

**SAMPLE PAPER  
EXECUTIVE  
ASSISTANT GENERAL**

## ENGLISH

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

1. She said that her friends \_\_\_\_\_ her.

- A) betrays
- B) betraying
- C) have betrayed
- D) had betrayed

Identify the part of the speech of the underlined word of the given sentence.

2. The zookeeper quietly set free all the wild animals.

- A) noun
- B) preposition
- C) adjective
- D) verb

The following question consists of a sentence with all or part of the sentence underlined. Following the requirements of standard written English, select (A) if the original is best; otherwise choose the best phrase from the options.

3. What are needed are not large houses but small cottages.

- A) are
- B) were
- C) was
- D) is
- E) had

Choose the best opposite of the following words.

4. DETERIORATE:

- A) deaden
- B) trust
- C) rectify
- D) drain

Choose the best same meaning of the following words.

5. DESTINY:

- A) real
- B) plan
- C) fate
- D) wish

**Read the following passage to answer the given 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.

6. 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) provide an anecdote about the challenges of accomplishing basic tasks
- D) argue that convenience store workers have easy lives
- E) highlight how hard she must work to earn a living

## General Ability

7. 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
8. Nobel Prize is awarded for:
- A) Physiology or Medicine
  - B) Physics and Chemistry
  - C) Literature, Peace and Economics
  - D) all of the above
9. Person below 18 years who is unable to sue or be sued without representation is called a:
- A) Juvenile
  - B) Minor
  - C) Immature
  - D) Child
10. All of the following countries possess veto-power EXCEPT:
- A) China
  - B) France
  - C) United States
  - D) Russia
  - E) Canada
11. The concept of the "Global South" in international relations primarily refers to:
- A) All countries located geographically south of the equator.
  - B) A coalition of states formerly part of the Non-Aligned Movement.
  - C) A term for countries characterized by developing economies, lower per capita income, and a history of colonization or peripheral status.
  - D) An official political and economic bloc with a permanent secretariat, similar to the United Nations
12. Which of the following is referred by per capita?
- A) By head
  - B) By law
  - C) By the way
  - D) By legal means
13. In Pakistan summer season rain fall is caused by:
- A) Due to heat
  - B) Due to cold wind
  - C) Due to storm
  - D) Due to monsoon
14. Which of the following province is the smallest according to population?
- A) Punjab
  - B) Sindh
  - C) Baluchistan
  - D) KPK

## QUANTITATIVE

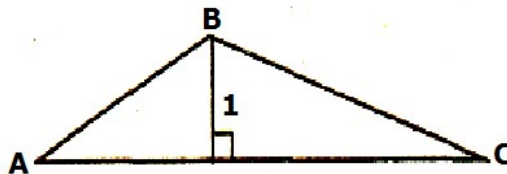
15. If the average (arithmetic means) of  $a$  and  $-5$  is  $10$ , then  $a =$

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

16. 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

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



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

18. 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%

19. 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

20. 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

## COMPUTERS

21. Copy command in a spreadsheet:

- A) Never copies formulae
- B) Copies formulae treating them like labels
- C) Copies only those formula with addresses of one type
- D) Copies formula giving a special treatment in order to handle different types of addresses

22. You are sending a project proposal to a senior manager, Mr. X, whom you have not met before. Which of the following is the most appropriate subject line for your email?

- A) Proposal
- B) Project Name: Proposal for Marketing Initiative
- C) Hey Mr. X– Please check this out when you get a sec
- D) Important! Read Immediately!

23. The arrangement of keys on a modern keyboard is called:

- A) Phonetic arrangement
- B) Qwerty arrangement
- C) Dvorak arrangement
- D) Olympia arrangement

24. In MS Word Ctrl + G is used for:

- A) Print
- B) Undo
- C) Go To
- D) Find and Replace

25. Values, entered in a cell, are always:

- A) Left aligned
- B) Right aligned
- C) Centered
- D) Not aligned at all

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

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

## **Punjab Education Foundation Rules & Regulations & Estacode**

**27. What is the primary legislative document that governs the Punjab Education Foundation (PEF)?**

- A) The Punjab Education Foundation Act 2004**
- B) PEF Policy 2010**
- C) PEF Charter of Operations**
- D) Punjab Education Sector Reform Program**

**28. The PEF's financial operations, including budgeting, accounting, and auditing, are primarily guided by:**

- A) Federal Board of Revenue Rules**
- B) PEF's own Financial Rules & Regulations**
- C) World Bank Guidelines**
- D) Punjab Private Schools Regulatory Authority Rules**

**29. A school partnered with PEF can have its agreement terminated for:**

- A) Consistently maintaining high academic results.**
- B) Submitting accurate and timely reports.**
- C) Participating in PEF's teacher training programs.**
- D) Charging unauthorized fees from PEF-sponsored students.**

**30. According to the Act, a "civil servant" does NOT include:**

- A) A person employed on a work-charged basis**
- B) A person on deputation from the Federation**
- C) A member of a civil service of the province**
- D) A person holding a civil post in connection with the affairs of the Province**

**31. A civil servant shall retire from service on the completion of:**

- A) The fifty-fifth year of his age**
- B) The fifty-eighth year of his age**
- C) The sixtieth year of his age**
- D) The sixty-second year of his age**

**32. What percentage of posts is reserved for women in recruitment?**

- A) 2%**
- B) 5%**
- C) 15%**
- D) 20%**

**33. The financial support provided by PEF to its partner schools under programs like FAS is primarily intended to cover:**

- A) School expansion and construction of new buildings.**
- B) The students' tuition fees and related educational costs.**
- C) Political campaigns.**
- D) Teachers' personal travel expenses.**

**34. The Public Procurement Regulatory Authority (PPRA) Rules, 2014, apply to:**

- A) All private companies in Pakistan.**
- B) All public sector organizations and entities defined as "Procuring Agencies."**
- C) Only federal government ministries**
- D) Only projects funded by international lenders.**

**35. A 'Technical Proposal' is primarily used in which method of procurement?**

- A) Open Competitive Bidding**
- B) Direct Contracting**
- C) Two-Stage Bidding**
- D) Request for Quotations (RFQ)**

## POST RELATED

36. When discussing "touch typing," what is the fundamental principle?

- A) Carefully looking at the keyboard to ensure 100% accuracy on every key.
- B) Using muscle memory to type without looking at the keys, with fingers resting on the "home row."
- C) Typing as fast as possible, prioritizing speed over the correction of errors.
- D) Using only two fingers to type, as it is more comfortable for the user.

37. A candidate's typing speed is measured in "Words Per Minute" (WPM). How a standard "word" is typically defined in this context?

- A) One common English word, like "the" or "and."
  - B) Exactly seven characters, as it is the average length of an English word.
  - C) A unit of ten keystrokes, to better measure data entry speed.
  - D) A unit of five characters, including letters, spaces, and punctuation.
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- **"Disclaimer: Typing skills will be evaluated via a practical test, not through the multiple-choice questions in this paper."**
  - **"The above given MCQs are just to assess the basic knowledge of the candidate. In the actual examination, a practical test will be conducted to evaluate the typing speed and accuracy."**

## ANSWER KEYS

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