

**SAMPLE PAPER**  
**ASSISTANT (BS-16)**

## ENGLISH

Choose the best option, from the given choices below each sentence.

1. The newest fiber-optic cables that carry telephone calls cross-country are made of glass so \_\_\_\_\_ that a piece 100 miles thick is clearer than a standard windowpane.

A) fragile  
B) immaculate  
C) tangible  
D) transparent

Choose the best opposite of the following words.

2. USUAL:

A) greedy  
B) bizarre  
C) brief  
D) fortunate

Select the lettered pair that best expresses a relationship similar to that expressed in:

3. GLARING: BRIGHT::

A) iridescent: colorful  
B) perceptible: visible  
C) deafening: loud  
D) peppery: salty

Read the following passage to answer question (4)

As I walk, alone and lonely, on the streets around my small apartment, I feel a bond with virtually everyone I see: the elderly man struggling to walk up the stoop (a man who finds even the most basic tasks challenging), the child playing with a soccer ball (a blithe boy, experiencing easy joy), and even the wrinkled woman stationed behind the cash register of the convenience store, where she seems to be eight days a week (a hard worker facing a daily struggle to make a living). My own identity feels lost, wrapped up in the lives of others. And yet I realize that as I struggle to identify myself, I feel closer to the world around me and less alone.

4. The author mentions that the woman in the convenience store seems to be there "eight days a week" in order to:

A) suggest that she makes her home at the store  
B) indicate that she is merely part of the author's imagination  
C) argue that convenience store workers have easy lives  
D) highlight how hard she must work to earn a living

## IQ

5. **5 3 1 8 7 5 1 5 6 3 5 2 0 9 5 3 5 1 0 2 5 8 7 1 5 3 3**  
**5 0 1 3 5 5 3 2 5**

Count each 5 above that has a 3 next after it. Tell how many 5's you count.

- A) 3
- B) 4
- C) 5
- D) 6

6. Complete the given series 6, 13, 28, ...:

- A) 56
- B) 57
- C) 58
- D) 59

7. If X is the brother of the son of Y's son, how is X related to Y?

- A) son
- B) cousin
- C) grandson
- D) uncle

8. If  $4=0$   
 $5=5$   
 $6=12$   
 $7=21$   
 $8=32$

Then  $9=?$

- A) 27
- B) 36
- C) 45
- D) 54

9. If a man is called boy, boy is called baby, baby is called child, child is called cook and cook is called villain, then who will work in a kitchen?

- A) villain
- B) man
- C) cook
- D) baby

10. If  $20-4=10$ ,  $30-6=10$ , then  $40-8=?$

- A) 32
- B) 10
- C) 30
- D) 22

## GENERAL KNOWLEDGE

11. Which of the following slogan encourages us to buy locally produced items?

- A) Be national - buy everything
- B) Be national – waste everything
- C) Be Pakistani - Buy Pakistani
- D) Be Pakistani - Buy Imported

12. Recently, Prime Minister Shehbaz Sharif arrived in which city for an official visit at the invitation of U.S. President Donald Trump?

- A) New York
- B) Washington, D.C.
- C) London
- D) Geneva

13. In \_\_\_\_\_ season more fat is required by our bodies.

- A) Rainy season
- B) Spring
- C) Winter
- D) Summer

14. Which country is currently is the largest source of foreign direct investment (FDI) in Pakistan?

- A) United States
- B) China
- C) United Arab Emirates
- D) Saudi Arabia

15. Pakistan was declared as Islamic Republic of Pakistan in:

- A) 1956
- B) 1958
- C) 1962
- D) 1973

## QUANTITATIVE

16. If the average (arithmetic means) of  $a$  and  $-5$  is  $10$ , then  $a =$

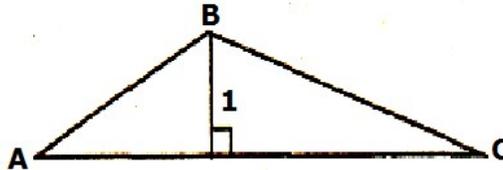
- A) 25
- B) 15
- C) 5
- D) -5

17. The ratio between the ages of Ahmad and Ali at present is  $2 : 3$ . After three years, the ratio of their ages will be  $3 : 4$ . Find the present age of Ahmad in years.

- A) 3
- B) 6
- C) 9
- D) 15

18. If  $AC = 4$ , what is the area of given  $\triangle ABC$ ?

- A)  $\frac{1}{2}$
- B) 2
- C) 4
- D) 8



19. Of the twenty people who won the prize, 8 have come forward to claim the prize. What percent of the people have not yet appeared?

- A) 20%
- B) 30%
- C) 40%
- D) 60%

20. There are enough candies in a bag to give 12 candies to each of 20 children, with no candies left over. If 5 children do not want any candies, how many candies can be given to each of others?

- A) 12
- B) 14
- C) 16
- D) 18
- E) 20

21. A boy saves 18 Rupees in 8 weeks. He continues to save at the same rate. How many weeks will it take him to save 81 rupees?

- A) 13
- B) 36
- C) 40
- D) 71

## **SUBJECT**

- 22. The informal communication network within an organization is often called the "grapevine" because it:**
- A) Is rarely based on accurate information**
  - B) Primarily deals with non-work-related gossip**
  - C) Follows the organization's unofficial social and power pathways**
  - D) Follows the official, hierarchical chain of command**
- 23. A sender can identify and correct misunderstandings or flaws in their message primarily through:**
- A) Careful Encoding of the message**
  - B) The receiver's Decoding process**
  - C) Feedback from the receiver**
  - D) Choosing the correct Medium**
- 24. Shorthand is a method of rapid writing by means of:**
- A) abbreviations and symbols**
  - B) gestures and drawings**
  - C) symbols and gestures**
  - D) drawings and alphabets**
- 25. Touch-typing is:**
- A) Using your typing skills to quickly find and obtain information**
  - B) Communicating clearly with work colleagues using emails**
  - C) Typing using all fingers without looking at the keys**
  - D) Being able to handle large amounts of paperwork and data**
- 26. To run an effective filing system you should:**
- A) Always keep all filing cabinet doors closed.**
  - B) Drink lots of tea when filing away paperwork.**
  - C) Make sure that all cabinets in the office are hidden and not exposed.**
  - D) Avoid saving unnecessary documents.**
- 27. Determining how best to group activities and resources is defined as:**
- A) Planning and decision making**
  - B) Organizing**
  - C) Controlling**
  - D) Leading**
- 28. \_\_\_\_\_ software is used for making presentations.**
- A) MS Excel**
  - B) MS Word**
  - C) MS Power point**
  - D) MS Access**

**29. The short-cut key for print dialogue box is:**

- A) Ctrl + N
- B) Ctrl + P
- C) Alt + I
- D) Ctrl + X

**30. The address of a document or "page" on the World Wide Web is called:**

- A) Internet
- B) Hyperlink
- C) URL
- D) www

**31. Which one of the following is not TRUE for Total Quality Management?**

- A) It is based on globalization approach
- B) Customer satisfaction is top priority
- C) Do it right the second time perfectly
- D) It is based on Continuous improvement.

**32. Which of the following is NOT a function of management?**

- A) Planning
- B) Staffing
- C) Controlling
- D) Financing

**33. The main screen area that one sees after turning on a computer and logging on to Windows is:**

- A) Menu bar
- B) Icons
- C) Desktop
- D) Recycle bin

**34. Microsoft's operating environment is called:**

- A) Program
- B) Software
- C) Hardware
- D) Windows

**35. Pressing F8 key for three times selects:**

- A) A word
- B) A sentence
- C) A paragraph
- D) Entire document

## ANSWER KEY

Q #	ANSWER CHOICE
1	D
2	B
3	C
4	D
5	B
6	D
7	C
8	C
9	A
10	B
11	C
12	B
13	C
14	B
15	A
16	A
17	B
18	B
19	D
20	C
21	B
22	C
23	C
24	A
25	C
26	D
27	B
28	C
29	B
30	C
31	C
32	D
33	C
34	D
35	B