

GROUP D TO JUNIOR CLERK

GENERAL ARITHMETIC

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?

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?

A certain sum of money is divided between Murthy and Prasad in the ratio $31/7 : 22/3$. If Murthy gets Rs. 120/- more than Prasad, find the share of each?

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?

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?

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

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

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

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

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?

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?

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?

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?

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

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?

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?

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?

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?

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?

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?

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

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?

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

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?

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

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

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

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?

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?

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

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?

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

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

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

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

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

If the Marked Price is Rs. 1280/- and the discount is $31\frac{1}{8}$ % what shall be the Selling Price?

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?

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

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?

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

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?

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?

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

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/-?

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/-?

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

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

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

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

Find the simple interest on a sum of Rs. 800/- for 4 years at the rate of $2\frac{1}{2}$ % per annum?

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

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

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

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.

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?

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

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

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?

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?

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?

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?

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?

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?

Find the average of 7, 10, 12, 15 and 16?

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

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?

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?

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?

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?

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?

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?

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?

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?

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

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?

What % of a day is 3 hours?

3.5 can be expressed in terms of % as

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

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

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

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

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

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

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

What is the simple interest for Rs.2000/- at the rate of $7\frac{1}{2}\%$ p.a. for 5 years?

B. GENERAL ENGLISH AND GRAMMAR

Essay Writing: (in about a page or 250 words)

Diwali

Holy – the festival of colours.

Christmas

Poverty in India

My child-hood.

My school days.

The Book I like the most

The Sport I like the most

The National Leader I like the most.

Important tourist places of Uttar Pradesh

My hobby.

Dowry system

Population in India

Indian Railways

Pollution in India

Un-employment in India

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

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

A letter to the Editor about the problems in your locality

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

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

A letter to your Officer requesting sanction of leave

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

A letter to your friend inviting him for your marriage.

A letter to your father describing your progress in studies

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

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

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

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

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

Fill in the blanks with appropriate words:

- a) Prevention is _____ than cure
- b) Tendulkar is the _____ batsman in the world
- c) The pen is _____ than sword
- d) The _____ buildings are found in America
- e) The Pacific is _____ than any other Ocean
- f) Who is the _____ boy in the Class
- g) My Uncle is _____ than my father
- h) Ooty is _____ than Chennai
- i) Mount Everest is the _____ peak of the Himalayas
- j) He is one of the _____ speakers in Telugu
- k) China is the _____ populated in the world
- l) This is the _____ of my two sons

G. Use articles and fill up the blanks:

- a) I saw _____ tree in _____ garden.
- b) _____ tree I saw was Banyan.
- c) He is _____ most intelligent boy.
- d) _____ Godavari is _____ longest river in South India.
- e) I want _____ cup of tea.
- f) _____ Ramayana was written by Valmiki.
- g) Iron is _____ useful metal.
- h) Honesty is _____ best policy.
- i) Tirupati is one of _____ pilgrim centers of Andhra Pradesh.
- j) _____ Indians love music.
- k) There is _____ insect in the glass.
- l) Jack and Jill went up _____ hill.
- m) Flowers in _____ garden are beautiful.
- n) Gelelio was _____ Italian scientist.
- o) _____ thief was sent to _____ prison.
- p) He aims to become _____ engineer.
- q) My brother is _____ teacher.
- r) Spain is _____ European country.
- s) I will come in _____ hour.
- t) I never saw such _____ incident.
- u) This is _____ exercise to test _____ knowledge in English.
- v) I went to _____ hospital to see _____ patient.
- w) _____ dinner was arranged at _____ Hotel Taj.
- x) His vehicle makes _____ loud noise.
- y) I saw _____ elephant in _____ zoo.

- z) Wordsworth wrote poetry on beauty of _____ nature.
- aa) What _____ beautiful flower it is!
- bb) He is _____ best friend of mine.
- cc) _____ Sun rises in _____ East.
- dd) You are _____ man to do it.
- ee) This is _____ historic event.
- ff) The passengers want _____ help of _____ few volunteers.
- gg) He is as stupid as _____ ass.
- hh) _____ Lotus is _____ beautiful flower.
- ii) Look at _____ sky, how beautiful _____ stars look!
- jj) She wept like _____ child.
- kk) According to _____ Bible, God made _____ world in six days.
- ll) _____ Ambassador should be _____ man of pleasing manners.
- mm) Mussolini was _____ Hitler of Italy.
- nn) He is _____ native who knows _____ way in the jungle.
- oo) Sita is _____ purest woman.
- pp) _____ Earth is round.
- qq) Draw _____ map of India.
- rr) The doctor restored sight to _____ blind.
- ss) Twelve inches make _____ foot.
- tt) Not _____ word he said.
- uu) Wisdom is _____ gift of heaven.
- vv) Delhi is _____ capital of India.
- ww) Newton was _____ great philosopher.
- xx) I met him at _____ church.

- yy) A bird in _____ hand is worth two in _____ bush.
- zz) The darkest cloud has _____ silver lining.
- aaa) Copper is _____ useful metal
- bbb) He is not _____ honorable man
- ccc) Do you see _____ blue sky
- ddd) Varanasi is _____ holy city
- eee) Alladin had _____ wonderful lamp
- fff) He returned after _____ hour
- ggg) _____ sun shines brightly
- hhh) French is _____ easy language
- iii) Who is _____ girl sitting there
- jjj) Which is the _____ longest river in India
- kkk) He has come without _____ umbrella
- lll) Mumbai is _____ very costly place
- mmm) The children found _____ egg in the nest
- nnn) I bought _____ Horse _____ Ox and _____ Buffalo.

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

- 1) The earth round the Sun (move,moves,moved)
- 2) My friend the Principal yesterday (see,have seen,saw)
- 3) She worried about something (looks,looking,is looking)
- 4) He asleep while reading (falls,fell,has fallen)
- 5) He a mill in this town (have,has,is having)
- 6) I a strange noise (hear,am hearing,having been hearing)
- 7) Don't disturb me.I my homework (do,did,am doing)
- 8) The soup good (taste,tastes,is tasting)
- 9) He TV most evenings (watches,is watching,watch)

- 10) The baby all morning (cries,has been crying)
- 11) I him at the zoo (saw,have seen,had seen)
- 12) She unconscious since 4'0 clock (is,was,has been)
- 13) The sun over the hills (rises,is rise,is rising)
- 14) When I my dinner,I went to bed (had,have had,had had)

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,

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.

Expand the abbreviations

SBF - Staff 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
 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
LAP - Leave at Average Pay
LHAP – Leave at Half Average Pay
HBA - House Building Advance
RELHS – Railway Employees Liberalized Health Scheme
IREM - Indian Railway Establishment Manual
IRCTC- Indian Railways Catering and Tourism Corporation
RVNL – Rail Vikas Nigam Ltd