

**EXAMINATION FOR THE ADMIN OFFICE COORDINATOR (BS-17)**

Time Allowed: 90 Minutes

Max Marks: 100

**Fill the CORRECT option as per instructions on the Bubble Sheet.**

1. What is the name of the ocean that lies between Europe and the United States?
  - a- Atlantic ocean
  - b- Pacific ocean
  - c- Arctic ocean
  - d- Mediterranean Sea
- ✓ 2. The region of "Tibet" is currently under control of
  - a- China
  - b- India
  - c- Taiwan
  - d- United States
- ✓ 3. Pakistan joined Southeast Asia Treaty Organization (SEATO) in?
  - a- 1951
  - b- 1952
  - c- 1953
  - d- 1954
- ✓ 4. Which country has the world's largest known oil reserves?
  - a- Russia
  - b- Venezuela
  - c- Qatar
  - d- Saudi Arabia
- ✓ 5. The Winter Olympics 2022 games were held in
  - a- China
  - b- Japan
  - c- Russia
  - d- South Korea
- ✓ 6. Durand line was demarcated in 1893. The line divides which countries?
  - a- India
  - b- Iran
  - c- Afghanistan
  - d- China
- ✓ 7. Who is the current Prime Minister of New Zealand?
  - a- Bill English
  - b- Isaac Herzog
  - c- Jacinda Ardern
  - d- John Key
- ✓ 8. According to the scientists, how many galaxies are there in the universe?
  - a- 10 million
  - b- 100 million
  - c- 10 billion
  - d- 100 billion

9. \_\_\_\_\_ suggested the name of Pakistan?  
a- Choudhary Rehmat Ali  
b- Hafeez Jalandhary  
c- Amiruddin Kidwai  
d- None of these
10. Deficiency of Vitamin-D results in  
a- night blindness  
b- rickets  
c- scurvy  
d- hair fall
11. The position of an element in the Periodic Table is determined by its \_\_\_\_\_ number.  
a- Electron  
b- Proton  
c- Neutron  
d- Positron
12. Main component of natural gas is:  
a- methane  
b- propane  
c- butane  
d- propene
13. The planet that moves round the Sun at the highest speed is  
a- Jupiter  
b- Venus  
c- Mars  
d- Mercury
14. Which of the following substance is NOT a conductor?  
a- Aluminum  
b- Silicon  
c- Graphite  
d- All are conductors
15. Which brings deoxygenated blood from heart into lungs?  
a- pulmonary vein  
b- pulmonary artery  
c- aorta  
d- windpipe
16. Which light is more important for photosynthesis?  
a- Violet light  
b- Red light  
c- Green light  
d- None of these
17. The "Orange Revolution" in 2004-2005 took place in  
a- France  
b- Ukraine  
c- Hong Kong  
d- Vietnam

- ✓ 18. Last part of large intestines is:  
a- colon  
b- appendix  
c- cecum  
d- rectum
- ✓ 19. Wind is caused by  
a- Rotation of the Earth  
b- Revolution of the Earth  
c- Difference in atmospheric temperature  
d- Difference in atmospheric pressure
20. Transformers are used to change \_\_\_\_\_ voltage levels.  
a- alternating current  
b- direct current  
c- circuit  
d- none of these
21. Maximum displacement from mean position is called:  
a- height  
b- amplitude  
c- interval  
d- time period
22. The amount of sunlight on the surface of the Earth varies because of the Earth's  
a- axial tilt  
b- rotation  
c- revolution  
d- poles
- ✓ 23. About how much energy entering earth's atmosphere is from the sun?  
a- 70%  
b- 80%  
c- 90%  
d- 99.9%
24. Which of the following is a synthetic fiber:  
a- cotton  
b- wool  
c- nylon  
d- silk
- ✓ 25. The largest island in the Indian Ocean is  
a- Sri Lanka  
b- Sumatra  
c- Madagascar  
d- None of these
- ✓ 26. Which of the following gas is used in Refrigerator for cooling?  
a- Methane  
b- Ammonia  
c- Nitrogen  
d- None of these

- ✓ 27. Which organ is responsible for filtering the blood:  
a- intestine  
b- brain  
c- stomach  
d- kidney
- ✓ 28. The "Corruption Perception Index" is an annual report published by which of the following organization?  
a- Amnesty International  
b- European Union  
c- United Nations  
d- Transparency International
- ✓ 29. The number, whose 17% is 51, is  
a- 200  
b- 100  
c- 300  
d- 210
- ✓ 30. Find two number whose sum is 28 and the difference is 4:  
a- 14,12  
b- 18,10  
c- 15,13  
d- 12,16
- ✓ 31. What is the sum of the numbers: 1, 2, 3, 4, ..... 99, 100 ?  
a- 5000  
b- 5050  
c- 5100  
d- 5150
- ✓ 32. In a class of 40 students 20% are girls. How many boys are there in the class?  
a- 26  
b- 28  
c- 30  
d- 32
- ✓ 33. What is the distance traveled by a car which traveled at a speed of 80 km/hr for 3 hours and 30 minutes?  
a- 275 km  
b- 280 km  
c- 285 km  
d- 290 km
- ✓ 34. What is the average of the numbers: 0, 0, 4, 10, 5, and 5 ?  
a- 2  
b- 3  
c- 4  
d- 5
- ✓ 35. If the cost of 12 eggs is Rs. 40. What will be the cost of 3 eggs?  
a- Rs. 9  
b- Rs. 10  
c- Rs. 11  
d- Rs. 12

- ✓ 36. A boy sold his bicycle for Rs.2400 and earned 20% profit. What was the original price (the price without the profit) of the bicycle?
- a- Rs.1940
  - b- Rs.1960
  - c- Rs.1980
  - d- Rs.2000
37. What is the volume of a right-circular cylinder in  $\text{cm}^2$  having radius 2cm and height 7cm?
- a- 86  $\text{cm}^2$
  - b- 88  $\text{cm}^2$
  - c- 90  $\text{cm}^2$
  - d- 92  $\text{cm}^2$
- ✓ 38. The cost of an article is Rs.160. What should be the selling price in rupees to obtain a profit of 15 percent?
- a- 180
  - b- 182
  - c- 184
  - d- 186
- ✓ 39. The number, whose 3% is 60, is
- a- 2000
  - b- 3000
  - c- 6000
  - d- 9000
- ✓ 40. In computer science and information technology (IT), DNS is an abbreviation of
- a- Direct Name System
  - b- Domain Name System
  - c- Direct Name Software
  - d- Domain Name Software
41. The output received on the display screen or in the audio or video form is called \_\_\_\_\_?
- a- Hard Copy
  - b- Soft Copy
  - c- Light copy
  - d- None of these
- ✓ 42. The printed output from a computer is called
- a- Copy
  - b- Soft Copy
  - c- Hard Copy
  - d- Paper
- ✓ 43. The birthplace of the World Wide Web was \_\_\_\_\_?
- a- NASA
  - b- Pentagon
  - c- CERN
  - d- Microsoft

- ✓ 44. How many sheets are there in Excel Workbook by default?
- a- 2
  - b- 3
  - c- 4
  - d- 5
- ✓ 45. Notepad is used for:
- a- Text
  - b- Image
  - c- Both Text and Image
  - d- None of these
- ✓ 46. Which device is used to process data in PC?
- a- CPU
  - b- RAM
  - c- DCU
  - d- VDU
- ✓ 47. A network which is used for sharing data, software and hardware among several users owning microcomputers is called \_\_\_\_\_?
- a- WAN
  - b- MAN
  - c- LAN
  - d- VAN
- ✓ 48. Which of the following items are placed at the end of a Document?
- a- Footer
  - b- Foot Note
  - c- Header
  - d- End note
- ✓ 49. FM stands for \_\_\_\_\_?
- a- Frequent Modulation
  - b- Frequency Modulation
  - c- Frequency Method
  - d- Frequency Molecules
- ✓ 50. You can detect spelling and grammar errors by \_\_\_\_\_?
- a- Press Shift + F7
  - b- Press Ctrl + F7
  - c- Press Alt+ F7
  - d- Press F7
51. What to select as a view in which Headers and Footers are visible
- a- Print Layout View
  - b- Page Layout View
  - c- Normal View
  - d- Draft View
- ✓ 52. Which of the following is the largest storage?
- a- Megabyte
  - b- Petabyte
  - c- Kilobyte
  - d- Terabyte
  - e- Gigabyte

- ✓ 53. Rearranging data in a new sequence is known as \_\_\_\_\_?
- a- Uploading
  - b- Updating
  - c- Sorting
  - d- Summarizing
- ✓ 54. Brain of a computer system is called?
- a- control unit
  - b- ALU
  - c- memory
  - d- CPU
55. The output shown on the computer monitor is called
- a- VDU
  - b- Hard Copy
  - c- Screen Copy
  - d- Soft Copy
56. Which is the shortcut key to display active cell in Excel?
- a- Shift + Backspace
  - b- Ctrl + Backspace
  - c- Alt + Backspace
  - d- None
- ✓ 57. After Amazon, which social media giant introduces 'Marketplace' for Pakistani entrepreneurs?
- a- Facebook
  - b- Twitter
  - c- Tiktok
  - d- Google
58. Ethics are moral principles and values which
- a- Guide a firm's behavior
  - b- Govern the actions of an individual
  - c- Provide employees with rules on how to behave
  - d- Are legally enforceable
- ✓ 59. Hazrat \_\_\_\_\_ has the title The Gateway to Knowledge.
- a- Abu Bakar
  - b- Umar
  - c- Usman
  - d- Ali
- ✓ 60. First Muslim university was established at Masjid-i-\_\_\_\_\_.
- a. Quba
  - b. Zarrar
  - c. Nabvi
  - d. Hanafia

- ✓ 61. Only Sahabi without seeing Prophet is
- a- Salman Farsi
  - b- Awais Qarni
  - c- Abdul Rahman
  - d- Zubair bin Awn
- ✓ 62. Namaz-e-Khasoof is offered at the time of \_\_\_\_\_.
- a- Solar eclipse
  - b- Lunar eclipse
  - c- Earthquake
  - d- Heavy rains
- ✓ 63. Which companion of the Prophet (pbuh) was awarded with the title of 'The Sword of Allah'?
- a- Hazrat Umar
  - b- Hazrat Ali
  - c- Hazrat Khalid bin Waleed
  - d- Hazrat Imam Hussain
64. What was the relation between Prophet Ismail (A.S) and Prophet Ishaq (A.S)?
- a- Prophet Ismail (A.S) was father of Prophet Ishaq (A.S)
  - b- Prophet Ishaq (A.S) was father of Prophet Ismail (A.S)
  - c- Brothers
  - d- Cousins
- ✓ 65. What was the important event in the month of 13th Nabvi?
- a- Miraj
  - b- Hijrat Madina
  - c- Visit of Taif
  - d- None of these
- ✓ 66. What is the literal meaning of the word Hajj?
- a- The holy journey
  - b- To wald briskly
  - c- The will to visit
  - d- None of these
- ✓ 67. \_\_\_\_\_ are the true reasons for our actions when we have something to lose or gain as a result.
- a- Motives
  - b- Schemes
  - c- Plans
  - d- Ruses
68. The architect of the name of Pakistan, Ch. Rahmat Ali died in?
- a- 1950
  - b- 1951
  - c- 1953
  - d- 1954
- ✓ 69. The lines of Latitude are:
- a- 100
  - b- 120
  - c- 180
  - d- 200

- ✓ 70. The Indus river ends at:  
a- Sutlej  
b- Chenab  
c- Arabian sea  
d- Indian ocean
- ✓ 71. Which of the following is the largest ocean?  
a- Atlantic ocean  
b- Indian ocean  
c- Pacific ocean  
d- Arctic ocean
72. South pole is located in the continent of  
a- Africa  
b- Australia  
c- Antarctica  
d- None of these
- ✓ 73. At which place on earth there is always day and night of an equal duration?  
a- On the tropic of Cancer  
b- On the poles  
c- On the Equator  
d- None of these
- ✓ 74. All the rivers of Punjab enters into Indus at:  
a- Kot Mitthan  
b- Panjnad  
c- Kabir wala  
d- Trimmu
- ✓ 75. Name the instrument used for measuring humidity  
a- Barometer  
b- Thermometer  
c- Hygrometer  
d- None of these
- ✓ 76. Most of the weather phenomena take place in which of the following layers of the atmosphere?  
a- Stratosphere  
b- Troposphere  
c- Mesosphere  
d- None of these
77. The British Prime Minister Ramsay Macdonald announced the Communal Award in 1932 at the end of?  
a- First Round Table Conference  
b- Second Round Table Conference  
c- Third Round Table Conference  
d- None of these

78. "The future form of Government would be federal to be joined by provinces and Indian states."

This principle was settled in?

- a- Nehru Report
- b- 1st Round Table Conference
- c- Simon Report
- d- Minto – Morley Reforms, 1909

✓ 79. For a no-confidence motion to be successful, the support of a simple majority \_\_\_\_\_ of the total 342 members in the lower house of parliament is required.

- a- 152
- b- 172
- c- 180
- d- None of these

80. The second stage of moral development \_\_\_\_\_?

- a- Preconventional
- b- Conventional
- c- Postconventional
- d- All of these

✓ 81. It is always important to \_\_\_\_\_ yourself, others and the place where you work.

- a- Appearance
- b- Cooperate
- c- Communicate
- d- Respect

✓ 82. The Green House Effect is caused by an excess of

- a- Carbon dioxide
- b- Carbon monoxide
- c- Carbon tetra oxide
- d- None of these

✓ 83. Bats can also fly in dark because they are capable of taking the help of

- a- Ultraviolet Waves
- b- Ultrasonic Waves
- c- Electromagnetic Waves
- d- None of these

84. Which part of the camera is analogue to the retina in the human eye?

- a- Lens
- b- Film
- c- Shutter
- d- None of these

✓ 85. A lake starts freezing because of the cold atmosphere. It will first freeze

- a- At the bottom
- b- In the middle part
- c- At the top surface
- d- None of these

✓ 86. Funnel shaped clouds with violent whirl winds are named as

- a- Tunanu
- b- Curus
- c- Tornado
- d- None of these

87. When Pakistan introduced National Identity cards (NIC) \_\_\_\_\_ ?
- a- 1948
  - b- 1957
  - c- 1963
  - d- 1974
- ✓ 88. The sun appears red at sunrise and sunset while it appears white at noon, because
- a- of refraction
  - b- it is cooler at sunrise and at sunset
  - c- of scattering of light due to dust particles and air molecules
  - d- None of these
89. On passing through food, X-rays can kill the \_\_\_\_\_ ?
- a- Fungus
  - b- Virus
  - c- Bacteria
  - d- insects
90. Renin is found in the?
- a- Mouth
  - b- Stomach
  - c- Liver
  - d- Kidney
- ✓ 91. Anemia is caused by the deficiency of?
- a- Iron
  - b- Zinc
  - c- Calcium
  - d- Sodium
92. There are \_\_\_\_\_ kinds of Joints in human body?
- a- 4
  - b- 5
  - c- 6
  - d- 7
- ✓ 93. Waves transfer:
- a- energy
  - b- frequency
  - c- wavelength
  - c- velocity
- ✓ 94. How many planets are there in the Solar System?
- a- 5
  - b- 6
  - c- 8
  - d- 9
- ✓ 95. What is the average adult pulse rate?
- a- 140-150
  - b- 115-125
  - c- 72-80
  - d- None of these

- ✓ 96. K-2 is also called as:  
a- Godwin Austin  
b- Broad Peak  
c- Roshan Peak  
d- Sia Kingri
- ✓ 97. Which of the following city once served as the capital of Japan?  
a- Kobe  
b- Kyoto  
c- Okinawa  
d- None of these
- ✓ 98. On the banks of which river is the city of London located?  
a- Severn  
b- Thames  
c- Avon  
d- None of these
- ✓ 99. The atmospheric pressure at any place is measured by  
a- Altimeter  
b- Pressure meter  
c- Barometer  
d- None of these
- ✓ 100. Which river forms the Grand Canyon in the United States?  
a- Mississippi  
b- Hudson  
c- Colorado  
d- None of these