



VOLUME-VII

1. Metal Tokens are used by which category of official?
(LGO Exam-2024 Assam Circle)
 - a. Selected RMS Official
 - b. Circle Office Official
 - c. Regional Office Official
 - d. None of the above
2. Which one is not part/department of Sorting Mail Office?
(LGO Exam-2024 Assam Circle)
 - a. Mail
 - b. Sorting
 - c. Registration
 - d. Philately
3. For what purpose the "Trial Notes" are used in International Mail transmission?
(LGO Exam-2024 Assam Circle)
 - a. To determine the most favourable route
 - b. To determine the minimum postage
 - c. To find out the missing articles
 - d. To calculate the custom charge
4. Mail department of Sorting Mail Office is head by which authority?
(LGO Exam-2024 Assam Circle)
 - a. Head Sorting Assistant
 - b. Sorting Assistant
 - c. Registration Sorting Assistant
 - d. None of the above
5. The Arab Postal Union, a restricted union has its headquarter in which city?
(LGO Exam-2024 Assam Circle)
 - a. Cairo
 - b. Tehran
 - c. Riyadh
 - d. Bagdad
6. Which of the following shows the stations and that of mail office the hours at which mails are received and dispatched and also the details of the mails and in what cases they will be enclosed in transit bags?
(LGO Exam-2024 Madhya Pradesh Circle)
 - a. The Due Mail List of a section
 - b. The "A" Orders
 - c. The Sorting List
 - d. The "TB" Orders
7. As regards to final duties of Mail Agent before quitting the Mail Office, to whom he should handover the key after locking the office room if there is a succeeding Set?
(LGO Exam-2024 Madhya Pradesh Circle)
 - a. retain the key in his personal custody
 - b. hand over charge of the office to his reliever
 - c. ASRM
 - d. Record Officer
8. In whose possession the insurance seal must always remain, who will be held responsible for its safe custody in the Sorting Mail Office?
(LGO Exam-2024 Madhya Pradesh Circle)
 - a. Sorting Assistant (SA) dealing with Insurance Branch
 - b. Mail Guard (MG)
 - c. Sub Record Officer (SRO)
 - d. Head Sorting Assistant (HSA)

9. What is the definition of Foreign Post?
(LGO Exam-2024 Madhya Pradesh Circle)
a. Foreign post applies for the postal services which do not comes within the definition of inland post
b. Foreign post is administrative by the foreign government
c. Both A & B
d. None of the above
10. The custom control is primarily exercised at:
(LGO Exam-2024 Madhya Pradesh Circle)
a. The point of entry
b. The point of exit
c. Foreign post office
d. All of the above
11. The preservation period of work papers of RMS offices and sections is:
(LGO Exam-2024 Tamilnadu Circle)
a. 6 months
b. 12 months
c. 18 months.
d. 24 months
12. As per Postal Manual Volume VII, all circulars issued by Heads of Circles must be destroyed after.....years:
(LGO Exam-2024 Tamilnadu Circle)
a. 1 year
b. 2 years
c. 3 years
d. 4 years
13. Metal tokens are used by which category of officials?
(LGO Exam-2024 Tamilnadu Circle)
a. Circle Office official
b. Postal Division official
c. Region Office official
d. Selected RMS official
14. The Head Sorting Assistant is supposed to submit MS-83 to the Superintendent or Superintendent (Sorting) an MS-83 report which is:
(LGO Exam-2024 Tamilnadu Circle)
a. A daily report on bags received and dispatched
b. A daily report on sale of postage stamps and other stationery items
c. A daily report on important irregularities observed by him or reported to him by other sorting assistants.
d. None of the above
15. In each set of a mail sorting office, there are departments:
(LGO Exam-2024 Tamilnadu Circle)
a. four
b. three
c. two.
d. five
16. Metal tokens are used by which category officials
(LGO Exam-2024 Haryana Circle)
a. Selected RMS officials
b. Circle office staff
c. Postal Directorate officials
d. DAP Officials
17. The communications from the Superintendent, calling for explanation of irregularities committed by Sorting Assistants are sent to the Record Officer for delivery to the persons concerned are kept in book called as:
(LGO Exam-2024 Haryana Circle)
a. Service Book
b. Record Book
c. Delivery Book
d. None of the above
18.facilities the location of any bag that would have passed through the TMO and enables a proper watch on due mails and estimation of the extra mail received
(LGO Exam-2024 Haryana Circle)
a. Sorting Office
b. Record Office
c. Computerized Transit Mail Office

- d. Head Post Office
19. The preservation period of order book of a mail office and a section is
(LGO Exam-2024 Haryana Circle)
- a. 6 Months b. 3 Year c. 2 Year d. 5 Year
20. Mail abstract is divided in to 2 Parts namely
(LGO Exam-2024 Haryana Circle)
- a. Mails and Section b. Mails and Sets
c. Mails and Record d. Mails and Bags
21. When "B" orders or TB orders become obsolete or are cancelled or amended the remark "cancelled (or amended) by B-Order or T.B. Order No. (No.) of 20 See Page (No.), should be written, under the signature of:
"B" ఆర్డర్లు లేదా TB ఆర్డర్లు వాడుకలో లేనప్పుడు లేదా రద్దు చేయబడినప్పుడు లేదా సవరించబడినప్పుడు
"రద్దు చేయబడింది (లేదా సవరించబడింది) B-ఆర్డర్ లేదా T.B. ఆర్డర్ నంబర్ (నం.) 20 సీ పేజీ (నం.) ద్వారా
వ్యాఖ్య, దీని సంతకం కింద వ్రాయబడాలి:
(LGO Exam-2024 Jharkhand Circle)
- a. Head Sorting Assistant
హెడ్ సార్టింగ్ అసిస్టెంట్
b. Mail Guard
మెయిల్ గార్డ్
c. ASRM
ASRM
d. Record Officer
రికార్డ్ ఆఫీసర్
22. The Daily Report of HSA should contain the
HSA యొక్క డైలీ రిపోర్ట్‌లో ఇవి ఉండాలి
(LGO Exam-2024 Jharkhand Circle)
- a. Movements of all train details and dispatches
అన్ని రైలు వివరాలు మరియు డిస్పాచ్ కదలికలు
b. Daily statistics and same previous year statistics
రోజువారీ గణాంకాలు మరియు అదే మునుపటి సంవత్సరం గణాంకాలు
c. Irregularities observed by him or the other SAs of the set
అతను లేదా సెట్ యొక్క ఇతర SAలు గమనించిన అవకతవకలు
d. None of the above
పైన పేర్కొన్నవి ఏవీ లేవు
23. Supervisor. Speed Post center will submit his daily Report to the Manager, Speed post in the format:
సూపర్వైజర్. స్పీడ్ పోస్ట్ సెంటర్ తన రోజువారీ నివేదికను మేనేజర్, స్పీడ్ పోస్ట్‌కు ఈ ఫార్మాట్‌లో సమర్పిస్తుంది:
(LGO Exam-2024 Jharkhand Circle)
- a. MS82 b. MS28 c. MS84 d. MS83
24. Choose the correct answer.
A portfolio is a
(LGO Exam-2024 Kerala Circle)

- a. Bag supplied to section with lock and key to carry the items required by a Set or Section
 b. Daily report submitted to the superintendent by the Head Sorting Assistant
 c. Daily work paper submitted to the record office by the Head Sorting Assistant
 d. Copy of the attendance of officials on duty at the Record office to which they are attached
25. An assessment memo is prepared in respect of detained articles by customs in
(LGO Exam-2024 Kerala Circle)
 a. Ms-8 (a) b. Ms-9(a) c. Ms-8(b) d. Ms-9(b)
26. Transit bags should be closed in the presence of
(LGO Exam-2024 Andhra Pradesh Circle)
 a. Head Sorting Assistant/ Head Mail Guard/Mail agent
 b. Inspector Superintendent Posts Posts/Assistant
 c. Any Sorting Assistant
 d. MTS concerned
27. The parcel sorting case must always be kept locked when the work of sorting is not going on, and the key of it must remain during working hours in the custody of
(LGO Exam-2024 Andhra Pradesh Circle)
 a. Head Sorting Assistant b. Parcel Sorting Assistant
 c. Inspector Posts d. Registration Sorting Assistant
28. Who is are NOT exempted from Record office attendance generally?
 i) Staff working in Sections
 ii) Mail office Staff
(LGO Exam-2024 Andhra Pradesh Circle)
 a. i only b. i&ii
 c. ii only d. Neitheri nor ii
29. When an official on duty in a mail van is attacked with any serious illness, the Mail Agent Mail Guard should communicate the fact, with as little delay as possible, to
(LGO Exam-2024 Andhra Pradesh Circle)
 a. Head Record officer and Superintendent
 b. Guard and Divisional Superintendent
 c. IRM and Divisional Superintendent
 d. Station Master and Divisional Superintendent
30. TB orders will be issued by
(LGO Exam-2024 Andhra Pradesh Circle)
 a. Head Sorting Assistant b. Head Record Officer
 c. Divisional Superintendent d. Chief Postmaster General
31. Mail department of Sorting Mail Office is head by which authority?
(LGO Exam-2024 Chhattisgarh Circle)
 a. Head Sorting Assistant b. Sorting Assistant
 c. Registration Sorting Assistant d. Parcel Sorting Assistant
32. For what purpose the "Trial Notes" are used in International Mail transmission?
(LGO Exam-2024 Chhattisgarh Circle)
 a. To determine the most favourable route
 b. To determine the postage minimum
 c. To find out the missing articles
 d. To calculate the custom charge
33. Which one is not part/department of Sorting Mail Office?
(LGO Exam-2024 Chhattisgarh Circle)
 a. Mail b. Sorting
 c. Registration d. Philately

34. Metal Tokens are used by which category of official?
(LGO Exam-2024 Chhattisgarh Circle)
- | | |
|-----------------------------|-----------------------------|
| a. Selected RMS Official | b. Circle Office Official |
| c. Regional Office Official | d. Postal Division Official |
35. Mail Abstract for Transit Sections and Mail Offices are maintained in the formats:
(LGO Exam-2024 Delhi Circle)
- | | |
|-------------------------------|-----------------------------|
| a. MS 82 & MS 83 respectively | b. M 42 & M 43 respectively |
| c. MS 83 & MS 82 respectively | d. M 43 & M 42 respectively |
36. In Mail offices where LSG Supervisors have been sanctioned in addition to LSG/HSR Head Sorting Assistants, each LSG Supervisor will submit a daily note in a prescribed form to the:
(LGO Exam-2024 Delhi Circle)
- | |
|------------------------------------|
| a. Assistant Superintendent of RMS |
| b. Superintendent of RMS. |
| c. Inspector of RMS |
| d. Head Sorting Assistant |
37. Who should explain the meaning of the "B" Orders or "TB" Orders to all the Sorting Assistants or to the Mail Guard who should initial the Order in evidence of having understood it?
(LGO Exam-2024 Delhi Circle)
- | |
|---------------------------------------|
| a. ASRM |
| b. Head Sorting Assistant |
| c. Record Officer |
| d. Dealing Assistant in Record Office |
38. The metal tokens are the property of Government which have supplied to all authorized RMS Officials. Which office will supply Metal tokens to authorized RMS officials?
(LGO Exam-2024 Gujarat Circle)
- | |
|---------------------------------------|
| a. Stock depot to Head Record Office. |
| b. HRO to Sub Record Office. |
| c. RMS office to Head Record Office. |
| d. Post Office to Mail Office |
39. Whose duty is assigned to examine work-papers?
(LGO Exam-2024 Gujarat Circle)
- | | |
|---------------|--------------------|
| a. Sorting PA | b. Supdt. of RMS |
| c. Mail man | d. Record Officer. |
40. What is Advanced Compact Suite (ACS)?
(LGO Exam-2024 Gujarat Circle)
- | |
|--|
| a. It is Pin-coded mails duly bar-coded for trained operators. |
| b. It is sorting machine which sorts all types of articles. |
| c. This is a machine which run on power & sort bar-coded mails. |
| d. This is a mechanical device which has a desk at which the bar-coded articles are prepared from pin-coded mails. |
41. At which office movement of bags being done?
(LGO Exam-2024 Gujarat Circle)
- | | |
|---------------------|-------------|
| a. DBO/CBO | b. UBO/EDBO |
| c. EDSO/Mail Office | d. RMS/EDSO |
42. What is MS 83?
(LGO Exam-2024 Gujarat Circle)
- | | |
|----------------|------------------|
| a. Work Papers | b. Daily Reports |
| c. Mail list | d. Sorting list. |
43. When Postal article cannot be intercepted & redirected?

(LGO Exam-2024 Gujarat Circle)

- a. At the time of Booking
 c. While in transit
 b. At the time of delivery
 d. After delivery of article

44. Which of the following statements are correct?

Every RMS set is supplied with the following stamps and seals:

- (i) A date stamp
 (ii) A Name Stamp
 (iii) A Date Seal
 (iv) "Detained Late Fee Not Paid" Stamp

(LGO Exam-2024 Himachal Pradesh Circle)

- a. (i) (ii) and (iii)
 c. None of these
 b. (i) and (ii)
 d. All of these

45. Which of the following Bags should be shown separately in the Mail Abstract in a Transit Section or Mail Office and the totals of which on both sides should agree?

(LGO Exam-2024 Himachal Pradesh Circle)

- a. Forward Bags
 c. Extra Bags
 b. Unusual Bags
 d. None of these

46. Who should explain the meaning of the "B" Orders or "TB" Orders to all the Sorting Assistants or to the Mail Guard who should initial the Order in evidence of having understood it?

(LGO Exam-2024 Himachal Pradesh Circle)

- a. ASRM
 b. Head Sorting Assistant
 c. Record Officer
 d. Dealing Assistant in Record Office

47. In each set of a Sorting Mail office, the Mail Department is handled by the:

(LGO Exam-2024 Jammu Kashmir Circle)

- a. Sorting Assistant
 c. Registration Sorting Assistant
 b. Head Sorting Assistant
 d. Mails Clerk

48. What is the preservation period of work papers of RMS offices?

(LGO Exam-2024 Jammu Kashmir Circle)

- a. 18 months
 b. 24 months
 c. 12 months
 d. 6 months

49. In RMS the Record Office stands for:

(LGO Exam-2024 Bihar Circle)

- a. Sub Record Office
 c. A & B both
 b. Head Record Office
 d. None of these

50. Metal Token in RMS was given to the official:

(LGO Exam-2024 Bihar Circle)

- a. To withdraw cash from Head Record Office
 b. To withdraw cash from Head Post Office
 c. Who perform duties in Mail Van or Platform
 d. To withdraw cash from Nationalized Bank

51. Abbreviation of RTN in DoP ?

(LGO Exam-2024 Karnataka Circle)

- a. Railway Transport Network
 c. Road Transport Network
 b. Route Transit Number
 d. Routing Transit Number

52. Sender of an Article posted in RMS Van & if the Sender requested to examine;

(LGO Exam-2024 Karnataka Circle)

- a. May be permitted
 c. Handover to nearest PO
 b. Not permitted
 d. Send along with work papers

53. Metal Token is carried by?
(LGO Exam-2024 Karnataka Circle)
- | | |
|------------------------------------|-----------------|
| a. Sorting Assistant | b. Mail Guards |
| c. Other than Supervising Officers | d. All except C |
54. Transit bags means
(LGO Exam-2024 Karnataka Circle)
- Several bags intended for other offices received loose at the office
 - Bags to be kept in deposit at the office
 - Several bags intended to be dealt with the office enclosed in a bag addressed to the office
 - None of the above
55. The date shown by the date stamps and seals of a set of section or mail office should be that of the day:
(LGO Exam-2024 Punjab Circle)
- On which the working hours of the set begin.
 - Of the previous day on which the working hours of the set begin.
 - Of the next day on which the working hours of the set begin.
 - None of the above
56. Without the authority of the Director-General or the Head of the Circle, a mail office may:
(i) Redirect any article; or
(ii) Intercept or deliver any article to the addressee.
(LGO Exam-2024 Punjab Circle)
- | | |
|--------------------------------|----------------------------------|
| a. Only (i) is correct | b. Only (ii) is correct |
| c. Both (i) & (ii) are correct | d. Both (i) & (ii) are incorrect |
57. (i) Every Sorting Assistant should be conversant with the PIN CODE of all Pin Sorting Districts in India
(ii) Should be able to readily repeat or write down from memory the PIN CODE of Sorting Districts.
(LGO Exam-2024 Punjab Circle)
- | | |
|--------------------------------|----------------------------------|
| a. Only (i) is correct | b. Only (ii) is correct |
| c. Both (i) & (ii) are correct | d. Both (i) & (ii) are incorrect |
58. 'Free Postage' is given in which Rule of Chapter-I of Foreign Post Manual:
(LGO Exam-2024 Punjab Circle)
- | | | | |
|-----------|-----------|-----------|-----------|
| a. Rule-6 | b. Rule-7 | c. Rule-8 | d. Rule-9 |
|-----------|-----------|-----------|-----------|
59. Under Foreign Post Manual, following are punishable offences under the law:
(LGO Exam-2024 Punjab Circle)
- Counterfeiting of Postage Stamps
 - The fraudulent use of genuine postal identity cards
 - Both (A.) and (B.)
 - None of the above
60. Which of the following is false regarding the limit for minimum and maximum bags that Circle Bag Office is authorize to keep
(LGO Exam-2024 Rajasthan Circle)
- There is no limit on the maximum number of bags.
 - For surplus offices, minimum number of bags are: bags required for despatch per day plus 10%.
 - In case of deficit offices, minimum number of bags are: 3 times the number of bags despatched.
 - In case of deficit offices, minimum number of bags are: 4 times the number of bags despatched.
61. A mail office cannot intercept or redirect an article except on authority of

- I) Director General (Posts)
 II. Sr. Superintendent of Railway Mail Services
 III. Head of Circle
 IV. Postmaster General

(LGO Exam-2024 Rajasthan Circle)

- a. All of the above
 b. I & III only
 c. II only
 d. III & IV only

62. What is the period of preservation of order book of a Mail Office and a section?

(LGO Exam-2024 Rajasthan Circle)

- a. 2 Years
 b. 4 Years
 c. 1 Years
 d. 3 Years

63. The authority competent to permit mutual exchange of duties between Sorting Assistants without any extra expenditure is

(LGO Exam-2024 Telangana Circle)

- a. Head Sorting Assistant
 b. Record Officer
 c. IRM/ASRM of the set concerned
 d. Mail agent

64. When the LSG Supervisors have been sanctioned in a Mail office in addition to the Head Sorting Assistant, then the Supervisors will submit a to Head Sorting Assistant.

(LGO Exam-2024 Telangana Circle)

- a. Daily Account
 b. Daily Report
 c. Daily Note
 d. Daily Order sheet

65. What is the Period of Preservation for work papers of RMS offices and Sections?

(LGO Exam-2024 Telangana Circle)

- a. 12 months
 b. 15 Months
 c. 18 Months
 d. 24 Months

66. The process of separation of articles as Machinable and Non-Machinable is called

(LGO Exam-2024 Telangana Circle)

- a. Culling
 b. Sorting
 c. Separation
 d. None of the above

67. Mail abstract is divided in,

(LGO Exam-2024 Maharashtra Circle)

- a. 2 Parts
 b. 3 Parts
 c. 4 Parts
 d. 5 Parts

68. Trial Cards are

(LGO Exam-2024 Maharashtra Circle)

- a. Service Post Cards
 b. Competition Post Cards
 c. Meghdoot Post Cards
 d. None of the above

69. "A" orders are orders, issued by the

(LGO Exam-2024 Maharashtra Circle)

- a. SRM/SSRM of RMS Dn
 b. SP/SSP of Postal Division
 c. PM/Sr. PM of HO
 d. None of the above

70. Bags returned empty to UBO/DBO/CBO/PO are treated as

(LGO Exam-2024 Maharashtra Circle)

- a. Registered Bags
 b. Speed Post Bags
 c. Transit Bags
 d. Packet Bags

71. Mail Offices are stationary offices of the

(LGO Exam-2024 Maharashtra Circle)

- a. Head Post Office
 b. Sub Post Office
 c. Railway Mail Service
 d. Mail Motor Service

72. Sub Record Office (SRO) is a unit of

a. RMS Division b. Postal Division
c. Postal Store Depot d. Postal Account Office

- Automatic Mail Parcel Centre
- Automatic Mail Processing Centre
- Aggregate Mail Processing Centre
- Automatic Mailing Processing Centre

- Statement 1 alone is correct
- Statement 2 alone is correct
- Both the statements are correct
- Both the statements are incorrect

a. Head Sorting Assistant b. Sorting Assistant
c. Head Record Officer d. Sub Record Officer

- a. Unit bag offices
- b. District bag offices
- c. Central bag offices
- d. Circle bag offices

a. Mail b. Sorting
c. Registration d. Philately

a. Selected RMS Official b. Circle Office Official
c. Regional Office Official d. Postal Division Official

- a. Head Sorting Assistant
- b. Sorting Assistant
- c. Registration Sorting Assistant
- d. Parcel Sorting Assistant

- Senior most Group D of the set
- IRM/Asstt Supdt. of RMS
- The Head Sorting Asstt./Mail agent/Mail Guard
- None of these

- Yearly (September)
- Monthly.
- Half yearly
- Once in two year

82. Mark correct option:-

(LGO Exam-2024 Uttarpradesh Circle)

- a. For the purpose of bag account post office is a Unit bag office
- b. Memo of authorized bag balance for Post offices is issued by Sr.Suptd/Supdt of Posts offices
- c. Diagram of a sorting case is prepared by Supdt. Rail Mail Services
- d. All of the above are correct



ANSWER

1.	a	2.	d	3.	a	4.	a	5.	a
6.	a	7.	b	8.	d	9.	a	10.	d
11.	c	12.	c	13.	d	14.	c	15.	a
16.	a	17.	c	18.	c	19.	b	20.	d
21.	d	22.	c	23.	d	24.	a	25.	b
26.	a	27.	b	28.	a	29.	b	30.	c
31.	a	32.	a	33.	d	34.	a	35.	b
36.	d	37.	c	38.	b	39.	d	40.	d
41.	a	42.	b	43.	c	44.	d	45.	a
46.	c	47.	b	48.	a	49.	c	50.	c
51.	c	52.	b	53.	d	54.	c	55.	a
56.	d	57.	c	58.	c	59.	c	60.	c
61.	b	62.	d	63.	b	64.	c	65.	c
66.	a	67.	a	68.	a	69.	a	70.	d
71.	c	72.	a	73.	b	74.	c	75.	a
76.	d	77.	d	78.	a	79.	a	80.	c
81.	a	82.	d						

