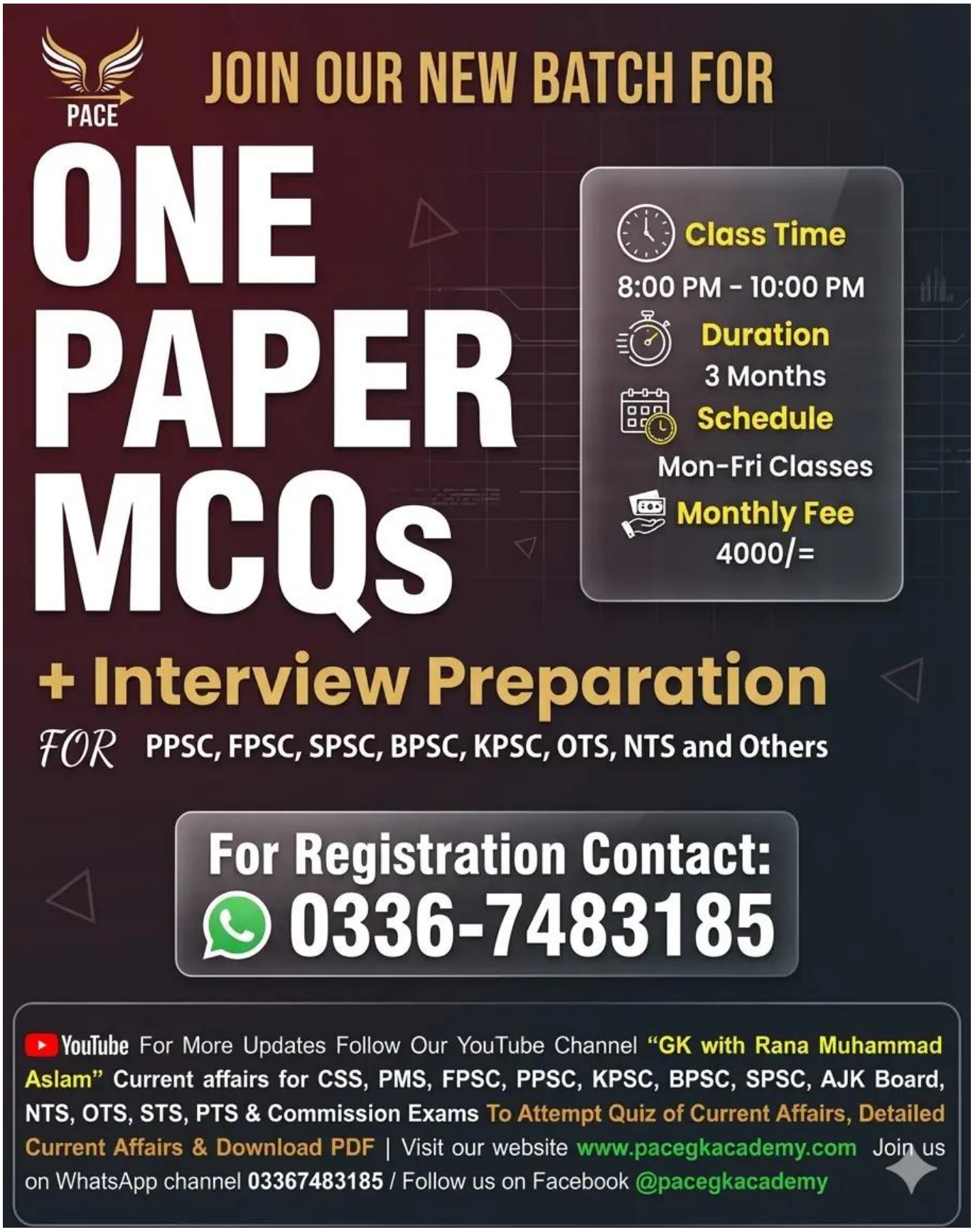
Office Assistant

(Planning and Development)



Office Assistant

Q.1: When Shah Wali Ullah was born in:
A. **1703**
B. 1705
C. 1707
D. None of these

Q.2: Max Weber was a German:
A. **Sociologist**
B. Biologist
C. Scientist
D. None of these

Q.3: Bandar Abbas seaport is in which country:
A. **Iran**
B. Iraq
C. Egypt
D. None of these

Q.4: What is Basin?
A. **Deep Area in land**
B. Deep Area in Ocean
C. Deep Area in River
D. None of these

Q.5: Bolan Pass is in Which Range:
A. **Toba Kakar Range**
B. Sulaiman Range
C. Kirthar Range
D. None of these

Q.6: Kunhar River is also called?`
A. **Chitral river**
B. Swat River
C. Panjkora
D. None of these

Q.7: The Currency of China is;
A. **Yuan**
B. Yen
C. Ringglt
D. None of these

Q.8: The capital of Lebanon is:
A. Accra
B. Vientiane
C. **Beirut**
D. None of these

Q.9: Which planet revolves in Clockwise rotation around sun and seen from earth?
A. Jupiter
B. **venus**
C. Mars
D. None of these

Q.10: The Capital of Libya is:
A. Kathmandu
B. Brasilia
C. **Tripoli**
D. None of these

Q.11: Sedimentary Rocks how much part of earth:
A. 50%
B. 40%
C. **75%**
D. None of these

Q.12: When Tarbela Dam completed:
A. 1967
B. 1973
C. **1976**
D. None of these

Q.13: Which continent has no desert:
A. Asia
B. **Europe**
C. Africa
D. None of these

Q.14: Greenwich mean time is located near the city of:
A. **London**
B. Rome
C. New York
D. None of these

Q.15: Shatt al-Arab is the River that borders two countries which are:
A. Iran and Egypt
B. **Iran and Iraq**
C. Iran and Oman
D. None of these

Q.16: Which key is used to minimize Excel Worksheet?
A. CTRL+F5
B. CTRL+F11
C. **CTRL+F9**
D. None of these

Q.17: Videos,Documents and files can be shown in
A. **Whatsapp**
B. Youtube
C. Skype
D. All of the above

Q.18: The extension of Power Point is:
A. .XLS
B. **.PPT**
C. .TXT
D. All of the above

Q.19: İn MS-Word Header and Footer are inserted in:
A. Front Pags
B. Last Page
C. **On Every Page**
D. None of these

Q.20: Which button do you click to add up a series of numbers:
A. **AutoSum**
B. Formula Button
C. Total Button
D. None of these

Q.21: When you insert a Excel file to a word document .The Data are:
A. Embedded
B. **Linked**
C. Hyperlink placed in word table
D. None of these

Q.22: The Third Most abundant element is:
A. Oxygen
B. Silicon
C. **Aluminum**
D. None of these

Q.23: Far Sightedness can be corrected by:
A. **Convex Lens**
B. Concave Lens
C. Bi focal lens
D. None of these

Q.24: How many Neutrons in Hydrogen:
A. **0**
B. 1
C. 2
D. None of these

Q.25: Diamond is the form of:
A. **Carbon**
B. Iron
C. Aluminium
D. None of these

Q.26: The Life of red blood cells is:
A. 110 days
B. **120 days**
C. 100 days
D. None of these

Q.27: سن 1797ء مین غالب پیدا ہوئے۔ سن 1817ء میں سر سید سن 1837ء میں حالی سن 1857ءمیں کون پیدا ہوئے؟
A. مولانا محمدحسین آزاد
B. **مولانا شبلی نعمانی**
C. علامہ اقبال
D. ان میں سے کویی نہیں

Q.28: خالی جگہ پرکیجئے؟ آج مرے کل ۔۔۔۔۔۔۔ دن
A. **دوسرا**
B. تیسرا
C. چوتھا
D. ان میں سے کوئی نہیں

Q.29: خالی جگہ پر کریں آم کےآم ــــ ۔۔۔۔ ۔۔۔کے دام
A. بیجوں
B. **گٹھلیوں**
C. گٹھلی
D. ان میں سے کوئی نہیں

Q.30: کرنل بالر ائیڈنےانجمن پنجاب کہاں بنائی؟
A. **لاہور**
B. کراچی
C. اسلام آباد
D. ان میں سے کوئی نہیں

Q.31: اقبال کی نظمیں شکوہ جواب شکوہ کس ہیئت میں لکھی گیئں؟
A. **مسدس**
B. مخمس
C. مسمط
D. ان میں سے کوئی نہیں

Q.32: قاضی عبدالغفار کا ناول کونسا ہے؟
A. سحر تک سفر
B. اداس نسلیں
C. **لیلی کے خطوط**
D. ان میں سے کوئی نہیں

Q.33: نرمی تاریکی بیداری گرائمر کی رو سے کیا ہے؟
A. اسم ضرف مکاں
B. اسم ضرب زماں
C. **اسم کیفیت**
D. ان میں سے کوئی نہیں

Q.34: کالی داس نے ڈرامہ شکنتلا کس زبان میں لکھا؟
A. **سنسکرت**
B. ترکی
C. ہندی
D. ان میں سے کوئی نہیں

Q.35: This chair resembles ___ that:
A. to
B. with
C. of
D. **None of these**

Q.36: مادراکس کا شاعری مجموعہ ہے؟
A. **ن م راشد**
B. احمد ندیم قاسمی
C. عبداللہ حسین
D. ان میں سے کو ئی نہیں

Q.37: مجلہ اوراق کے ادیب کا نام بتائیں؟
A. ڈاکٹر خواجہ محمد زکریہ
B. مولوی عبدالحقؒ
C. **ڈاکٹر وزیر آغا**
D. ان میں سے کو ئی نہیں

Q.38: Choose the right one
A. **Many a soldier lost his life in war**
B. Many a Soldiers lost his life in war
C. Many a Soldier lost their life in wars:
D. None of these

Q.39: She Came later than___
A. **I**
B. Me
C. Myself
D. None of these

Q.40: If Mundane : Spiritual ,then
A. Common: Ghostly
B. **World: Unworldy**
C. Routine:Novel
D. None of these

Q.41: He got ___ the examination by dint of hardwork:
A. to
B. up
C. **over**
D. None of these

Q.42: Bring me ___ water:
A. **Some**
B. little
C. A little
D. None of these

Q.43: I want ___ the airport to catch flight:
A. in
B. **to**
C. of
D. None of these

Q.44: Change Voice: Open the Window
A. Let the window be open
B. **Let the window be opened**
C. Let the windows be opened
D. None of these

Q.45: Farmer Parkinson dog is ___ to scare any intruder:
A. Such Ferocious
B. **Ferocious enough**
C. Ferocious that
D. None of these

Q.46: Better to be untaught than (ill taught). Ill taught is:
A. **Adjective**
B. Noun
C. Verb
D. None of these

Q.47: The Solicitor wrote a letter to Ann and ___ in which he asked us if we could settle the matter between____
A. **Me/Us**
B. I/Us
C. Myself/Us
D. None of these

Q.48: He said to me: "Keep Quiet"
A. He asked me to keep quiet
B. **He ordered to keep quiet**
C. He instructed to me to keep quiet
D. None of these

Q.49: The dog sprang___ him
A. On
B. **Upon**
C. In
D. None of these

Q.50: Which comes immediately after the noun?
A. Verb Phrase
B. **Adjective Phrase**
C. Adverb Pharse
D. None of these

Q.51: Correct the right one:
A. **Do not make friends with selfish people**
B. Do not make friend with selfish people
C. Do not make friendship with selfish people
D. None of these

Q.52: Father___ me not to go out in the cold:
A. Adviced
B. **Advised**
C. Advice
D. None of these

Q.53: If a number is multiplied by two-third of itself the value so obtained is 864 What is the number?
A. 34
B. 35
C. **36**
D. None of these

Q.54: A Student obtain 75% ,80% and 85% in three subjects, if the marks of another subject are added then the number can not be less than
A. **60%**
B. 70%
C. 80%
D. None of these

Q.55: A sum of Rs.12,500 amounts to Rs. 15,500 in 4 years at the rate of simple interest. What is the rate of interest?
A. **6%**
B. 8%
C. 10%
D. None of these

Q.56: If X % of 25/2 is 150 then the value of "X" is
A. 1000
B. **1200**
C. 1400
D. None of these

Q.57: Three Fourth of number is 60 more than its third number. The number is:
A. 60
B. **144**
C. 120
D. None of these

Q.58: If 2/3 of A is 75% of B=0.6 of C then A:B :C is:
A. 3:4:5
B. **9:8:10**
C. 9:11:14
D. None of these

Q.59: Currently President of Azad Kashmir is:
A. Sardar masood Khan
B. Raja Farooq Haider
C. **Sultan Mahmood**
D. None of these

Q.60: Prime Minister Imran Khan Inaugurated Kartarpur Corridor in:
A. September 2019
B. October 2019
C. **November 2019**
D. None of these

Q.61: In 2018 which court reopened case of Indian spy Kulbhushan Jadhav:
A. **ICJ**
B. Eruopean Court
C. Supreme Court of Pakistan
D. None of these

Q.62: آپ ﷺ نے قصوی نامی اونٹنی کب خریدی؟
A. **ہجرت مدینہ کے وقت**
B. غزوہ بدر
C. غزوہ تبوک
D. ان میں سے کو ئی نہیں

Q.63: حضرت عمر نے وصال کے وقت کتنے لوگوں کی شوری بنائی؟
A. چار
B. پانچ
C. **چھے**
D. ان میں سے کو ئی نہیں

Q.64: کون سے صحابی عشرہ مبشرہ میں شامل ہیں؟
A. **حضرت سعد بن ابی وقاص**
B. حضرت معاذ
C. حضرت شرجیل بن حسنہ
D. ان میں سے کو ئی نہیں

Q.65: حضرت عمر کا سلسلہ آپ ﷺ سے کہاں ملتا ہے؟
A. ادید
B. **کعب**
C. کسوا
D. ان میں سے کو ئی نہیں

Q.66: فقہ جعفریہ کی مستند ترین کتاب ہے؟
A. تحفہ العوام
B. علوم پہجگانہ
C. **اصول اربعہ**
D. ان میں سے کو ئی نہیں

Q.67: اونٹنی کا معجزہ کس نبی کے بارے میں ہے؟
A. حضرت موسی
B. **حضرت صالح**
C. حضرت ابرہیم
D. ان میں سے کو ئی نہیں

Q.68: Benazir Bhutto embraced Shahadat in:
A. 2005
B. 2006
C. **2007**
D. None of these

Q.69: First Battle of Panipat was fought in:
A. 1527
B. **1526**
C. 1525
D. None of these

Q.70: Sehat Health Insurance Program started from which province of Pakistan?
A. **KPK**
B. Punjab
C. Sindh
D. None of these

Q.71: Why Afghanistan oppose Pakistan membership in UNO:
A. **Durand Line**
B. Indian Pressure
C. Insurgency
D. None of these

Q.72: Which City of Pakistan is called Paris of Asia?
A. Lahore
B. **Karachi**
C. Faisalabad
D. None of these

Q.73: A Senator is elected for how many years:
A. 4
B. 5
C. **6**
D. None of these

Q.74: What was the purpose of Minto Morley Reforms of 1909?
A. Separate Provinces
B. **Separate Electorates**
C. Equal Proportion
D. None of these

Q.75: What does LFO stands for:
A. Legal Framework Ordinance
B. **Legal Framework Order**
C. Law Framework Order
D. None of these

Q.76: The population of Pakistan under the age of 35 is:
A. **65%**
B. 55%
C. 45%
D. None of these

Q.77: Urdu-Hindi controversy started in :
A. 1857
B. **1867**
C. 1877
D. None of these

Q.78: Last Governor General of Pakistan was:
A. Ghulam Muhammad
B. **Isknadar Mirza**
C. Quaid-e-Azam
D. None of these

Q.79: Pakistan Permanent representative to UNO is :
A. Maliha lodhi
B. **Munir Akram**
C. Asad Majeed Khan
D. None of these

Q.80: Current head of Islamic ideology Council:
A. **Qibla Ayaz**
B. Mufti Muneeb ur Rahman
C. Abdul Khabir Azad
D. None of these

Q.81: Foreign Policy of Pakistan is:
A. **Bilateralism**
B. Regionalism
C. Alliance Policy
D. None of these

Q.82: Main reason of Partition of Bengal was:
A. Religious grounds
B. **Administrative requirements**
C. On Muslims Demands
D. None of these

Q.83: When Cripps Mission arrived:
A. **1942**
B. 1943
C. 1944
D. None of these

Q.84: Al-Amal is the Mars mission of:
A. Pakistan
B. Saudi Arabia
C. **UAE**
D. None of these

Q.85: Iron Dome Technology is possessed by:
A. Italy
B. **Israel**
C. Iran
D. None of these

Q.86: The Founder of Amazon is:
A. **Jeff Bezos**
B. Paul Allen
C. Steve Ballmer
D. None of these

Q.87: International Federation of Journalist ranked Pakistan for dangerous country:
A. 4th
B. **5th**
C. 6th
D. None of these

Q.88: When Oscar awards started:
A. 1927
B. 1928
C. **1929**
D. None of these

Q.89: Metrology is the Science of:
A. Atmosphere
B. **Weight and Measurements**
C. Ancient Writings
D. None of these

Q.90: Who Started Civil Rights Movement:
A. Martin Luther
B. **Martin Luther King**
C. Abraham Lincoln
D. None of these

Q.91: Industrial Revolution started in:
A. **Great Britain**
B. France
C. italy
D. None of these

Q.92: Mussolini is from which country?
A. France
B. Russia
C. **Italy**
D. None of these

Q.93: During Covid-19 Pakistan offered India:
A. **Ambulance**
B. Doctors
C. Financial Support
D. None of these

Q.94: Pakistan Needed how many votes from FATF members to exit from Grey List:
A. 10
B. **12**
C. 14
D. None of these

Q.95: Bolshevik revolution is related to:
A. **Russia**
B. France
C. Ukraine
D. None of these

Q.96: بھگو وگیتا کس مذہب کے کتاب ہے؟
A. سکھ
B. **ہندو مت**
C. بدھ مت
D. ان میں سے کو ئی نہیں

Q.97: Patriotic Song "Qasam Us Waqt ki" was sung by:
A. **Junaid Jamshaid**
B. Shafqat Amanat
C. Rahat Fateh Ali
D. None of these

Q.98: سکھ کتنے خداؤں کو مانتے ہیں؟
A. **ایک**
B. دو
C. تین
D. ان میں سے کو ئی نہیں

Q.99: Mossad is the secret agency of:
A. **Israel**
B. Afghanistan
C. America
D. None of these

Q.100: European Union has how many members:
A. **27**
B. 28
C. 29
D. None of these

Office Assistant
(Answer Key)

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