



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

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: (10 each) (20)  
(a) Advantages of Computers.  
(b) Use of Computers in the Banks.
- Q. No. 2.** Define Principal Accounting Officer. Also explain his duties and responsibilities. (20)
- Q. No. 3.** Define Human Resource Management. How it can be used to the advantage of an organisation. (20)
- Q. No. 4.** Write a detailed note the working of Public Accounts Committee (PAC). (20)
- Q. No. 5.** Training plays major role in the Human Resource Management of an organisation. Give your considered views. (20)
- Q. No. 6.** Specify the parameters which are applied to monitor efficiency in an organisation. (20)
- Q. No. 7.** Write short notes on the following: (5 each) (20)  
(a) Job analysis (b) Job description  
(c) Job specification (d) Performance evaluation
- Q. No. 8.** (a) ECNEC can approve schemes above Rs. \_\_\_\_\_. (5)  
(b) Central Development working party can approve schemes up to Rs. \_\_\_\_\_. (5)  
(c) Departmental Development Working Party can approve schemes up to Rs. \_\_\_\_\_. (5)  
(d) Northern Areas Development Working Party can approve schemes up to Rs. \_\_\_\_\_. (5) (20)

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