

Assistant

(Services and General Administration)



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Assistant

Q.1: In Microsoft Window 7, _____ can give you information about weather.

- A. Window explorer
- B. **Gadgets**
- C. File
- D. Both A and B

Q.2: When using computers which of the following involves reducing the electricity consumed or environmental waste generated?

- A. **Green Computing**
- B. Cyclic Process
- C. Violation
- D. Manufacturing

Q.3: In a Word document this describes the size, weight, and spacing of a character.

- A. **Font**
- B. Points
- C. Typeface
- D. Typography

Q.4: In MS Excel 2003, chart wizard term data categories refers to

- A. The data range that supply chart data
- B. **A horizontal axis**
- C. The organization of individual values with a chart's data series
- D. A chart plot area

Q.5: Which of the following is the latest version of MS Excel?

- A. **Excel 2016**
- B. Excel 2007
- C. Excel XP
- D. Excel 2017

Q.6: Which of the following is an example of Database Management System?

- A. Adobe Photoshop
- B. US Power Point
- C. MS Word
- D. **ORACLE**

Q.7: When you insert a comment in a document, the comment appears in a:

- A. New window
- B. **Balloon**
- C. Sticky note icon
- D. Sidebar

Q.8: Speed of Laserjet printer is measured in:.

- A. Character per second
- B. **Page per minute**
- C. Line per minute
- D. Character per minute

Q.9: Select the correct meaning of: "To put one's hand to plough."

- A. Take Interest in technical work
- B. **To take a difficult task**
- C. To get entangled into unnecessary things
- D. To take up agricultural farming

Q.10: A man has some hens and cows. If the number of heads be 48 and the number of feet equals 140, then the number of hens will be

- A. 22
- B. 23
- C. 24
- D. **26**

Q.11: Calculate the perimeter of a rhombus with each side equal to 6cm?

- A. 18cm
- B. **24cm**
- C. 36cm
- D. 48cm

Q.12: If the wages of 6 men for 15 days are Rs 2100, then find the wages of 9 men for 12 days

- A. Rs: 2400
- B. **Rs: 2520**
- C. Rs: 2300
- D. RS 2750

Q.13: By selling a fan for Rs. 475, a dealer loses 5 %. To get a gain of 5 %, he should sell the fan for

- A. Rs. 575
- B. **Rs. 525**
- C. Rs. 522.50
- D. Rs. 498 75

Q.14: Akram thought of a number, added 7, multiplied by 3, took away 5 and divided by 4 to give an answer of 7. What was the starting number?

- A. 2
- B. 3
- C. **4**
- D. 5

Q.15: A cube has a volume of 8 cubic meters. If each side is doubled in length what will its new volume be in cubic meters?

- A. 16
- B. 32
- C. 48
- D. **64**

Q.16: A number is increased by 20% and then decreased by 20%, the final value of the number

- A. Does not change
- B. Decreases by 2%
- C. Increases by 4%
- D. **Decreases by 4%**

Q.17: Find the odd one in the series 835, 734, 842 761, 853, 981, 532

- A. 751
- B. 853
- C. 981
- D. **842**

Q.18: Complete the proverb by filling in the blanks "Familiarity breeds _____"

- A. Friendship
- B. Enmity
- C. **Contempt**
- D. Bonding

Q.19: Synonym of Implicate is:

- A. To instigate
- B. Explain
- C. To insult
- D. **involve**

Q.20: Asian Games took place after every

- A. 2 years
- B. 3 years
- C. **4 years**
- D. 5 years

Q.21: Choose the correct Antonym: Oblivion

- A. Insensibility
- B. Disregard
- C. **Awareness**
- D. Indifference

Q.22: Which playing department of Pakistan is national champion in Volleyball game?

- A. **Pakistan WAPDA**
- B. Pakistan Army
- C. Pakistan Railway
- D. None of these

Q.23: Synonym of Eradicate is:

- A. **Eliminate**
- B. To forget
- C. To forgive
- D. Validate

Q.24: Weight of Javelin throw of female is

- A. 400g
- B. **600g**
- C. 800g
- D. None of these

Q.25: Choose the statement with best punctuation: He is to tell the truth a fool.

- A. He is to tell the truth, a fool.
- B. He is to tell the truth; a fool.
- C. **He is, to tell the truth, a fool.**
- D. He is: to tell the truth, a fool.

Q.26: Which one of the following countries has direct access to Black Sea?

- A. **Georgia**
- B. Hungary
- C. Slovakia
- D. Greece

Q.27: Complete the Idiom "Hell hath no fury like _____"

- A. **A woman scorned**
- B. A burned woman
- C. A woman forgotten
- D. A Devil s advocate

Q.28: How many points are in badminton game?

- A. 11
- B. **21**
- C. 31
- D. 41

Q.29: Fill in the blank: The debate adjourned _____ the following week.

- A. With
- B. For
- C. Into
- D. **To**

Q.30: About 25 million child marriages have been prevented in the past decade, reported in March, 2018 by:

- A. UNFP
- B. **UNICEF**
- C. UNFCR
- D. UNESCO

Q.31: Complete the proverb: A rolling stone gathers no _____

- A. grass
- B. dirt
- C. **moss**
- D. clay

Q.32: The Talks which led to the Camp David Agreements were hosted by the U.S President?

- A. Barack Obama
- B. Gerald Ford
- C. **Jimmy Carter**
- D. Ronald Reagan

Q.33: Choose the correct meaning of "LIMPID":

- A. Calm
- B. Relaxed
- C. **Clear**
- D. Opaque

Q.34: Headquarter of the International Monetary Fund is in:

- A. Cape Town
- B. Berlin
- C. **Washington D. C.**
- D. Geneva

Q.35: John Logie Baird is known for his invention of:

- A. Mobile Phone
- B. Laptop
- C. **Television**
- D. Radio

Q.36: Do you know, unless we take action, our oceans will contain more plastic than fish by?

- A. 2020
- B. 2030
- C. 2040
- D. **2050**

Q.37: Metacarpal bones are located in which part of the human body?

- A. Chest
- B. **Hands**
- C. Feet
- D. Skull

Q.38: North Atlantic Treaty Organization on 4 April 1949, is a:

- A. Civil-military alliance
- B. peace treaty
- C. Anti-narcotic organization
- D. **military alliance**

Q.39: Food is mainly digested in

- A. Large Intestine
- B. **Small Intestine**
- C. Liver
- D. Mouth

Q.40: According to the GFP, India currently spends \$51 billion on the military, which is more than what Pakistan does, more by:

- A. 5 time
- B. 6 time
- C. 7 time
- D. **8 time**

Q.41: A gene is a

- A. Sleep inducing Drug
- B. **Unit of heredity**
- C. Kind of Vitamin
- D. Type of body cell

Q.42: Falklands islands were recaptured by the Great Britain in:

- A. 1980
- B. 1981
- C. **1982**
- D. 1983

Q.43: Green house effect is mainly caused excess of in the atmosphere

- A. **Carbon dioxide**
- B. Carbon monoxide
- C. Nitrogen
- D. Hydrogen sulfide

Q.44: Five Star Movement is the leading political party in the current general elections held in:

- A. German
- B. **Italy**
- C. Britain
- D. France

Q.45: Which of the following is a chemical reaction?

- A. **Rusting of iron**
- B. Tempering of iron
- C. Bending of iron
- D. Melting of iron

Q.46: ” ہاتھ کنگن کو آرسی کیا“ اس ضرب ” المثل سے کیا مراد ہے؟

- A. اکھلی میں دیا سر تو دھمکیوں سے کیا ڈر
- B. کرنا جرابہ ، سوچنا خرابہ
- C. اشارہ کسی طرف کر نالچ چھنا کسی اور چیز کے بارے میں
- D. **ظاہر بات کے ثبوت کی ضرورت نہیں**

Q.47: Echoes are produced due to:

- A. **Reflection of sound**
- B. Refraction of sound
- C. Diffraction of sound
- D. Polarization of sound

Q.48: دردمنت کش دوانہ ہوا میں نہ اچھا ہوا ؟ پرانہ ہوا یہ شعر کس شاعر کا ہے ؟

- A. میر تقی میر
- B. **مرزا غالب**
- C. مومن
- D. بہادر شاہ ظفر

Q.49: 'Gobi Desert' is located in:

- A. Pakistan
- B. **Mongolia**
- C. Iran
- D. Kazakhstan

Q.50: مندرجہ میں سے کس لفظ کے ہجے درست نہیں؟

- A. **محوش**
- B. فرہنگ
- C. مرقع
- D. منفعل

Q.51: Which of the following districts of Baluchistan contains huge deposits of Copper?

- A. Loralai
- B. Sibi
- C. Khuzdar
- D. **Chagai**

Q.52: Taurus Mountains are a mountain complex located in:

- A. Iran
- B. **Turkey**
- C. Pakistan
- D. Afghanistan

Q.53: صبح، شام، دن، رات کو قواعد کی رو سے کہیں گے :

- A. اسم ظرف مکان
- B. **اسم ظرف زمان**
- C. اسم آلہ
- D. اسم صفت

Q.54: The capital city of Zimbabwe is:

- A. Mutare
- B. **Harare**
- C. Bulawayo
- D. Kadoma

Q.55: ملک الشعراء، خان بہادر، شمس العلماء کے الفاظ قواعد کی رو سے کیا کہلاتے ہیں؟

- A. تخلص
- B. **خطاب**
- C. عرف
- D. لقب

Q.56: Which of the following river is formed by the confluence of Euphrates and Tigris?

- A. Jordan
- B. **Shatt-al-Arab**
- C. Yarmouk
- D. Khabur

Q.57: Thomas Jefferson was the _____ president of the United States.

- A. 1st
- B. 2nd
- C. **3rd**
- D. 4th

Q.58: Formosa Is the old name of:

- A. Cambodia
- B. Rhodesia
- C. **Taiwan**
- D. Bangkok

Q.59: جوتیاں چٹخانا“ محاورہ ہے ، اس کا

مفہوم ہے

- A. نئی جوتی زیب پا کرتا
- B. جوتیاں بغل میں دے لینا
- C. ڈرانا دھمکانا
- D. مارے مارے پھرنا

Q.60: The famous Muslim historian and thinker, Ibn Khuldun, was born in:

- A. **Morocco**
- B. Egypt
- C. Tunisia
- D. Iraq

Q.61: The famous Italian scientist Alessandro Volta is renowned for inventing:

- A. Electric Battery
- B. Hydrogen Lamp
- C. **Both A & B**
- D. None of these

Q.62: تین حرف بھیجنا“ محاورہ ہے ، اس کا

مفہوم ہے

- A. **لعنت بھیجنا**
- B. سفر ترک کرنا
- C. خط کتابت کرنا
- D. قاصد کو روانہ کرنا

Q.63: Petronas Tower is one of tallest building of the World. It is situated in:

- A. Shanghai
- B. **Kuala Lumpur**
- C. Jakarta
- D. Riyadh

Q.64: In the First Revelation the Holy Verse of Surah were cited:

- A. Yaseen
- B. Al-Fatiha
- C. Al-Baqrah
- D. **Al-Alaq**

Q.65: درج ذیل میں سے درست جملے کا .

انتخاب کیجیے۔

- A. **میں رمضان میں آؤں گا**
- B. میں رمضان کے دوران میں آؤں گا
- C. میں ماہ رمضان کے مہینے میں آؤں گا
- D. میں دوران رمضان کے مہینے میں آؤں گا

Q.66: Where is the city of Aleppo located?

- A. Turkey
- B. Lebanon
- C. **Syria**
- D. Iraq

Q.67: اردو ادب کا سب سے بڑا جاسوسی ناول نگار کون ہے؟

- A. **ابن صفی**
- B. شوکت صدیقی
- C. مظہر کلیم
- D. صفدر شاہین

Q.68: Name the first written constitution of the world?

- A. Treaty of Hudaybiya
- B. **Mesaaq-e-Madina**
- C. Khutaba-e-Hijja-tul Wida
- D. None of these

Q.69: " علمی اردولفت" کے مولف کا نام ہے :

- A. وآرٹ سرپندی
- B. سید احمد دہلوی
- C. مولوی نورالحسن نیر
- D. مولوی عبدالحق

Q.70: While migrating from Makkah to Madina the Holy Prophet (PBUH) took refuge in:

- A. Thaur Cave
- B. Hire Cave
- C. Dar-e-Argam
- D. None of these

Q.71: About which act, the Muslims shall be asked first of all, on the Day of Judgment?

- A. Salaat (Namaz)
- B. Fasting (Roza)
- C. Hajj
- D. Zakat

Q.72: The nation of _____ was destroyed by a rain of stones

- A. Hazrat Loot (AS)
- B. Hazrat Hood (AS)
- C. Hazrat Salih (AS)
- D. None of these

Q.73: Which Angel is appointed providing for Food?

- A. Hazrat izrail (AS.)
- B. Hazrat Israfeel (AS.)
- C. Hazrat Meekail (A.S.)
- D. Hazrat Gebriel (A.S.)

Q.74: During drought, which Namaz is performed?

- A. Salaat e Kisoof
- B. Salaat e Khasoof
- C. Salaat al Istasqa
- D. None of these

Q.75: "Kitab-ul-Asar" was compiled by:

- A. Imam Abu Hanifa
- B. Imam Shaafi
- C. Imam Malik
- D. Imam Hanbal

Q.76: A temple called the Sri Dalada Maligawa (Temple of the Sacred Tooth Relic) claims to have a tooth of Gautama Buddha. Where is this temple located?

- A. Thimphu, Bhutan
- B. Kandy, Sri Lanka
- C. Lumbini, Nepal
- D. Tibet, China

Q.77: In which country is the Takhlaman Desert situated?

- A. Kazakhstan
- B. China
- C. Morocco
- D. Turkmenistan

Q.78: "Port Dickson" is a seaport of:

- A. Italy
- B. Malaysia
- C. South Africa
- D. Norway

Q.79: Under the Indus Water Treaty the use of which rivers was allocated to Pakistan?

- A. Indus, Jehlum, Sutlej
- B. Jahtan, Chenab, Beas
- C. Indus, Jehlum, Ravi
- D. **Indus, Jehlum, Chenab**

Q.80: Picasso, a famous painter, sculptor. print maker, and stage designer belonged to:

- A. Germany
- B. Canada
- C. **Spain**
- D. Norway

Q.81: Yuan is the currency used in.

- A. **China**
- B. North Korea
- C. Bhutan
- D. Iran

Q.82: "Pedagogy" is a science of:

- A. Bodily diseases
- B. Stamp collecting
- C. Languages
- D. **Teaching**

Q.83: Plutocracy is a form of government run by:

- A. Technocrats
- B. Dictators
- C. **The Wealthy**
- D. Elected Representatives

Q.84: Fill In the blank: "If you find a single solution for two problems it is said that you have killed two _____ with one stone."

- A. Lions
- B. Monkeys
- C. Rabbits
- D. **Birds**

Q.85: "No person shall be deprived of life or liberty save in accordance with law", is provided in Article _____ of the Constitution.

- A. 8
- B. **9**
- C. 10
- D. None of these

Q.86: The President under the 1973 Constitution is elected:

- A. By direct election
- B. By National Assembly
- C. By Joint Session of the National Assembly and Senate
- D. **By two Houses of the Parliament and the four provincial Assemblies**

Q.87: Name of the Prime Minister of India at the time of the 1965 War:

- A. Indira Gandhi
- B. **Lal Bahadur Shastri**
- C. Morarji Desai
- D. Sanjay Gandhi

Q.88: Who was the author of the booklet "Causes of the Indian Revolt" (Asbab-e-Baghawat-e-Hind)?

- A. Nawab Salimullah (
- B. Nawai, Mohsin-ul-Mulk
- C. Viqar-ul-Mulk
- D. **Sir Syed Ahmad Khan**

Q.89: Pakistan's Peace Keeping troops have served under United Nations in:

- A. Congo
- B. Haiti
- C. Sierra Leone
- D. **All of these**

Q.90: Pakistan China Boundary dispute was settled during the government of:

- A. Liaquat All Khan
- B. Feroz Khan Noon
- C. **Ayub Khan**
- D. Zulfikar All Bhutto

Q.91: The first dry port in Pakistan was built in Lahore In:

- A. 1965
- B. 1949
- C. **1973**
- D. 1979

Q.92: Who is the Chairman of the Pakistan Senate?

- A. Aitezaz Ahsan
- B. Nayyar Bokhari
- C. Raja Zefar-ul-Haq
- D. **Muhammad Sadiq Sanjrani**

Q.93: Music of Pakistan's National Anthem was composed by:

- A. **Ahmed All Chagla**
- B. Haffiz Jallandri
- C. Rasheed Attre
- D. Khawaja Khurshid Anwar

Q.94: The Objectives Resolution was presented by:

- A. Muhammad All Chaudhary
- B. Ch. Rehmat Ali
- C. Sardar Abdur Rab Nishtar
- D. **Liaquat All Khan**

Q.95: The Anjuman-i-Himayat-i-Islam was founded in 1884 with the Objective:

- A. For social gathering among Muslims of Punjab
- B. To help Muslims to secure Government jobs
- C. To encourage non-communal approach to provincial problems
- D. **To defend Islam against the onslaughts of the missionaries and provide western education along with religious instructions**

Q.96: Talks between Gandhi and Quaid-e-Azam in 1944 failed due to?

- A. Opposition by the Khaksars
- B. Opposition by Red Shirts
- C. Opposition by the Ahrars
- D. **The Two Nation Theory**

Q.97: The famous book Asar-ul-Sanadeed was written by:

- A. Syed Ahmed Barelvi
- B. **Sir Syed Ahmed Khan**
- C. Shah Waliullah
- D. Sheikh Ahmed Sirhindi

Q.98: Under the 1973 Constitution who can declare emergency?

- A. **President**
- B. Prime Minister
- C. COAS
- D. Defence Committee of the Cabinet

Q.99: The First Sikh War (1845-48) was fought between Sikhs and:

- A. Muslims
- B. French
- C. Dutch
- D. **British East India Company**

Q.100: Which team won the test series held in UAE 2017? between Sri Lanka and Pakistan in October 2017

- A. Pakistan
- B. **Sri Lanka**
- C. Tied
- D. None of these



Assistant (Answer Key)

- | | | | | | | | | | |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| 1. B | 2. A | 3. A | 4. B | 5. A | 6. D | 7. B | 8. B | 9. B | 10. D |
| 11. B | 12. B | 13. B | 14. C | 15. D | 16. D | 17. D | 18. C | 19. D | 20. C |
| 21. C | 22. A | 23. A | 24. B | 25. C | 26. A | 27. A | 28. B | 29. D | 30. B |
| 31. C | 32. C | 33. C | 34. C | 35. C | 36. D | 37. B | 38. D | 39. B | 40. D |
| 41. B | 42. C | 43. A | 44. B | 45. A | 46. D | 47. A | 48. B | 49. B | 50. A |
| 51. D | 52. B | 53. B | 54. B | 55. B | 56. B | 57. C | 58. C | 59. D | 60. A |
| 61. C | 62. A | 63. B | 64. D | 65. A | 66. C | 67. A | 68. B | 69. A | 70. A |
| 71. A | 72. A | 73. C | 74. C | 75. A | 76. B | 77. B | 78. B | 79. D | 80. C |
| 81. A | 82. D | 83. C | 84. D | 85. B | 86. D | 87. B | 88. D | 89. D | 90. C |
| 91. C | 92. D | 93. A | 94. D | 95. D | 96. D | 97. B | 98. A | 99. D | 100. B |