



Paper: English Grammar & Composition.

Total marks: 100

Time duration 03 hours

SECTION (A) ENGLISH ESSAY (30 MARKS)

Write a comprehensive essay on any ONE of the given topics. Your essay must build persuasive arguments supporting your views.

1. Character, not technology, build nations.
2. Unemployment and its remedies.
3. Poverty fosters crime.
4. Importance of China-Pakistan Economic Corridor (CPEC).
5. Islam misunderstood in the west.
6. Energy crisis in Pakistan.

SECTION (B) ENGLISH PRÉCIS & COMPOSITION (MARKS 70)

Note : Attempt all questions:

Q1. Read the following text and answer the question given at the end. The answer must be in your own words: (20 marks).

Supposing you have to make a payment of Rs.100, you can do so in rupee-coin; but it would be cumbersome to pay in nickel or copper coins, because they are heavy to carry and also because it takes much time to count them. The government therefore permits you to make the payment in rupees-notes. What are these rupee-notes really? They are kind of money, right enough, although they are made of paper instead of metal. You can use them in just the same way that you use ordinary money. The reason why they are made of paper and used is that they save the trouble of carrying metal coins; of course, paper is lighter than metal- and they also save using silver and other metals when they are scarce.

What makes these mere pieces of paper bear the value of number of rupees that is printed upon them? Why should a piece of paper, with "100" printed on it be worth 20 times as much as a piece of paper with "five" printed on it- and also worth a hundred times as much as a silver rupee coin? The reason is that the government guarantees that the piece of paper is worth amount printed on it and promises to pay that amount to anybody who wishes to exchange this paper for the rupee-coin. Also, if you think about it you can easily realize that crores and crores more of rupees-coins would have to be minted, if all paper-money were abolished.

Perhaps you may ask, "Then why not have paper money only? Why use silver and nickel and copper at all?" The answer is—because money must, as we have already said, be something so useful that everyone wants. Also because the metals are the best form of money; and thirdly because it would be impossible to print just the right amount of paper of money that would keep prices at their proper natural level. If any government prints too much paper money, then prices go up at once. The supply of money is increased and therefore its value (in food, cloths, books, houses, land, tools and everything else) goes down.

You may think at the first that it is queer to talk of having too much paper money and that money is so nice and useful that you cannot have too much of it. But if you think that, I am afraid you are forgetting that money is only useful for what it will buy; so it is no good at all having more money if there are no more things to buy with it. The more money there is, the higher will be the prices of everything. The same thing happen with rupee-coins as with paper money. But it is not likely to happen, for this reason: it is very easy to print a great deal of paper money, but not at all easy to increase the amount of rupee-coins. Silver has to be dug out of mines, and very difficult to get; so the amount there is if it keeps very steady and changes very little. In fact that is one of the chief reasons why it was chosen to make coins of.

Questions:

- i) Why does the Government allow payment to be made in paper notes?
- ii) If metal is so cumbersome, why should we not have only paper money? Why should we not print as much of it as possible?
- iii) What is the real use of money?
- iv) Why should the prices of commodities go up when there is plenty of paper money?
- v) Why does the Government print only a certain number of paper notes, and not as many as it likes arbitrarily?

Q2. Make a Précis of the given passage reducing it to one-third of its original length. Suggest a suitable title. (20 marks).

Trees give shade for the benefit of others and while they themselves stand in the sun and endure scorching heat, they produce the fruit by which others profit. The character of good men is like that of trees. What is the use of this perishable body, if no use of it is made for the benefit of mankind? Sandalwood-the more it is rubbed the more scent does it yield. Sugarcane- the more it is peeled and cut into pieces, the more juice does it produce. Gold-the more it is burnt, the more brightly does it shine. The men who are noble at heart do not lose these qualities even in losing their lives. What does it matter whether men praise them or not? What difference does it make whether riches abide with them or not? What does it signify whether they die at this moment or whether their lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dogs and cows. Those who lay down their lives for the sake of a friend, or even for the sake of a stranger, will assuredly dwell forever in a world of bliss.

Q3. Use the following pairs of words in sentences of your own, so as to bring out the differences in their meaning. (10 marks).

- i) Complement, compliment
- ii) Council, Counsel
- iii) Desert, Dessert
- iv) Quit, Quite
- v) Stationary, Stationery

Q4. Rewrite the given sentences by incorporating the instructions given in parenthesis (10 marks).

- i) I (read) three books since Monday (Put verb in correct tense form).
- ii) Ahmad said; I respect my elders and love my younger (Change the narration).
- iii) Neither of the reports- allowed to interview the players (insert correct verbs).
- iv) The committee approved the budget after long discussion (Change voice).
- v) Soon it grew dark while he was still far away from home suddenly two robbers came out of a bush and attacked him they left him there wounded tired and sad sitting by his dead horse. (Punctuate the sentence).

Q5. Use any five of the following idioms in phrases in your own sentences clearly bringing out their meanings. (10 marks).

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|---------------------|--------------------------------------|
| i) Adam's ale | v) Itchy feet |
| ii) Freudian slip | vi) Keep your nose to the grindstone |
| iii) Under a bushel | vii) Let bygones be bygones |
| iv) In a nutshell | viii) Like father, like son |

KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION

Provincial Management Services Officers (In -Service Quota) 2019

PAPER: CURRENT AFFAIRS/ EVERDAY SCIENCE

Time Allowed: 03 Hours

Max: Marks: 100

Note : Attempt five (05) questions in all, at least two (02) from each section. Each question carries 20 marks.

Section A (CURRENT AFFAIRS)

- Q.1 Give Suggestions to manage political instability in Pakistan.
- Q.2 Discuss the current tension between Iran and USA over Nuclear Issue and its implications for Pakistan and the Middle Eastern countries.
- Q.3 Critically evaluate Pakistan-IMF Bail Out Package agreement and its possible impacts on common people.
- Q.4 How can the elimination of corruption be made part of the governmental system of Pakistan?
- Q.5 Discuss the causes of extremism and terrorism in Pakistan. Also discuss the measures taken by Pakistan to counter terrorism in the light of "Financial Action Task Force (FATF)" demands.

SECTION B (EVERYDAY SCIENCE)

- Q.6 Name the organs in human responsible for the functions of;
- a) Vision (b) Reproduction (c) Hormone secretion (d) Blood pumping
- e) Food storage
- Q.7 Differentiate between the following pairs;
- a) Hydrometer and Hygrometer (b) Isotopes and Isomers (c) Flying Mammal and Birds
- (d) Vertebrate and invertebrate (e) Antigens and Vaccine
- Q.8 How does Photosynthesis work? Explain.
- Q.9 Write briefly about two or more major achievements of each of the following two famous Muslim scientists;
- a) Jabbar Bin Hayyan (b) Musa AL Khwarizmi
- Q.10 Differentiate between natural and artificial satellite. For what purpose artificial satellites are used?

KHYBER PAKHTUNKHWA PUBLIC SERVICE COMMISSION
PROVINCIAL MANAGEMENT SERVICES OFFICERS (BS-17)
(IN-SERVICE QUOTA) EXAMINATION, 2019

(OFFICE MANAGEMENT)

Time Allowed: 03 Hours

Max: Marks: 100

Note: Attempt all questions.

PART-A (Rules of Business)

Question No.1

- a. What is the general procedure for disposal of business as given in the Rules of Business. (07)
- b. What is meant by consultation amongst various departments. (06)
- c. Elaborate the procedure of submission of summaries to the Chief Minister and the Governor. (07)

OR

Question No.2

- a. Briefly discuss Schedule I & II of Rules of Business. (07)
- b. What is the procedure for amendment of these Schedules. (06)
- c. What is Secretaries Committee and how it function? (07)

PART-B (Manual of Secretariat Instructions)

Question No.3

- a. what is meant by job description and how it is distributed among various officers of an Administrative Department. (10)
- b. How is receipt and distribution of papers in Civil Secretariat is managed. Give detailed procedure as per manual of Secretariat instructions. (10)

OR

Question No.4

- a. How cases are prepared and submitted to senior officers in Civil Secretariat. (10)
- b. How Developmental Schemes are approved. Also explain DDWP, PDWP, CDWP and ECNEC, and their powers. (10)

PART-C (KP, Civil Servants Act-1973)

Question No.5

- a. How appointments are made to Civil Service? What is the difference between Adhoc, Contract, Contingent and Regular appointments? (06)
- b. Define Seniority and Promotion. Promotion is not a right, discuss? How Promotion is made in the case of selection post and non-selection post? (07)
- c. Describe the circumstances in which the service of a civil servant can be terminated without notice. (07)

PART-D (Fundamental Rules/ Supplementary Rules)

Question No.6

- a. Differentiate between any two of the following: (06)
- 2) Pay and Honorarium
 - 3) Leave not due and leave without pay
 - 4) Leave Preparatory to retirement and Encashment of leave
- b. State the circumstances in which the lien of a Government Servant on post: (07)
- a. May be suspended b) May be terminated c) May not be terminated.
- c. What are the conditions of qualifying service for pension? What constitute interruptions in service and how do they affect pension? (07)
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PART-E (GFR)

Question No.7

- a. Elaborate how loans and advances are sanctioned to Government servants? (10)
- b. What are the pre-conditions for such loans or advances? (10)

OR

Question No.8

- a. What is meant by custody and Accounts of stores? (10)
- b. Explain the sale and disposal of stores and write off, of stores. (10)