piece of work in 15 hours. If Sandeep alone can do it in 20 hours, how long will Sekhar alone take to do the work?
190. A cistern can be filled by a tap in 6 hours. After four hours how much part of the cistern will remain empty?
191. Two taps can fill a cistern in 6 and 7 minutes respectively. If the taps are opened turn by turn each for a minute, find the time taken by them to fill the cistern?
192. A and B can do  $\frac{1}{3}$  rd of a work in a day. A alone can do the whole work in 12 days. How long will B take alone to finish the work?
193. A and B can do a piece of work in 10 hours. B and C in 15 hours, while C and A can do it in 12 hours. How long with Raju take to complete the work independently?
194. If 8 men can mow a field in 12 days, in how many days would 6 men mow another field which is 4 times as big?
195. A garrison of 200 men has provision sufficient for 24 weeks. At the end of the first week a reinforcement of 80 men arrives. How long did the food last them?
196. A contractor undertook to build a road in 100 days. He employed 110 men. After 45 days, he found that only  $\frac{1}{4}$  could be built. In order to complete the work in time how many more men should be employed?

#### **GENERAL MATHEMATICS**

196.  $5978+6134+7014=?$  A)16226 B)19126 C)19216 D)19226
197.  $18265+2736+41328=?$  A)61329 B)62239 C)62319 D)62329
198.  $39798+3798+378=?$  A)43576 B)43974 C)43984 D)49532
199.  $9358-6014+3127=?$  A)6381 B)6471 C)6561 D)6741
200.  $9572-4018-2164=?$  A)3300 B)3390 C)3570 D)7718
201.  $7589-?-3434$  A)721 B)3246 C)4155 D)11023
202.  $9548+7314-8362=?$  A)8230 B)8410 C)8500 D)8600
203.  $5358 \times 51=?$  A)273258 B)273268 C)273348 D)273358
204.  $360 \times 17=?$  A)5120 B)5320 C)6120 D)6130
205.  $587 \times 999=?$  A)586413 B)587523 C)614823 D)615173
206.  $935421 \times 625=?$  A)57564125 B)584638125 C)584649125 D)585628125
208.  $12846 \times 593+12546 \times 407=?$  A)12846000 B)14203706 C)24038606
209.  $1307 \times 1307=?$  A)1601249 B)1607249 C)1707249 D)1708249
210.  $12345679 \times 72=?$  A)88888888 B)888888888 C)898989898 D)999999999
211. David obtained 75,65,82,67 and 85 marks(out of 100).What is his average mark?
212. 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?
213. The average weight of 16 boys in a class is 50.25 and that of remaining 8 boys is 45.15. Find the average weight of the boys.
214. The average age of 35 students in a class is 16 years. The average age of 21 students is 14. What is the average age of remaining 14 students?
215. The average score of a cricketer in 10 matches is 38.9. If the average for the first 6 matches is 42,find the average of the last 4 matches.

216. 3.5 can be expressed in terms of % as
217. 270 candidates appeared for examination of which 252 passed. The pass % is
218. What % of rupees 2650 is 1987.50? a)60% b)75% c)80% d)90%
219. What % of a day is 3 hours?
220. I gain 70 paise on Rs 70. My gain % is
221. A shopkeeper purchased 70kg of potatoes for Rs 420 and sold the whole lot at the rate of Rs 6.50 per kg. What will be his gain %?
222. 100 oranges are bought at the rate of Rs 350 and sold at the rate of Rs 48 per dozen, The % of profit or loss is:
223. A man buys a cycle for Rs.1400 and sells it at a loss of 15%. What is the selling price of the cycle?
224. A man gains 20% by selling an article for a certain price. If he sells it at double the price, the % of profit will be:
225. A man sold 18 cots for Rs 16,800, gaining thereby the cost price of 3 cots. The cost price of a cot is:
226. A man bought apples at the rate of 8 for Rs 34 and sold them at the rate of 12 for Rs 57. How many apples should be sold to earn a net profit of Rs 45?
227. A fair price shopkeeper takes 10% profit on his goods. He lost 20% goods during theft. His loss percent is:
228. A man buys an article for 10% less than its value and sells it for 10% more than its value. His gain or loss percent is:
229. A cloth merchant sold half of his cloth at 20% profit, half of the remaining at 20% loss and the rest was sold at the cost price. In the total transaction, his gain or loss will be:
230. List price of an article at a showroom is Rs 2000 and it is brought sold at successive discounts of 20% and 10%. Its net selling price will be:
231. A fan is listed at Rs 1500 and a discount of 20% is offered on the list price. What additional discount must be offered to the customer to bring the net price to Rs 1104?
232. The marked price of a watch was Rs 720. A man bought the same for Rs 550.80 after getting two successive discounts, the first being 10%. What was the second discount?
233. A trader marked the selling price of an article at 10% above the cost price. At the time of selling, he allows certain discount and suffers a loss of 1%. He allowed a discount
234. If  $A:B:C = 2:3:4$ , then  $A/B:B/C:C/A$  is equal to:
235. If  $A:B = 2:3$ ,  $B:C = 4:5$  and  $C:D = 6:7$ , then  $A:B:C:D$  is:
236. A can finish a work in 18 days and B can do the same work in half the time taken by A. Then, working together, what part of the same work they can finish in a day?
237. A man can do a piece of work in 5 days, but with the help of his son, he can do it in 3 days. In what time can the son do it alone?
238. A can lay railway track between two given stations in 16 days and B can do the same job in 12 days. With the help of C, they did the job in 4 days only. In how many days C alone can do the job?
239. A takes twice as much time as B or thrice as much time to finish a piece of work. Working together, they can finish the work in 2 days. In how many days B can do the work alone?
240. A and B can do a work in 12 days, B and C in 15 days, C and A in 20 days. If A, B and C work together, in how many days will they complete the work?
241. A can do a piece of work in 4 hours; B and C together can do it in 3 hours, while A and C together can do it in 2 hours. How long will B alone take to do it?
242. A can do a certain work in the same time in which B and C together can do it. If A and B together could do it in 10 days and C alone in 50 days, in how many days B alone could do it?

243. A is thrice as good a workman as B and therefore is able to finish a job in 60 days less than B. In how many days they can do it together?
244. A can do a work in 15 days and B in 20 days. If they work on it together for 4 days, what is the fraction of the work left?
245. A does  $\frac{4}{5}$  of a work in 20 days. He then calls B and they together finish the remaining work in 3 days. How long B alone would take to do the whole work?
246. Kim can do a work in 3 days while David can do the same work in 2 days. Both of them finish the work together and get Rs 150. What is the share of Kim?
247. If 12 men and 16 boys can do a piece of work in 5 days: 13 men and 24 boys can do it in 4 days, then the ratio of the daily work done by a man to that of a boy is:
248. Two pipes A and B can fill a tank in 20 and 30 minutes respectively. If both the pipes are used together, then how long will it take to fill the tank?
249. Pipe A can fill a tank in 5 hours, pipe B in 10 hours and pipe C in 30 hours. If all the pipes are open, in how many hours will the tank be filled?
250. Three taps A, B and C can fill a tank in 12, 15 and 20 hours respectively. If A is open all the time and B and C are open for one hour each alternately, the tank will be full in:
251. An athlete runs 200 metres race in 24 seconds. What is his speed?
252. How long will a boy take to run round a square field of side 35 metres, if he runs at the rate of 9 km/hr?
253. A truck covers a distance of 550 metres in 1 minute whereas a bus covers a distance of 33 kms in 45 minutes. What is the ratio of their speeds?
254. A train covers a distance of 10.KMs.in12minutes.If its speed is decreased by 5k.m.p.h, what will be the time taken by it to cover the same distance?
255. A boy goes to his school from his house at a speed of 3 kmph and returns at a speed of 2 kmph. If he takes 5 hrs in going and coming, what is the distance between his house and the school?
256. A train moves with a speed of 108 kmph. What is its speed in M/Sec?
257. In what time will a train of 100 mts. long cross an electric poll if its speed be 144 kmph?
258. A train of 800 mts. long is running at a speed of 78 kmph. If it crosses a tunnel in one minute. What is its length?
259. A person borrows Rs.5000/- for two years at 4% p.a. simple interest. He immediately lends it to another person at 6  $\frac{1}{4}$ % p.a for two years. Find his gain in the transaction for per year.
260. At what rate % of simple interest will the sum of money double itself in 12 years?
261. What is the difference between compound interest on Rs 5000/- for 1  $\frac{1}{2}$  years at 4% per annum compounded yearly and half-yearly?
262. At what rate compound interest per annum will a sum of Rs 1200/- become Rs. 1348.32 in 2 years?
263. The compound interest on Rs 30000/- at 7% per annum is Rs 4347. What is the time period in years?
264. What will be the difference between simple and compound interest at 10% per annum of a sum of Rs 1000/- after 4 years?
265. What will be the compound interest on a sum of Rs 25000/- after 3 years at the rate of 12%?
266. A invested Rs 8000/- for 2 years at compound interest of 5%.What is the maturity value?
267. The difference between simple and compound interest annually on a certain sum of money for 2 years at 4% per annum is Rs 1. What is the principle?
268. 6 students secured 34, 23, 29, 32, 11, 43 out of 50 marks in a paper. What is the average of the marks?

269. A invested Rs.6500/- at a rate of 12.5% per annum interest for a period of 8 years. How much amount will he get after 8 years?
270. There are 44, 46, 38, 40 students in A, B, C & D sections of 10<sup>th</sup> class in a school. What is the average students in a class?
271. Aravind has taken Rs.200/- to the market. He has purchased 2 dozens of oranges at Rs.3/- per fruit and 2 dozens of plantains at a cost of Rs.12/- per dozen. What will be the balance he will have?
272. A & B started a business investing a capital at the ratio of 3 : 2. If A's share is 24000/- what is the share of B?
273. What is the simple interest for Rs.2000/- at the rate of 7 ½ % p.a. for 5 years?
274. The population of a town during 2000 census was 27860. During 2005 census the population has increased by 5%. Calculate the increase in population.
275. The railway fare to a place by sleeper class is Rs.260/- and AC 3 tier charge is 750/-. If a man purchase 2 sleeper class tickets and 1 AC 3 tire ticket and given Rs. 1500/- what will be the balance he will get?
276. 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?
277. What will be the compound interest on a principle of Rs.6000/- in two years at the rate of interest 10% p.a.?
278. A train travelling with 90 KMPH speed covers a distance in 1 ½ hours. What is the distance ?
279. 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?
280. 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.
281. A dealer marks his goods 10% above the cost price and allow 10% discount. What does he gain or loose percent?
282. In a Hostel of 50 boys there are provisions for 40 days. If 30 new boys joined how long will these provisions last?
283. 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?
284. The Cost Price of 40 mts of terricotton cloth is Rs. 2440/- Find the cost price of 22 Mts?
285. 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

286. 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?
287. In a pit 765 cubic metres of sand can be stored. If the breath of the pit is 17 mts and depth is 1.5 mts what is the length of the pit?
288. A house was purchased for Rs.12,55,000/- and sold for 14,75,000/- What is the gain percentage?
289. One rectangular hall is 18 mtrs long and 2 mtrs wide. If a carpet is to be spread on the floor of the hall at a rate of Rs. 50/- per sqm., what is the total cost of the carpet?
290. A contractor engaged 25 men, 20 women, and 12 boys on a work. Their wages are Rs.120/-, Rs. 100/- and RS. 70/- respectively. In August wage

bill prepared by the contractor, showing 6 days holidays, how much amount had he paid to the workers?

291. The population of a village is 55,000. Out of which 68% are farmers, 12% are traders and the balance are Coolies. Find out the number of villagers in each category?
292. An amount of Rs.35,000/- has been given to A&B in the ratio of 5:2. But, by mistake the amount was distributed in the ratio 2:5. Does A gain or lose? How much?
293. A labor earns Rs. 4950/- in 30 days. What will be his earnings if he works for 18 days, 101 days and 300 days?

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**B. GENERAL ENGLISH AND GRAMMAR**

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

31. Festivals of India
32. Diwali
33. Dasara
34. Sankranti
35. Holy – the festival of colours.
36. Ramzan
37. Christmas
38. Pen Friends
39. Excursions
40. Television
41. Radio
42. Libraries
43. Computers
44. My teacher whom I like
45. My best friend.
46. Poverty in India
47. My child-hood.
48. My school days.
49. If I were the Prime Minister
50. The Book I like the most
51. The Sport I like the most
52. The cinema I like the most.
53. The National Leader I like the most.
54. The political party I like the most.
55. Important tourist places of Andhra Pradesh
56. My hobby.
57. Dowry system

58. Education in India

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59. Population in India

60. Reservation policy in recruitment in India.

61. Constitution of India

62. Superstitions – its effects.

63. Indian Railways

64. S.C. Railway and its divisions.

65. Habits – effects on health.

66. Electronic media.

67. Un-employment in India

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

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

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

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

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

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

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

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

28. A letter to your Officer requesting sanction of leave

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

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

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

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

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

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

35. A letter to your friend expressing condolences on the death of his mother.

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

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

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

39. A letter to your friend expressing your inability to attend his marriage function.

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

### III. Grammar:

#### 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 eat 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

#### D. Fill in the blanks with suitable Adjectives:

- a) The \_\_\_\_\_ prize was won by him

b) This is a very \_\_\_\_\_ matter [www.recruitment.guru](http://www.recruitment.guru)

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:**

1. I saw \_\_\_\_\_ tree in \_\_\_\_\_ garden.

2. \_\_\_\_\_ tree I saw was Banyan.

3. He is \_\_\_\_\_ most intelligent boy.

4. \_\_\_\_\_ Godavari is \_\_\_\_\_ longest river in South India.

5. I want \_\_\_\_\_ cup of tea.
6. \_\_\_\_\_ Ramayana was written by Valmiki.
7. Iron is \_\_\_\_\_ useful metal.
8. Honesty is \_\_\_\_\_ best policy.
9. Tirupati is one of \_\_\_\_\_ pilgrim centers of Andhra Pradesh.
10. \_\_\_\_\_ Indians love music.
11. There is \_\_\_\_\_ insect in the glass.
12. Jack and Jill went up \_\_\_\_\_ hill.
13. Flowers in \_\_\_\_\_ garden are beautiful.
14. Gelelio was \_\_\_\_\_ Italian scientist.
15. \_\_\_\_\_ thief was sent to \_\_\_\_\_ prison.
16. He aims to become \_\_\_\_\_ engineer.
17. My brother is \_\_\_\_\_ teacher.
18. Spain is \_\_\_\_\_ European country.
19. I will come in \_\_\_\_\_ hour.
20. I never saw such \_\_\_\_\_ incident.
21. This is \_\_\_\_\_ exercise to test \_\_\_\_\_ knowledge in English.
22. I went to \_\_\_\_\_ hospital to see \_\_\_\_\_ patient.
23. \_\_\_\_\_ dinner was arranged at \_\_\_\_\_ Hotel Taj.
24. His vehicle makes \_\_\_\_\_ loud noise.
25. I saw \_\_\_\_\_ elephant in \_\_\_\_\_ zoo.
26. Wordsworth wrote poetry on beauty of \_\_\_\_\_ nature.
27. What \_\_\_\_\_ beautiful flower it is!
28. He is \_\_\_\_\_ best friend of mine.
29. \_\_\_\_\_ Sun rises in \_\_\_\_\_ East.
30. You are \_\_\_\_\_ man to do it.
31. This is \_\_\_\_\_ historic event.
32. The passengers want \_\_\_\_\_ help of \_\_\_\_\_ few volunteers.
33. He is as stupid as \_\_\_\_\_ ass.

34. \_\_\_\_\_ Lotus is \_\_\_\_\_ beautiful flower.  
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35. Look at \_\_\_\_\_ sky, how beautiful \_\_\_\_\_ stars look!
36. She wept like \_\_\_\_\_ child.
37. According to \_\_\_\_\_ Bible, God made \_\_\_\_\_ world in six days.
38. \_\_\_\_\_ Ambassador should be \_\_\_\_\_ man of pleasing manners.
39. Mussolini was \_\_\_\_\_ Hitler of Italy.
40. He is \_\_\_\_\_ native who knows \_\_\_\_\_ way in the jungle.
41. Sita is \_\_\_\_\_ purest woman.
42. \_\_\_\_\_ Earth is round.
43. Draw \_\_\_\_\_ map of India.
44. The doctor restored sight to \_\_\_\_\_ blind.
45. Twelve inches make \_\_\_\_\_ foot.
46. Not \_\_\_\_\_ word he said.
47. Wisdom is \_\_\_\_\_ gift of heaven.
48. Delhi is \_\_\_\_\_ capital of India.
49. Newton was \_\_\_\_\_ great philosopher.
50. I met him at \_\_\_\_\_ church.
51. A bird in \_\_\_\_\_ hand is worth two in \_\_\_\_\_ bush.
52. The darkest cloud has \_\_\_\_\_ silver lining.
53. Copper is \_\_\_\_\_ useful metal
54. He is not \_\_\_\_\_ honorable man
55. Do you see \_\_\_\_\_ blue sky
56. Varanasi is \_\_\_\_\_ holy city
57. Alladin had \_\_\_\_\_ wonderful lamp
58. He returned after \_\_\_\_\_ hour
59. \_\_\_\_\_ sun shines brightly
60. French is \_\_\_\_\_ easy language
61. Who is \_\_\_\_\_ girl sitting there
62. Which is the \_\_\_\_\_ longest river in India

63. He has come without \_\_\_\_\_ umbrella  
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64. Mumbai is \_\_\_\_\_ very costly place

65. The children found \_\_\_\_\_ egg in the nest

66. 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  
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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  
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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  
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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,have 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)

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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

**N. Convert the simple sentences into compound sentences:**

1. Hearing their father's foot steps the boys ran away

2. With a great effort he lifted the box

3. Being a cripple he cannot ride a horse

4. He was rejected owing to illness

5. To avoid punishment he ran away

**41. Convert the compound sentences into simple sentences:**

1. My friend arrived and went for a walk

2. Be good and you will be happy

3. I ordered to halt but he took no notice

4. I continuously invited him to visit me but he never came

5. He escaped several times but was finally caught

6. He is a good steady worker, only he is rather slow

7. The ink had dried up and I could not write

8. I have lot of work and must do it now

9. He has an unpleasant duty and must perform it  
[www.recruitment.guru](http://www.recruitment.guru)
10. He found a rupee and was delighted for his luck

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### **C. GENERAL KNOWLEDGE**

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#### 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 Prepare 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 Aailed Pay  
LHAP – Leave Half Aailed 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) RCF 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 Gr.'D' is entitled to appear for selection to Group 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 interest 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. Bungalow Peons are initially engaged with the approval of CPO.
19. A substitute bungalow peon attains temporary status after 120 days service.

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

#### VIII. 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. If an employee opts for widow-complimentary passes, he is entitled for 6 sets of PTOs.
13. In which Division the following stations are situated?  
Nanded, Tirupati, Raichur, Nandiyal, Parli
14. Who is the Prime Minister of India?
15. Where Rail Wheel Factory situated?
16. Who wrote Natioanl Anthem
17. Who is the Present Captain of Indian Cricket?
18. Who Invented television?
19. Which is the capital of Uttaranchal?
20. What is the minimum service required for promotion of junior clerk to senior clerk?
21. What is the minimum distance an employee to travel to become eligible for TA/DA?
22. How many days casual leave a fitter in workshop is eligible in a year?
23. How many Zones are there in Indian Railways?
24. How many Workshops are there in Indian Railways?
25. Who is the Minister for Railways?
26. Where is the Railway Board situated?
27. What is the currency of the following countries?  
USA ,Dubai, Singapore, Australia, Bangladesh, Russia, China , Sri Lanka, Pakistan
28. Who is Election Commissioner of India?
29. How Many states are there in India?
30. How many Union Territories are there in India?
31. Who is the Chief Justice of India?
32. Who was called as Punjab Kesari?
33. Where is the Railway Museum located?
34. Who is the Head of the Zonal Railways?
35. Which Department handles health care of the employees?
36. Who is the Head of the Divisional Railway?
37. How many major workshops are on SC Railway?
38. Who is the Chief Minister of Tamil Nadu?
39. Who is the Governor of AP?
40. Write any two allowances admissible to you?
41. Write any two allowances admissible to Railway servant?
42. What is meant by D & A Rules?
43. How many sets of passes and PTOs are entitled to a Group D employee who has put in 4 years of service?
44. What are important Tourist places on S.C. Railway?
45. What is the recruitment agency for S.C. Railway?
46. Where is the only Degree College on Indian Railways?
47. What is SBF?
48. Who are the Chairman and members of SBF Committee?
49. What are the schemes introduced by SBF Committee on S.C. Railway?
50. Who is the General Secretary of SCRE Sangh?
51. Who is the General Secretary of SCRUM Union?
52. How many Trade unions are recognized on Indian Railways? What are they?
53. Who is the Correspondent for the Railway Schools/Colleges?

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QUESTION BANK FOR SELECTION TO THE POST OF TYPIST (Personnel)

**I. English Grammar, Comprehension and Essay Writing:**

**A. One word substitution: (a few examples only)**

1. A word which can be interpreted in any way:  
(i) ambiguous (ii) confusing (iii) anachronistic (iv) amphibious
2. A person who renounces the world and practices self discipline to attain salvation:  
(i) antiquarian (ii) ascetic (iii) sceptic (iv) devotee
3. A tank where fish or water plants are kept:  
(i) apiary (ii) nursery (iii) aviary (iv) aquarium
4. One who can use either of his hands with ease:  
(i) gluttonous (ii) amateur (iii) ambidextrous (iv) expert
5. Government of Officials:  
(i) oligarchy (ii) aristocracy (iii) plutocracy (iv) bureaucracy
6. Commencement of words with the same letter:  
(i) pun (ii) alliteration (iii) oxymoron (iv) transferred epithet
7. Deviation or departure from common rule or standard:  
(i) anomaly (ii) anonymity (iii) unanimity (iv) heterogeneity
8. One who abandons his religious faith:  
(i) apostate (ii) agonistic (iii) profane (iv) prostrate
9. Unknown or unadmitted authorship:  
(i) vexatious (ii) anonymous (iii) unanimous (iv) gullible
10. An assembly of listeners:  
(i) battery (ii) spectators (iii) audience (iv) crowd
11. A hater of learning and knowledge:  
(i) bibliophile (ii) philologist (iii) misogynist (iv) misologist
12. The practice of marrying more than one wife at a time:  
(i) bisexual (ii) polyandry (iii) polygamy (iv) blasphemy
13. A person who easily believes others:  
(i) meticulous (ii) hilarious (iii) credulous (iv) credible
14. A person who leaves his own country and goes to live in another:  
(i) emigrant (ii) immigrant (iii) vagrant (iv) fragrant
15. A person who is unable to pay his debts:  
(i) bankrupt (ii) obsolete (iii) callous (iv) insolvent
16. A school for infants and young children:  
(i) infantile (ii) nursery (iii) kindergarten (iv) school
17. One who compiles dictionary:  
(i) compiler (ii) editor (iii) lexicographer (iv) anthropologist
18. One who studies human beings, their customs & beliefs scientifically:  
(i) examiner (ii) socialist (iii) anthropologist (iv) analogist
19. Specialised list of all the words used in a particular language or subject:  
(i) raven (ii) lament (iii) caravan (iv) lexicon
20. One who goes from place to place begging alms:  
(i) mendicant (ii) itinerant (iii) pedestrian (iv) volunteer
21. One who walks in sleep:  
(i) somnologist (ii) egoist (iii) somnambulist (iv) analogist
22. One who pretends to be what he is not:  
(i) hypocrite (ii) mimic (iii) connoisseur (iv) prophet
23. One who has been before another in office or employment:  
(i) predecessor (ii) successor (iii) survivor (iv) servitude
24. An official numbering of population:  
(i) diocese (ii) canting (iii) census (iv) archer
25. The art of effective speaking or oral reading:  
(i) verbose (ii) celibate (iii) elocution (iv) theotic
26. The science that deals with the study of mankind:  
(i) zoology (ii) humanity (iii) anthropology (iv) raceology
27. The study of all heavenly bodies and the earth in relation to them:

(i) astronomy (ii) astrology (iii) palmistry (iv) archeology

28. A substance which destroys or weakens germs.

(i) septicism (ii) epidemic (iii) antiseptic (iv) antidote

29. An examination of dead body:

(i) autopsy (ii) pyre (iii) antimortem (iv) epitaph

30. Living for years and years:

(i) annul (ii) penial (iii) perennial (iv) naturalist

31. Smuggling of goods or engaging in prohibited traffic:

(i) mobilize (ii) evacuate (iii) contraband (iv) ordinance

32. Apparatus used by a person to drop safely from an aircraft:

(i) cavalry (ii) parachute (iii) armistice (iv) infantry

33. A person whose job is to treat diseases by adjusting the joints in the back:

(i) anthropologist (ii) Chiropractor (iii) bone grater (iv) none

34. A device to find out whether a person has consumed alcohol:

(i) breathalyser (ii) breath loser (iii) alchemy (iv) intoxicant

35. To talk continuously for a long time without any particular purpose:

(i) natter (ii) boaster (iii) booster (iv) vocalist

### **B. Use of Prepositions: (a few examples)**

1. This is a book \_\_\_\_\_ poems. (of) 2. Suresh is going \_\_\_\_\_ Agra. (to)

3. We hope \_\_\_\_\_ an easy examination. (for)

4. Swetha writes \_\_\_\_\_ her left hand. (with)

5. One should be honest \_\_\_\_\_ business. (in) 6. The dog ran \_\_\_\_\_ the road. (down)

7. The river flows \_\_\_\_\_ the bridge. (under) 8. The work was done \_\_\_\_\_ haste. (in)

9. He is afraid \_\_\_\_\_ the dog. (of) 10. I am fond \_\_\_\_\_ music. (of)

11. He died \_\_\_\_\_ his country. (for) 12. What is that \_\_\_\_\_ me. (to)

13. Steam engine was invented \_\_\_\_\_ James Watt. (by)

14. The burglar jumped \_\_\_\_\_ the wall. (out of) 15. He spoke \_\_\_\_\_ me in Urdu. (to)

16. I have not seen him \_\_\_\_\_ Wednesday last. (on)

17. The moon does not shine \_\_\_\_\_ its own light. (in)

18. I shall do it \_\_\_\_\_ pleasure. (with) 19. I am tired \_\_\_\_\_ walking. (of)

20. This is a matter \_\_\_\_\_ little importance. (of) 21. I will do it \_\_\_\_\_ all of you. (for)

22. Nothing will come \_\_\_\_\_ nothing. (of) 23. He slept \_\_\_\_\_ eight O'clock. (at)

24. I have eaten nothing \_\_\_\_\_ yesterday. (since) 25. He sat \_\_\_\_\_ a chair. (on)

26. I have not been smoking \_\_\_\_\_ last week. (since) 27. I shall return \_\_\_\_\_ an hour. (in)

28. I commenced work \_\_\_\_\_ first January. (from) 29. He has been ill \_\_\_\_\_ five days. (for)

30. He will join the school \_\_\_\_\_ tomorrow. (from) 31. He is \_\_\_\_\_ bed. (in)

32. \_\_\_\_\_ his children, there were present his nephews and nieces. (besides)

33. \_\_\_\_\_ being fined, he was sentenced to a term of imprisonment. (besides)

34. He lived in Bombay \_\_\_\_\_ ten years. (for) 35. The cat sprang \_\_\_\_\_ the table. (upon)

36. The snake crawled \_\_\_\_\_ its hole. (into) 37. He ran \_\_\_\_\_ the school. (to)

38. I speak \_\_\_\_\_ Shakespeare. (of) 39. He jumped \_\_\_\_\_ the river. (into)

40. \_\_\_\_\_ a Ford, he has a fiat car. (besides) 41. They live \_\_\_\_\_ Delhi. (in)

42. Quinine acts as preventive \_\_\_\_\_ malaria. (of)

43. Juanpur is famous \_\_\_\_\_ its perfumes. (for)

44. People who are averse \_\_\_\_\_ hard work, do not succeed in life. (to)

### **C. Idioms and Phrases: (a few examples)**

1. backed up: (i) supported (ii) squeezed (iii) warned (iv) beaten

2. blow over: (i) inhale (ii) exhale (iii) bubbling (iv) pass off

3. clear up: (i) close (ii) exhaust (iii) treat (iv) explain

4. dispose of: (i) eat away (ii) sell (iii) pass (iv) see off

5. longed for: (i) everlasting (ii) lingering (iii) desire (iv) elastic

6. prevail on: (i) persuade (ii) support (iii) take rest (iv) in vain

7. show him up: (i) expose (ii) cover up (iii) make up (iv) lose

8. train up: (i) usually (ii) link up (iii) up train (iv) educate

9. well off: (i) in the well (ii) unknown (iii) unwell (iv) comfortable

10. break into: (i) make piece (ii) not known (iii) fall into (iv) enter into

11. bear with: (i) have patience (ii) carry load (iii) support (iv) pregnant

12. break down: (i) fall down (ii) count down (iii) fail (iv) cautious  
13. bring about: (i) raise (ii) cause (iii) come back (iv) get round  
14. bring out: (i) show (ii) open (iii) take out (iv) release  
15. carry out: (i) show out (ii) make out (iii) fall out (iv) execute  
16. cast away: (i) bleak (ii) voting (iii) wreck (iv) twist  
17. come round: (i) rounded (ii) turn round (iii) feel shy (iv) agree  
18. call on: (i) visit (ii) support (iii) take rest (iv) in vain  
19. call up: (i) attendance (ii) recollect (iii) ring up (iv) agitate  
20. cut down: (i) reduce (ii) cutting (iii) fall down (iv) enhance  
21. fall off: (i) magnify (ii) see off (iii) diminish (iv) maximum  
22. pull down: (i) careful (ii) linger (iii) erect (iv) demolish  
23. turn out: (i) produce (ii) give up (iii) work out (iv) make out  
24. stand by: (i) stand aside (ii) support (iii) weaken (iv) rule out  
25. work out: (i) working (ii) dislike (iii) solve (iv) spoil

**D. Fill in the blanks with appropriate words (few examples)**

- 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

**E. 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.

**F. 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 o'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)

**G. Essay Writing: (in about a page or 150 words):**

1. My teacher whom I like 2. Poverty in India 3. My child-hood.  
4. My school days 5. If I were the Prime Minister  
6. The Book I like the most 7. The Sport I like the most  
8. The cinema I like the most. 9. The National Leader I like the most.  
10. The political party I like the most. 11. Important tourist places of AP  
12. My hobbies. 13. Dowry system 14. Reservation policy in promotions  
15. Superstitions – its effects on society. 16. Indian Railways  
17. S.C. Railway and its divisions. 18. Un-employment in India

**H. Use the following pairs of words in sentences:**

1. Right and Write 2. Rite and Right 3. Book (n) and Book (v)  
4. come and cum 5. can (v) and can (n) 6. Kick and Quick  
7. Writ and Write 8. absolve and absorb 9. abet and abut  
10. Adept and adapt 11. adapt and adopt 12. advice and advise  
13. affect and effect 14. afford and effort 15. agitate and hesitate  
16. aid and aide 17. artist and artiste 18. suit and suite  
19. suite and shoot 20. allot and allocate 21. imminent and eminent  
22. anonymous and unanimous 23. angel and angle  
24. ante and anti 25. Aries and arise 26. arose and arouse  
27. ascent and accent 28. ascetic and Asiatic 29. aspect and expect  
30. except and expect 31. assert and exert 32. attach and attack  
33. autumn and atom 34. wait and await 35. wake and awake  
36. void and avoid 37. ward and award 38. ware and wear  
39. ware and aware 40. way and away 41. awesome & awful  
42. fore and four 43. pure and poor 44. bear and bare  
45. break and brake 46. backing and baking 47. site and sight  
48. cite and sight 49. construe and construct 50. confess and confuse  
51. confuse and confute 52. consult and consulate 53. compare and comperere  
54. co-operate and co-ordinate 55. coup and coupe 56. round and around  
57. dose and doze 58. fright and freight 59. extent and extant  
60. haunt and hunt 61. interrupt and interpret 62. night and knight  
63. knot and naught 64. lead (v) and lead (n) 65. mediate and meditate  
66. rise and raise 67. riots and ryots 68. personnel and personal  
69. perspective and prospective 70. purview and preview 71. tyre and tire  
72. coat and quote 73. reel and real 74. rear and rare

**I. Correct the spellings: (some examples)**

1. praise 2. Matrics 3. Gest  
4. Simposium 5. temparary 6. impartant  
7. catagory 8. adultary 9. comission  
10. auxilary 11. atomatic 12. councel  
13. amerge 14. decongesion 15. decaration  
16. fourman 17. farward 18. catelog  
19. emfasize 20. fieble 21. geografy  
22. grafite 23. independance 24. instent  
25. indiffarent 26. harbar 27. floot  
28. phosforous 29. filasafy 30. fisical  
31. adjective 32. presidant 33. stresed  
34. prestresed 35. signifycant 36. signatory  
37. sholder 38. showel 39. vacume  
40. fritened 41. sanitary 42. sacryfice  
43. regulasion 44. riteously 45. rediculuous  
46. releave 47. recovar 48. recognision

49. reciprocate 50. recess 51. immediately  
52. suspicion 53. rampant 54. tabular  
55. pronunciation 56. question 57. queue  
58. magnificent 59. purification 60. quitting  
61. quartar 62. query 63. pyramid  
64. puzzling 65. purpose 66. puncture  
67. punishment 68. patient 69. pulses  
70. psychiatry 71. Physics 72. provocation  
73. protoplasm 74. pronounce 75. prolog

**J. Comprehension: A passage with questions from the passage.**

**II. General Awareness and General Knowledge pertaining to Railway working:**

1. Monthly magazine being published by Railways is \_\_\_\_\_.
2. Recruiting Agency for recruitment of Group C staff on Railways is \_\_\_\_\_.
3. Recruiting Agency for recruitment of Group A Officers on Railways is \_\_\_\_\_.
3. The Micro Wave frequency used in the Department of Tele-communications in Railways is from \_\_\_\_\_ MHz to \_\_\_\_\_ MHz.
4. The longest Railway tunnel is from \_\_\_\_\_ to \_\_\_\_\_.
5. The longest Railway Platform in India is \_\_\_\_\_.
6. The largest Zonal Railway in Indian Railways is \_\_\_\_\_.
7. The biggest Railway yard in Indian Railways is \_\_\_\_\_.
8. The Rail Transport Museum is at \_\_\_\_\_.
9. The Indrail Pass is allowed to \_\_\_\_\_.
10. Konkan Railway Corporation is a joint undertaking of Governments of \_\_\_\_\_.
11. The only underground Railway (Metro Railway) is at \_\_\_\_\_.
12. Passenger Reservation System through Computers has been introduced in Railways during \_\_\_\_\_.
13. Children of \_\_\_\_\_ age group are charged half ticket on Railways.
14. Shatabdi Express Trains are introduced in Railways during \_\_\_\_\_.
15. Special Touring Train called \_\_\_\_\_ is introduced during 1992.
16. Headquarters of North Central Railway is \_\_\_\_\_.
17. Headquarters of East Coast Railway is \_\_\_\_\_.
18. Headquarters of East Central Railway is \_\_\_\_\_.
19. Headquarters of South Western Railway is \_\_\_\_\_.
20. RITES stands for \_\_\_\_\_.
21. IRFC stands for \_\_\_\_\_.
22. IRCON stands for \_\_\_\_\_.
23. CRIS stands for \_\_\_\_\_.
24. CONCOR stands for \_\_\_\_\_.
25. KRCL stands for \_\_\_\_\_.
26. RDSO stands for \_\_\_\_\_.
27. IRWO stands for \_\_\_\_\_.
28. IRISST stands for \_\_\_\_\_.
29. IRICEN stands for \_\_\_\_\_.
30. COFMOW stands for \_\_\_\_\_.
31. CORE stands for \_\_\_\_\_.
32. How many zones are there on Indian Railways? Where is the Headquarters Office of each one of them is situated?
33. Describe in brief the setting up & development of S.C. Railway and its divisions.
34. What are the important loading points on SC. Railway? What are your suggestions to capture further business to improve the loading performance?
35. What are the tourist important places of this Railway? What are your suggestions to improve the transport facilities to those tourist important places?
36. There is heavy ticket-less travel on some sections of this Railway. What are your suggestions to eradicate the menace?
37. In case the train in which you are traveling off duty on a privilege pass involves an accident, what should be your immediate reaction to pass on the information and to rescue the lives of co-passengers?
38. What is UPSC? In what way UPSC is connected to Railways or its working?
39. What is RRB? In what way RRB is connected to Railways?
40. What is RRT? In what way RRT is connected to Railway working?
41. What is RCT? What is its role connected to Railway working? In what way it differs from Claims Department of Railways?
42. What is meant by GRP? What is its role and how do they differ from RPF?

43. The main business of Railways is to provide service for transport of public and the goods – If so, how can you justify setting up of schools/colleges on Railways?
44. The main business of Railways is to provide service for transport of public and the goods – If so, what is the justification for setting up hospitals and dispensaries on Railways, when facilities for medical treatment are available in abundance?
45. What are your suggestions for privatization of various activities of Railways?

### III. 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, inscriptions on envelopes and other stationery etc., shall be in \_\_\_\_\_.
24. Responsibility for compliance of Official Language Rules shall be that of \_\_\_\_\_.

### B. Descriptive:

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

### IV. Acquisition/condemnation of Typewriters:

1. Are typewriters stocked item? How are they procured for official use in your office?

2. Write a detailed justification for procurement of five typewriters for your section. [www.recruitment.guru](http://www.recruitment.guru)
3. What are your suggestions on the decision of the Government for automation of the offices?
4. In the present day circumstances it is essential for a typist to improve his inputs and convert himself professionally to meet the pressing demands of the modern world – how do you substantiate the statement?
5. Write an essay describing the functioning of an office in which all typewriters are computers and all typists are data entry operators.
6. Write a detailed justification for condemnation of the office typewriters?
7. What are essentialities for condemnation of a typewriter?
8. Write a detailed justification for procurement of five computers for the office duly justifying as to how viably the computers replace typewriters?
9. What do mean by AMC? What is procedure to keep the typewriters in your section under AMC?
10. Write briefly about the procedure to be followed for condemnation or worked out typewriters.

#### **V. Office maintenance:**

1. Describe in brief the procedure being followed in an office for receipt, distribution and maintenance of the files/letters for typing in a typing section?
2. What is your opinion about the procedure being followed as of now? Do you feel that the same is adequate in the present day circumstances?
3. Assuming yourself as the in charge of the typing section, suggest the procedure you would follow for better out-turn of the work.
4. In the context of the Government's decision of to re-designate all the clerks as clerk-cum-typists, do you feel that the posts of typists are still required? What are your suggestions to merge them with ministerial cadres?

#### **VI. Broad knowledge of Railway matters:**

##### **a) Bird's eye view of Indian Railways, its structure at all levels, its role in the national economy and the developments taken place in the recent past:**

1. What is performance Budgeting? Explain its purposes and basic steps for introduction of Performance Budget.
2. Explain the discounted cash flow method for financial justification.
3. What are the two methods under Discounted Cash Flow Method? Explain.
4. What is Zero Base Budgeting? Explain its concept and mechanism.
5. What are the benefits of Zero Based Budgeting?
6. How the Parliament exercises control of Railway Finances? What are the committees that are set up for the purpose?
7. Explain briefly about:
  - (i) Railway Convention Committee
  - (ii) Estimates Committee
  - (iii) Public Accounts Committee
  - (iv) Canons of financial propriety
  - (v) Railway Users' Consultative Committees.
8. What are the schemes available for assistance to Railway Employees for Education of their children?
9. What steps are taken to promote indigenous system of medicine? Explain about setting up and functioning of Homoeopathic/Ayurvedic Dispensaries?
10. Write about any five important features of the Railways Act, 1989?
11. What are the salient features of the Central Administrative Tribunals Act, 1985.
12. Explain briefly about:
  - (i) Permanent Negotiating Machinery
  - (ii) Joint Consultative Machinery
  - (iii) Participation of Railway Employees in Management
13. What is Corporate Safety Plan of Indian Railways? What are the objectives, highlights and targets of the Zonal Corporate Safety Plan of this Railway?
14. What is the role of Personnel Department on Railways? Explain briefly about the functions of the Personnel Department?