

QUESTION BANK FOR GROUP `A` FOUNDATION PROGRAMME

PERSONNEL DEPARTMENT :

On the basis of syllabus (for Personnel subject) for AFP Course, question bank has been prepared in two parts. Brief description of the same is as under :

Part `A` consists of Descriptive Questions (68 Questions) and

Part `B` consists of Objective Type Questions :

1. Answer in one or two sentences : 50 Questions,
2. State True or False : 30 Questions.
3. Multiple Choice Questions : 47 Questions
4. Abbreviations : 20 Nos.

A) Descriptive Questions

1. Briefly describe the various classifications under Railway Servants (Hours of Work & Period of Rest) Rules,2005.
2. Briefly describe the procedure for initiating and carrying out Job Analysis under Railway Servants (Hours of Work & Period of Rest) Rules,2005.
3. How overtime allowance is calculated under Railway Servants (Hours of Work & Period of Rest) Rules,2005 for different categories of staff?
4. What are the sources of funds for Staff Benefit Fund ? How is the Fund managed?
5. What are the facilities given to Railwaymen's Consumer Cooperative Societies?
6. Briefly describe the schemes of educational assistance and reimbursement of tuition fees available on Railways.
7. What is the difference between a Casual Labour and a Substitute?
8. Who are the persons covered under the term 'Family' and 'Dependent Relatives' for the purpose of Pass rules?
9. Describe the rules regarding issues of school passes to railway employees.
10. Briefly describe Appointing authority
11. Briefly describe Article -311 (1)
12. Difference between Removal & Dismissal from service
13. Briefly describe Leave Not Due
14. Briefly describe Extra Ordinary Leave
15. Briefly describe Maternity Leave
16. Briefly describe Child Care Leave
17. Briefly describe Study Leave
18. Briefly describe Hospital Leave
19. Briefly describe Special disability leave

20. Briefly describe Paternity Leave
21. Briefly describe difference between Hospital Leave & Special Disability Leave
22. Briefly describe difference between Maternity Leave & Child Care Leave
23. Briefly describe difference between Paternity Leave & Maternity Leave
24. What are different types of passes under Railway servant (Pass) Rules-1966
25. Briefly describe Privilege Pass
26. Briefly describe Duty pass
27. Briefly describe School pass
28. Briefly describe widow pass
29. Briefly describe Special Pass
30. List out any 10 allowance for which Railway Servant is eligible
31. Briefly describe Running Allowance
32. Briefly describe House rent allowance
33. Briefly describe Children education allowance
34. Briefly describe Night Duty allowance
35. Briefly describe Transport Allowance
36. List out various welfare activities in Railway
37. What are the sources of fund for Staff Benefit Fund
38. What are the rules for determining seniority in case of mutual transfer
39. What are the rules for deciding seniority in case of request transfer
40. What are the rules for deciding seniority in case of transfer on administrative ground?
41. Briefly describe periodical transfer
42. Describe briefly various benefits available in case of transfer on administrative ground.
43. What are the various sources of Recruitment
44. Briefly describe about Railway Recruitment Board
45. Briefly describe about Railway Recruitment Cell
46. What are various Pay Band and Grade Pay for Group "A" Officer starting from Junior Scale to SAG.
47. How Pay is to be fixed in case of Recruitment
48. In case of promotion where duties & Responsibilities are higher
49. Where duties & Responsibilities are same
50. Briefly describe exercising option for fixation off pay
51. List out minor penalties under RS (D&A) Rules -1968
52. List out major penalties under RS (D&A) Rules -1968

53. Briefly describe Medical classification for NG staff
54. Draw organizational chart of Personnel Department
55. Briefly describe Rule -3 of R. S. (Conduct) Rule-1966
56. Briefly describe Rule-5 of R. S. (Conduct) Rule-1966
57. Describe briefly Rule-8 of R. S. (Conduct) Rules 1966
58. Describe briefly Rule-12 of R. S. (Conduct) Rules 1966
59. Describe briefly Rule-13 of R. S. (Conduct) Rules 1966
60. Describe briefly Rule-15 of R. S. (Conduct) Rules 1966
61. Describe briefly Rule-18 of R. S. (Conduct) Rules 1966
62. Describe briefly Rule-20 of R. S. (Conduct) Rules 1966
63. Describe briefly Rule-21 of R. S. (Conduct) Rules 1966
64. Describe briefly Rule-26 of R. S. (Conduct) Rules 1966
65. How Railway Servant is defined in RS(Conduct) Rule-1966
66. What do you mean by Govt. in reference to RS (Conduct) Rule-1966?
67. What are the Rules for issue of settlement pass
68. What are the Rules for issue of Retirement Pass?

(B) Objectives type questions :(Answer in One or Two sentences.)

1. Who is competent authority to change the classification under Railway Servants (Hours of Work & Period of Rest) Rules, 2005. ?
2. To whom the appeal lies against the order of CPO in reference to change in classification under Railway Servants (Hours of Work & Period of Rest) Rules, 2005.
3. What is the reason for change in classification?
4. What is date of effect of change of classification from Essentially Intermittent to Continuous
5. What are the 4 methods of Job Analysis? Which one is the best?
6. What is Preparatory & Complementary (P&C) time?
7. What is P & C hours in the case of Loco Pilot.
8. How many Compensatory Rest can be granted at a stretch?
9. What is averaging period in the case of Gateman working in C class gate?

10. How many breaks are permissible in split shift duty.
11. How many LAPs can be credited in the leave account of a Railway servant in a year.
12. What are the rules for accumulation of LAP?
13. What are the rules for accumulation of LHAP?
14. How is leave salary paid during the time of availing LAP?
15. How is leave salary paid during the time of availing LHAP?
16. What are the differences between LAP & LHAP?
17. What do you know about Leave Not Due?
18. Under what circumstances is Extra Ordinary Leave sanctioned?
19. What are the conditions for grant of maternity leave?
20. What are the conditions for grant of paternity leave?
21. What are the conditions for grant of CCL?
22. What are the conditions for grant of Study Leave?
23. What are the conditions for grant of Hospital Leave?
24. What are the conditions for grant of Special disability leave?
25. What are the various classifications for grant of House rent allowance?
26. What do you know about transport allowance?
27. What do you know about night duty allowance?
28. What is ALK?
29. Who is the Head of Personnel Department in the Zonal Railways?
30. What are the rules for accepting gifts by Group "A" officers on ordinary occasions from relatives and near friends?
31. What do you know about RRB?
32. What do you know about RRC?
33. How is the period EOL taken into account for crediting LAP?
34. What are the various classifications under Railway Servants (Hours of Work & Period of Rest) Rules, 2005?
35. If a Railway servant is out of his Head quarter for a period more than 6 hours but less than 12 hours, what percentage of TA/DA will he get?
36. Under what circumstances are contingency charges paid?
37. How many dependents are permissible in a privilege pass?
38. What are the different types of duty passes?

- 39 What do you know about Gold Pass ?
- 40 What do you know about Silver Pass ?
- 41 What do you know about widow Pass ?
- 42 What do you know about Retirement pass ?
- 43 What do you know about School Pass ?
- 44 What is transport allowance ?
- 45 What is children educational allowance ?
- 46 What do you know about periodical transfer ?
- 47 What do you know about mutual transfer ?
- 48 What do you know about request transfer?
- 49 What are the rates for Payment of over time if working hours exceed rostered hours but less than statutory hours?
- 50 Who are included in the definition of Attendant as per Pass rules

(B) Objective Type Questions (State True or False.)

- 1) Overtime is admissible to the staff working in Confidential Capacity like steno
- 2) RAILWAY SERVANTS (HOURS OF WORK & PERIOD OF REST) RULES'2005 is also applicable to Factory.
- 3) In a Job Analysis, the action period arrived in an average period of 12 hours is less than 6 hours. The classification will be changed from "C" to "EI"
- 4) Breach of Rest Allowance is admissible to Non-running staff
- 5) Factual Job Analysis is the best method of Job Analysis
- 6) FA&CAO is the competent authority for change in classification.
- 7) Factual Job Analysis is carried out for 72 consecutive hours in case of round the clock post.
- 8) In case of initial allotment of EI classification, DRM gives the certificate of workload and proposed classification.
- 9) RAILWAY SERVANTS (HOURS OF WORK & PERIOD OF REST) RULES'2005 rule is also applicable to RPF staff.

- 10) The classification of Section Engineer is Intensive
- 11) The maximum accumulation of LAP is 240 days.
- 12) The maximum accumulation of LHAP is 300 days.
- 13) Leave is a privilege, it can not be claimed as a matter of right.
- 14) Maximum Hospital leave sanctioned for one injury is limited to 28 months.
- 15) Maximum Special disabilities leave sanctioned for one injury is limited to 24 months.
- 16) Maximum CCL granted for two children up to the age of 18 years.
- 17) CCL can be sanctioned not more than 3 times in a year
- 18) Study leave for medical officer is limited to 24 months.
- 19) Leave not due can be sanctioned at a time not more than 90 days.
- 20) General Manager or equivalent to General Manager and above are entitled for Gold Pass.
- 21) Availability period for privilege pass is 4 months.
- 22) Group "A" or Group "B" Officer travel on duty with family members
- 23) Rule No. 5 of Railway Service (Conduct) Rules 1966 is related to taking part in politics.
- 24) Rule No. 8 of Railway Service (Conduct) Rules 1966 is related to connection with Press /Radio, Media, etc.
- 25) Rule No.11 of Railway Service (Conduct) Rules 1966 is related to unauthorised communication of information.
- 26) Rule No. 12 of Railway Service (Conduct) Rules 1966 is related to raising fund by Railway Servant.
- 27) Rule No.13A of Railway Service (Conduct) Rules 1966 is related to acceptance of Gift by Railway servant.
- 28) Rule No. 15 of Railway Service (Conduct) Rules 1966 is related to Private employment or business by Railway Servant.
- 29) Rule No.18 of Railway Service (Conduct) Rules 1966 is related to transaction of moveable and immovable properties.

30) Rule No. 20 of Railway Service (Conduct) Rules 1966 is related to influence by Railway servant regarding service condition from official or otherwise

(B) Objective type questions (Choose the correct answer from the given alternatives) :

1. Rule -3 of Service Conduct rule is related to
 - A. General conditions – devotion to duty integrity etc.
 - B. Demonstration by Railway Servant
 - C. Employment of near relative.
 - D. None of these.

2. According to Rule 5 of Conduct Rules, Railway Servant
 - A. Can be a member of political Party
 - B. Can not be a member of Political Party
 - C. None of these.

3. According to Rule-6 Railway Servant
 - A. Can criticize Govt. in public interest.
 - B. Can not criticize Govt. in any matter
 - C. None of these.

4. According to Rule-13, Group “A” officer on special occasions can accept Gift and report to Govt. in case amount exceeding
 - A. 2000/-
 - B. 5000/-
 - C. 2 months basic pay
 - D. None of these.

5. According to Rule 13A of Services Conduct Rule a Railway servant
 - A. Can not take dowry
 - B. Can not accept dowry
 - C. Both A & B
 - D. None of these.

6. According to Rule-19, if a Railway Servant desires to file a defamation suit in his private capacity, he is.

- A. Required to obtain permission before filing suit
 - B. No permission required before filing suit
 - C. None of these.
7. Condition regarding sale and purchase of immovable property mentioned in
- A. Rule-7
 - B. Rule-9
 - C. Rule-18
 - D. None of these.
8. On sports quota recruitment is made in
- A. Group “B”
 - B. Group “C”
 - C. Group “C” & “D”
 - D. None of these.
9. Paternity leave can be sanctioned up to
- A. 12 days
 - B. 20 days
 - C. 15 days
 - D. None of these.
10. Leave on half average pay shall be allowed to be commuted during entire service for an approved course of study which is certified to be in public interest by the leave sanctioning authority. The maximum limit for this purpose in entire service is
- A. 120 days
 - B. 180 days
 - C. 150 days
 - D. None of these.
11. In respect of one disability special disability leave shall in no case exceed.
- A. 12 Months
 - B. 24 Months

- C. 28 Months
- D. None of these

12. Railway servant working in administrative office are entitled for Casual leave

- A. 12 days
- B. 08 days
- C. 11 days
- D. None of these

13. The distances of transferred stations of Railway employee are 2025 KMs. He is entitled for joining time?

- A. 12 days
- B. 10 days
- C. 15 days
- D. None of these.

14. School pass are granted according to

- a) Calendar year
- b) Academic year
- c) Financial year
- d) None of these.

15. The weekly duty hours of a clerk in the administrative office is :-

- a) 42 Hours
- b) 45 Hours
- c) 40 Hours
- d) 48 Hours

16 The duty hours for the purpose of calculating the overtime in the case of running staff count from :-

- a) Sign on to sign off
- b) Arrival and Departure of Train
- c) Wheel movement to wheel movement
- d) Residence to Residence

17 A running staff after performing 9 hours duty is entitled to rest at Headquarter :-

- a) 12 Hours
- b) 14 Hours
- c) 16 Hours

- d) 10 Hours
18. The long on period in case of “Continuous “ staff is :-
- a) 8 Hours
 - b) 12 Hours
 - c) 14 Hours
 - d) 10 Hours
- 19 Railway servant is eligible for TA/DA if he goes out of his Head quarter
- a) Beyond 8 KM
 - b) Beyond 6 K M
 - c) Beyond 10 KM
 - d) None of these.
- 20 The classification of Matron is :-
- a) Intensive
 - b) Continuous
 - c) Excluded
 - d) EI
- 21 The Principle of averaging period is not applicable in the case of :-
- a) Continuous
 - b) EI
 - c) Intensive
 - d) Supervisory
22. The percentage of Leave Reserve is the case of Commercial staff is ;
- a) 12 %
 - b) 15%
 - c) 12 to 15 %
 - d) 15 to 25 %
- 23 The statutory limit in the case of “Intensive” staff is :-
- a)12 hours
 - b)10 hours
 - c) 6 hours
 - d) None of these.
24. In case of request transfer employee will get seniority
- a) Bottom seniority in new establishment

- b) His original seniority
 - c) None of these.
25. Railway servant shall be entitled to
- a) 15 days LAP in a Calendar year
 - b) 30 days LAP in a Calendar year
 - c) 20 days LAP in a calendar year.
 - d) None of these
26. Maximum limit for accumulation of LHAP is
- a) 240 days
 - b) 180 days
 - c) 300 days
 - d) No limit for accumulation.
27. Leave Not Due may granted to Railway Servant at a time
- a) 60 Days
 - b) 90 Days
 - c) 360 Days
 - d) None of these
28. All kind of leave in one spell shall not exceed
- a) 2 years
 - b) 4 years
 - c) 5 years
 - d) None of these.
29. Maximum Hospital leave granted to Railway Servant in one spell
- a) 24 Months
 - b) 28 Months
 - c) 12 Months
 - d) None of these
30. 4 sets of PTO are admissible to
- a) All groups
 - b) Group "A" & "B" Officers only.
 - c) Group "A" , "B" & "C" only
 - d) None of these
31. Maximum dependent permissible in privilege pass
- a) 2
 - b) 3
 - c) 4
 - d) None of these

32. The holder of Silver pass can travel in 1st AC
- a) Self only
 - b) With his family up to 4 members
 - c) With wife
 - d) None of these
33. Gazetted officer on retirement who completed of 26 years service eligible for Post retirement complimentary passes.
- a) 3 Sets
 - b) 4 Sets
 - c) 6 Set
 - d) None of these
34. Membership for clubs & Institute in Division is
- a) Optional
 - b) Compulsory
 - c) On some Division optional and on some Division compulsory.
 - d) None of these
35. Half-day LAP is granted to
- a) Group C & D employees
 - b) All Railway Employees
 - c) Artisan staff of Workshop /Production unit.
 - d) None of these
- 36 In which case special pass is not allowed
- a) Sports tournament
 - b) Territorial Army
 - c) Union meeting
 - d) None of these
37. DRM is empowered to sanction special casual leave upto
- a) 90 Days
 - b) 30 Days
 - c) 20 Days
 - d) None of these
38. For blood donation, special casual leave can be sanction for
- a) 2 Days
 - b) 3 Days
 - c) 1 Day
 - d) None of these
39. Group “C” & “D” employee are entitled for three sets of pass on

- a) On completion of 1 year service
 - b) On completion of 2 years service
 - c) On completion of 5 years service
 - d) None of these
40. Not entitled for running allowance
- a) Driver
 - b) Shunter
 - c) Travelling ticket examiner
 - d) Guard.
41. Casual leave can be combined with
- a) Special Casual leave
 - b) LAP
 - c) Hospital leave
 - d) None of these
42. Female Railway servant entitled for maternity leave for
- a) 90 Days
 - b) 120 Days
 - c) 180 Days
 - d) None of these
43. Composite transfer grant is permissible if VPU is used
- a) One month basic pay
 - b) 80 % of the basic pay
 - c) 70% of the basic pay.
 - d) None of these
44. During special disability leave, full payment is made
- a) First 4 months
 - b) First 5 months
 - c) First 6 months
 - d) None of these
45. The distance of transferred stations of Railway employee is 1240 K.M. He is entitled for joining time
- a) 12 Days
 - b) 10 Days
 - c) 15 Days
 - d) None of these
46. Travelling allowance/Daily allowance is admissible to Railway servants when proceeding on duty beyond.
- a) 5 K.M.

- b) 7 K.M.
- c) 8 K.M.
- d) None of these

47. Recruitment in Group “D” category from open market is to be done by

- a) Divisional Office
- b) Railway Recruitment Board
- c) R.R.C.
- d) None of these

(B) **Objective Type Questions : (Write full form of the following abbreviations):**

- (1) RRB
- (2) RRCB
- (3) RRC
- (4) LDCE
- (5) LAP
- (6) LHAP
- (7) LND
- (8) D.A.
- (9) HRA
- (10)T.A.
- (11)CTG
- (12) CCL
- (13) SPCL
- (14) EOL
- (15) CPO
- (16) Sr.DPO
- (17)M.S.
- (18) WPO
- (19) ACC
- (20) DPC.

