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**FEDERAL PUBLIC SERVICE COMMISSION**  
**SECTION OFFICERS PROMOTIONAL EXAMINATION - 2016**

Roll No.

**SPECIALIZED PAPER FOR OFFICE MANAGEMENT-I**

**TIME ALLOWED: THREE HOURS**

**MAXIMUM MARKS: 100**

- NOTE:**(i) Attempt **FIVE** questions in all. **ALL** Questions carry **EQUAL** Marks.  
(ii) All the parts (if any) of each Question must be attempted at one place instead of at different places.  
(iii) Candidate must write **Q. No.** in the **Answer Book** in accordance with **Q. No.** in the **Q. Paper**.  
(iv) No Page/Space be left blank between the answers. All the blank pages of Answer Book must be crossed.  
(v) Extra attempt of any question or any part of the attempted question will not be considered.  
(vi) Leave some blank space and draw two horizontal lines (====) at the end of each answer.

- Q. 1.** Evaluate futuristic scope of Human Resource Management with special reference to Pakistan. (20)
- Q. 2.** Describe relationships and differences between Human Resource Management and Personnel Management. (20)
- Q. 3.** Discuss in detail: (10 marks each) (20)  
(a) Methods of job analysis  
(b) Techniques of job evaluation.
- Q. 4.** Write notes on: (10 marks each) (20)  
(a) Discipline in Personnel Management.  
(b) Human behaviour in Organizational Efficiency and Effectiveness
- Q. 5.** (a) What is the importance of Information Technology in Socio-Economic development of a country like Pakistan? (10)  
(b) How the performance standards and targets can be improved in under-developed countries? (10) (20)
- Q. 6.** Explain the following: (5 marks each) (20)  
(a) Appropriation and Re-appropriation of funds.  
(b) Recurring and Non-recurring expenditures.  
(c) Controlling officer and Competent Authority of funds utilization.  
(d) Federal Consolidated Funds and Public Accounts.
- Q. 7.** What are the essential principles and standards to govern expenditures from Public funds? (20)
- Q. 8.** (a) Explain the uses of Microsoft Word and Microsoft Power Point in Office Management. (10)  
(b) Highlight the criteria for selection of a programming language. (10) (20)

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