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FEDERAL PUBLIC SERVICE COMMISSION
SECTION OFFICERS PROMOTIONAL EXAMINATION - 2016

Roll No.

SPECIALIZED PAPER FOR OFFICE MANAGEMENT-II

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.** (a) What is additional charge allowance? Describe its procedure and remuneration (10)
(b) Briefly explain the following: (2 marks each) (10) (20)
(i) Temporary Post (ii) Adhoc appointment (iii) Initial appointment
(iv) DSC (v) Pay
- Q. 2.** Write short notes on: (5 marks each) (20)
(a) Grounds for penalty (b) Powers of Inquiry officer.
(c) Terms of Office of FPSC Members. (d) Posts outside the purview of FPSC.
- Q. 3.** (a) What is the procedure for making representations to the Commission? (10)
(b) Explain the functions of FPSC. (10) (20)
- Q. 4.** (a) On what matters consultation with Law & Justice Division is mandatory? (10)
(b) Explain the procedure for action on decisions of the Cabinet by the Secretary of a Division. (10) (20)
- Q. 5.** Write short notes on the following: (5 marks each) (20)
(a) Secretaries committee (b) Reference to the President
(c) National Economic Council (d) Procedure for Assembly questions
- Q. 6.** (a) What is the constitutional & Statutory Sanctity of Secretariat Instructions? (10)
(b) What are the instructions for opening of new files? (10) (20)
- Q. 7.** (a) Describe briefly the procedure for sending references to the Federal Public Service Commission by a Division and acceptance of its advice. (10)
(b) What do you understand by the term Independent Director in terms of Corporate governance? (10) (20)
- Q. 8.** (a) Explain the procedure for advertisements for procurement in the PPRA Rules, 2004. (10)
(b) Briefly explain the following: (5 marks each) (10) (20)
(i) Methods of procurement under PPRA Rules.
(ii) Single stage - Two envelope procedure
