SAMPLE PAPER

PERSONAL 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

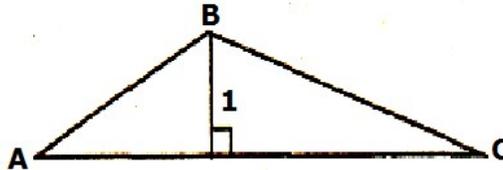**16.** If the average (arithmetic means) of a and -5 is 10, then a=

    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 ΔABC?

    A) $\dfrac{1}{2}$
    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 continuous 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. In most Windows-based software applications, which function key is the standard shortcut to access the "Help" menu?

    A)   F2
    B)   F5
    C)   F1
    D)   F7
    E)   F12

23. In a spreadsheet program like Microsoft Excel, what is the term for the vertical space that runs from top to bottom and is typically identified by letters?

    A)   Column
    B)   cell
    C)   Row
    D)   Sheet
    E)   Field

24. In the context of preparing for a meeting or drafting a document, what does the common file abbreviation "P.P." most often stands for?

    A)   Postal Papers
    B)   Previous Papers
    C)   Policy Points
    D)   Presentation Points

25. When is it inappropriate to use a formal "Letter" for official government communication?

    A)   When communicating internally between two Federal Divisions.
    B)   When a Federal Division contacts a Provincial Government.
    C)   When a Federal Division writes to a semi-autonomous public body.
    D)   All of the above

26. As per the duties outlined, what are the primary responsibilities of an Assistant in an office?

    A)   Drafting replies to letters and preparing summaries for the officer.
    B)   Making final decisions on policy matters and signing official correspondence.
    C)   Pulling out previous files and relevant background papers, and maintaining a record of important orders, including the indexing and weeding of files.
    D)   Attending high-level meetings on behalf of the officer.
    E)   Managing the office's budget and approving expenditures.

SAMPLE PAPER

27. The process of defining tasks, grouping them into jobs, and allocating resources to achieve a specific goal is known as:

    A) Planning
    B) Organizing
    C) Directing
    D) Coordinating
    E) Staffing

28. Which telecommunication technology allows a caller to record and store a spoken message for a recipient, who can listen to it at a later time?

    A) E-Mail
    B) Conference Call
    C) Voice Mail
    D) Instant Messaging
    E) SMS

29. An Assistant's interpersonal skills are best defined as their ability to:

    A) Understand, communicate with, and build rapport to manage the employer's professional and personal relationships.
    B) Build a powerful network of professional contacts
    C) Master technical software and operational procedures
    D) Align employee talents with specific tasks

30. Which of the following is a key skill used for resolving conflicts constructively?

    A) Avoiding the issue entirely
    B) Hearing words without engaging
    C) Fully concentrating and understanding the speaker's message
    D) Always yielding to the other party's demands

31. What is the name of the formal internal document used to communicate appointments, leaves, and transfers of non-gazetted officers within an organization?

    A) Internal Memorandum
    B) Office Order
    C) Informal Note
    D) Public Notification

32. When considering the advantages of E-filing (electronic filing), which of the following is NOT typically one of them?

    A) Enhanced security and privacy of documents
    B) Increased physical duplication of paperwork
    C) Improved speed and efficiency of retrieval
    D) Easy access from multiple locations

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	A
24	B
25	A
26	C
27	B
28	C
29	A
30	C
31	B
32	B