

Office Assistant

(Planning and Development)



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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. Ringgit
- 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: In 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 میں غالب پیدا ہوئے۔ سن 1817ء میں سر سید سن 1837ء میں حالی سن 1857ء میں کون پیدا ہوئے؟

- A. مولانا محمدحسین آزاد
- B. مولانا شبلی نعمانی
- C. علامہ اقبال
- D. ان میں سے کوئی نہیں

Q.28: خالی جگہ پر کیجئے؟ آج مرے کل ----- دن

- A. دوسرا
- B. تیسرا
- C. چوتھا
- D. ان میں سے کوئی نہیں

Q.29: خالی جگہ پر کریں آم کے آم ---- کے دام

- A. بیجوں
- B. گٹھلیوں
- C. گٹھلی
- D. ان میں سے کوئی نہیں

Q.30: کرنل بالر ائیڈن نے انجمن 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 گئیں؟

- 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. لیلیٰ کے خطوط
- D. ان میں سے کوئی نہیں

Q.33: نرمی تاریکی بیداری گرائمر کی رو سے کیا ہے؟

- A. اسم ظرف مکان
- B. اسم ضرب زمان
- 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 کوئی نہیں

Q.37: مجلہ اوراق کے ادیب کا نام بتائیں؟

- A. ڈاکٹر خواجہ محمد زکریہ
- B. مولوی عبدالحق
- C. ڈاکٹر وزیر آغا
- D. ان میں سے کوئی 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 Phrase
- 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 کوئی نہیں

Q.63: حضرت عمر نے وصال کے وقت کتنے لوگوں کی شوری بنائی؟

- A. چار
- B. پانچ
- C. **چھ**
- D. ان میں سے کوئی 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 کوئی نہیں

Q.65: حضرت عمر کا سلسلہ آپ ﷺ سے کہاں ملتا ہے؟

- A. ادید
- B. **کعب**
- C. کسوا
- D. ان میں سے کوئی نہیں

Q.66: فقہ جعفریہ کی مستند ترین کتاب ہے؟

- A. تحفہ العوام
- B. علوم پہجگانہ
- C. **اصول اربعہ**
- D. ان میں سے کوئی نہیں

Q.67: اونٹنی کا معجزہ کس نبی کے بارے میں ہے؟

- A. حضرت موسیٰ
- B. **حضرت صالح**
- C. حضرت ابرہیم
- D. ان میں سے کوئی 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. Iskandar Mirza
- C. Quaid-e-Azam
- D. None of these

Q.79: Pakistan Permanent representative to UNO is :

- A. Maliha Iodhi
- 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 کوئی 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 کوئی 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