

Sample Paper for the Post of Accounts Assistant (BPS-14)

Written Test: 100 Marks

(Difficulty level of original question paper may vary)

Descriptive Portion (25 Marks)

A: Essay Writing (15 Marks)

Write an essay on "Role of commercial banks in country economy" (15 Marks)

B: Letter Writing (10 Marks)

Write a resignation letter to private sector employer (10 Marks)

MCQ Based Test (75 Marks) (Total Questions 75)

A: English (10 Marks / Questions)

Read the following paragraph and answer the next question.

At this stage of civilisation, when many nations are brought in to close and vital contact for good and evil, it is essential, as never before, that their gross ignorance of one another should be diminished, that they should begin to understand a little of one another's historical experience and resulting mentality. It is the fault of the English to expect the people of other countries to react as they do, to political and international situations. Our genuine goodwill and good intentions are often brought to nothing, because we expect other people to be like us. This would be corrected if we knew the history, not necessarily in detail but in broad outlines, of the social and political conditions which have given to each nation its present character.

Q. According to the author "mentality" of a nation is mainly product of its_____

- a. Present Character
- b. International position
- c. Politics
- d. History**

Q. Multan _____ a very dry climate.

- a. Has**
- b. Being
- c. Having
- d. With

Q. Antonym of gloomy is:-

- a. Dreary
- b. Somber
- c. Bright**
- d. Murky

B: Accounting Knowledge (45 Marks / Questions)

Q Second step of accounts is

- a. Journal
- b. Ledger**
- c. Trial Balance
- d. Preparation of petty cash account

Q Peachtree is a _____

- a. expenditure
- b. expense
- c. asset
- d. software**

Q Biscuits purchased for guests. Entry goes to

- a. Journal
- b. expenditure
- c. expense
- d. petty cash book**

C: Analytical Reasoning (10 Marks / Questions)

Six scientists A, B, C, D, E, and F are to present a paper each at a one-day conference. Three of them will present their papers in the morning session before the lunch break whereas the other three will be presented in the afternoon session.

The lectures have to be scheduled in such a way that they comply with the following restrictions:

B's should present his paper immediately before C's presentation; their presentations cannot be separated by the lunch break.

D must be either the first or the last scientist to present his paper.

Q. B could be placed for any of the following places in the order of presenters EXCEPT

- a. first
- b. second
- c. third**
- d. fourth

D: MS Office (10 Marks)

Q. Short key of italic

- a. Ctrl+e
- b. Alt+e
- c. Ctrl+i**
- d. Alt+i