

Sample Paper for the Post of Assistant Private Secretary (BPS-16)

Written Test: 100 Marks

(Difficulty level of original question paper may vary)

Descriptive Portion (30 Marks)

A: Essay Writing (20 Marks)

Write an essay on "pros and cons of arbitration" (20 Marks)

B: Letter Writing (10 Marks)

Write a letter to Announce an employee training session regarding "Rule of Law" (10 Marks)

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MCQ Based Test (70 Marks) (Total Questions 70)

A: English (20 Marks / Questions)

Read the following paragraph and answer the next question.

Change does come after a prolonged cold weather. Soon enough, the days get longer, the buds come out in the trees, birds sing, and the world puts on a green dress. Spring passes into summer. Everyone knows that summer will not last. The power of all the wisest men and women in the world cannot keep it for us. The corn becomes ripe, the leaves turn brown and then drop to the ground, and the world changes its green dress for a dress of autumn colours.

Q. This story is mainly about:

- a. The wisdom of nature.
- b. The beauty of seasons
- c. Change**
- d. the shortness of summer

Q. Active voice of "the lion was killed by the hunter" is:-

- a. The hunter is attacking on lion.
- b. The hunter killed the lion.**
- c. Lion killed by hunter attack.
- d. None of above.

Q. Fermentable algae are found _____ there is ample moisture.

- a. every where
- b. wherever**
- c. ever
- d. there ever

Q. Antonym of withhold is:-

- a. Conceal
- b. deduct
- c. divulge**
- d. deny

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B: MS Office (25 Marks / Questions)

Q Every user of internet has different address which is called

- a. IPP address
- b. IIP address
- c. IP address**
- d. IPI address

C: Analytical Reasoning (10 Marks / Questions)

Mrs. XYZ wishes to renovate her cottage. She hires the services of a plumber, a carpenter, a painter, an electrician, and an interior decorator. The renovation is to be completed in a period of one working week i.e. Monday to Friday. Every worker will be taking one complete day to do his job. Mrs. XYZ will allow just one person to work per day.

The painter can do his work only after the plumber and the carpenter have completed their jobs.

The interior decorator has to complete his job before that of the electrician.

The carpenter cannot work on Monday or Tuesday.

- Q. Which arrangement among the following is possible?
- a. The electrician will work on Tuesday and the interior decorator on Friday.
 - b. The painter will work on Wednesday and the plumber on Thursday.
 - c. The carpenter will work on Tuesday and the painter on Friday.
 - d. The carpenter will work on Wednesday and the plumber on Thursday.**
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D: Office procedures of federal and provincial Governments (15 Marks / Questions)

- Q. adjective used for equal rank officer is
- a. Honourable
 - b. Excellency
 - c. Learned**
 - d. None of these
- Q. Dispatched office letter must be entered on
- a. dispatch register**
 - b. letter register
 - c. office register
 - d. entry not necessary