



FEDERAL PUBLIC SERVICE COMMISSION
SECTION OFFICERS PROMOTIONAL EXAMINATION - 2017
SPECIALIZED PAPER FOR OFFICE MANAGEMENT-II

Roll Number

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. No. 1.** Write short notes on the following: (5 each) (20)
(a) Acting charge (b) Current charge
(c) Initial appointment (d) Adhoc appointment
- Q. No. 2.** Pass percentage in competitive examination for BS-17 posts held every year by FPSC is less than three percent. Discuss the reasons for this poor state of affairs. (20)
- Q. No. 3.** Which cases are placed before the Secretary of a Division? (20)
- Q. No. 4.** Write short notes on the duties of the following: (5 each) (20)
(a) Section officers
(b) Peon
(c) Niab Qasid
(d) Private Secretaries to Secretaries/Addl. Secretaries.
- Q. No. 5.** Describe Security Instructions for use of computers in Government departments. (20)
- Q. No. 6.** Define the following: (5 each) (20)
(a) Cabinet (b) Division
(c) Attached department (d) Subordinate office
- Q. No. 7.** Explain the following: (5 each) (20)
(a) Competitive bidding (b) Contractor
(c) Bid (d) Corrupt and fraudulent practices
- Q. No. 8.** Explain the following: (5 each) (20)
(a) Who places FPSC Annual Report before National Assembly?
(b) Who accepts resignation of Chairman FPSC?
(c) Is a Member of FPSC, who happens to be a retired Government Officer entitled to pension or gratuity?
(d) In which manner a Member of FPSC is removed?
