



## JUNIOR OFFICE ASSOCIATE (BPS-13) - NTS PAST PAPER

**POST:** Junior Office Associate (BPS-13)

**SERVICE:** National Testing Service (NTS) Pakistan

**TEST DATE:** 23-08-2026 (SUNDAY)

**TOTAL MARKS:** 100

**TIME ALLOWED:** 2 Hours

**SUBJECTS COVERED:** General Ability & Subject Knowledge

### IMPORTANT INSTRUCTIONS

- Give one one offior associated for Junior associate.
- **National Testing Service (NTS)** Pakistan.
- Please srillt be an Important Instructions.
- Do not movirfication or actions to the candidate.
- Do not assure the general Ability & Subject Knowledooos.

**CANDIDATE'S FULL NAME (as on CNIC):**

**ROLL NUMBER:**



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## VERBAL REASONING

Complete the sentences by choosing the most appropriate option, from the given lettered choices (A to D) below each.

1. There was so much noise because everyone \_\_\_\_\_.

- A. shouted
- B. had shouted
- C. was shouting
- D. being shouting

2. If you have been to Egypt you must have \_\_\_\_\_ the Pyramids.

- A. see
- B. saw
- C. seeing
- D. seen

3. Your finger nails need \_\_\_\_\_.

- A. cut
- B. to cut
- C. cutting
- D. to have cut

4. Pakistan needs sincere leaders, not people of \_\_\_\_\_ integrity.

- A. doubting
- B. doubtful
- C. doubtless
- D. double

5. The one who \_\_\_\_\_ hard gets the reward.

- A. work
- B. works
- C. worked
- D. working

6. Although buses are \_\_\_\_\_ to depart at a certain hour, they are often late.

- A. scheduled
- B. requested
- C. obligated
- D. loaded

Four lettered pairs (A to D) follow a related pair of words given in capitals. Select the lettered pair that best expresses a relationship similar to that expressed in the original pair in capitals.

7. HOSPITAL : HEALING

- A. closet : clothes
- B. court : justice
- C. mill : machinery
- D. symphony : instruments

8. SALE : PURCHASE

- A. give : receive
- B. shop : market
- C. cash : credit
- D. profit : loss

9. TROUT : FISH

- A. needle : stitch
- B. air : water
- C. tiger : lion
- D. pigeon : bird

10. CABBAGE : VEGETABLE

- A. bread : butter
- B. tea : beverage
- C. snuff : inhale
- D. water : sip



**11. MICROSCOPE : SMALL**

- A. telescope: distant
- B. monocle : single
- C. lens : refracted
- D. camera : photographic

**12. ADULT : CHILD**

- A. horse : mare
- B. cat : kitten
- C. swine : sow
- D. cow : heard

**Choose the lettered word or phrase that is most nearly opposite in meaning to the word in capital letters.**

**13. NORMAL:**

- A. typical
- B. turbulent
- C. weird
- D. frail

**14. MIRACULOUS:**

- A. marvelous
- B. normal
- C. wonderful
- D. astounding

**15. GLOOMY:**

- A. bright
- B. dismal
- C. dull
- D. hidden

**16. BLUNT:**

- A. diplomatic
- B. direct
- C. dull
- D. insensitive

**17. SLOW:**

- A. narrowing
- B. prompt
- C. enlarging
- D. portentous

**18. UNCERTAINTY:**

- A. devotion
- B. stability
- C. pleasantry
- D. vitality

**Choose the word most similar in meaning to the capitalized ones.**

**19. FORGE**

- A. Continue
- B. Fake
- C. Quiet
- D. Invite

**20. BEACH**

- A. A tree
- B. Shore
- C. Bank
- D. Edge

**21. PERHAPS**

- A. Surely
- B. Rarely
- C. Mistakenly
- D. Possibly

**22. REFUSE**

- A. reject
- B. accept
- C. prefer
- D. agree



**23. MARVELOUS**

- A. poor
- B. normal
- C. common
- D. astounding

**24. INGENUOUS**

- A. clever
- B. naïve
- C. ignorant
- D. native

**Read the following passage and answer the questions 25-30 accordingly.**

The Milky Way is a large band of stars, dust and gas that make up our galaxy. It contains billions of stars. Our sun and the solar system is only one of them. The Milky Way is only one of billions of galaxies that make up our universe. The name probably refers to a white blurry band that looks like spilled milk. Most of the stars in our galaxy are red dwarfs, cold stars that are much smaller than our sun. Our solar system completes one orbit around the Centre about every 240 million years. Astronomer Edwin Hubble was the first to find out that the Milky Way is only one of many galaxies in our universe. The nearest is Andromeda, which is often referred to as our sister galaxy. It is estimated that in about 4 billion years the Milky Way and Andromeda will collide.

**25. A suitable title for the passage is:**

- A. Galaxy
- B. Our galaxy
- C. The milky way
- D. The milky way, our galaxy

**26. Blurry means:**

- A. clear
- B. shiny
- C. unclear
- D. filmy

**27. The sister galaxy is:**

- A. Cigar galaxy
- B. Sunflower galaxy
- C. Tadpole galaxy
- D. Andromeda

**28. The type of the passage is:**

- A. scientific
- B. narrative
- C. didactic
- D. rhetorical

**29. Our solar system revolves around the Milky Way and completes its one orbit in:**

- A. 4 billion years
- B. 30,000 light years
- C. 240 million years
- D. 100,000 light years

**30. Most of the stars that our galaxy contain are:**

- A. radio stars
- B. blue stars
- C. hot stars
- D. cold small stars

## ANALYTICAL REASONING

### Questions 31-35

Ajmal is selecting dates for holidays of a certain month on a calendar. Ajmal can choose from 05, 09, 13, 16, 19, 23 and 27 dates. He must choose five days, based on the following compulsions:

23 must be selected if 09 is selected.

If 13 is selected, 19 will also be selected.

05 can be selected only if 19 is not selected.

If a date is not selected, then it is marked with red color.

31. If 13 is selected, which of the following must be TRUE?

- A. 16 is selected.
- B. 27 is selected.
- C. 05 is not selected.
- D. 23 is not selected.

32. Which of the following two dates can be marked red at the same time, NOT selected?

- A. 09 and 13
- B. 05 and 27
- C. 05 and 19
- D. 13 and 27

33. Which of the following changes by Ajmal is possible?

- A. 27 can substitute for 19.
- B. 09 can substitute for 23.
- C. 13 can substitute for 19.
- D. 16 can substitute for 27.

34. Suppose 27 is NOT selected. Which of the following MUST also be marked red?

- A. 16
- B. 19
- C. 05
- D. 09

35. If 05 is selected, which of the following MUST be marked red?

- A. 23
- B. 09
- C. 13
- D. 16

### Questions 36-40

Azher, Yaseen, Faheem, Waqar and Nadeem were working in a company. When the year ended, Director of the company wrote down the following information:

Faheem has more performance points than Azher and Yaseen together.

Azher's total is the same as the total of Waqar and Nadeem together. Azher has more points than Yaseen.

Yaseen has more points than Nadeem. Everyone has at least one point.

36. Who ended the year with the MOST points?

- A. Azher
- B. Yaseen
- C. Faheem
- D. Waqar

37. If Waqar has more points than Yaseen, who ended the year with the fewest points?

- A. Yaseen
- B. Faheem
- C. Waqar
- D. Nadeem

38. Which one of the following is a possible order of employees going from most points to fewest?

- A. Faheem, Azher, Yaseen, Nadeem, Waqar
- B. Faheem, Yaseen, Azher, Waqar, Nadeem
- C. Waqar, Faheem, Azher, Yaseen, Nadeem
- D. Faheem, Azher, Nadeem, Yaseen, Waqar

39. Which one of the following must be TRUE?

- A. Waqar has fewer points than Yaseen.
- B. Azher has more points than Nadeem.
- C. Waqar and Yaseen have the same number of points.
- D. Nadeem and Waqar have the same number of points.

40. If Nadeem has 3 points and everyone has a different number of points, which one of the following could NOT be the number of points that Azher could have?

- A. 5
- B. 6
- C. 7
- D. 8

## SUBJECT

41. The CPU (Central Processing Unit) is responsible for \_\_\_\_\_.

- A. Displaying images and associated text
- B. Typing input for processing
- C. Processing instructions and calculations
- D. Printing documents in correct order

42. "Save As" button/feature is used to perform which one of the following functions?

- A. Create a copy with new name/location
- B. Update the current file as is
- C. Delete the old file and save a new copy
- D. Rename without copying any data

43. \_\_\_\_\_ shortcut is used to paste the copied contents.

- A. Ctrl+C
- B. Ctrl+P
- C. Ctrl+D
- D. Ctrl+V

44. What is the function of the Alt+Tab keyboard shortcut?

- A. Keyboard keys
- B. Printer settings
- C. Open applications/windows
- D. USB drives



45. After text selection, what key combination is used to make text bold in MS-Word?

- A. Ctrl+B
- B. Alt+B
- C. Shift+B
- D. F5

46. \_\_\_\_\_ tool in MS Word is used to copy object styling for application of the same style to another object.

- A. Layout Copy
- B. Format Painter
- C. Style Copy
- D. CSS Cascading

47. The font size in MS Word can be selected using the font size drop down in \_\_\_\_\_ Tab.

- A. Home
- B. Insert
- C. Layout
- D. Design

48. Justify alignment in MS Word makes text \_\_\_\_\_.

- A. Left-aligned only
- B. Centered
- C. Right-aligned
- D. Even on both margins

49. Which one of the following menu combinations is used to create bulleted lists?

- A. Insert > List > Bullets button
- B. Home > Bullets button
- C. Layout > Type > Bullets List
- D. Format > Bullets button

50. \_\_\_\_\_ orientation type in MS-Word is wider and best suited for tables, charts etc.

- A. Landscape
- B. Portrait
- C. Tabloid
- D. A3

51. The option to add Header and Foot in a document is available within \_\_\_\_\_ Tab of the MS-Word application.

- A. Home
- B. Insert
- C. Design
- D. Layout

52. Which one of the following menu options is used to perform spell check in MS-word?

- A. Review -> Spelling and Grammar
- B. Language -> Spell check
- C. Language -> Review -> Check Spelling
- D. Review -> Thesaurus

53. Which one of the following shortcut keys is used to activate the "Find and Replace" function dialogue box in MS-Word?

- A. Ctrl+L
- B. Ctrl+R
- C. Ctrl+H
- D. Alt+F



54. Which one of the following options is NOT among the standard proofing tools available in MS-Word

- A. Spelling and Grammar
- B. Thesaurus
- C. Word Count
- D. Plagiarism Check

55. Which one of the following function keys is used to select multiple nonadjacent cells in MS Excel?

- A. Shift
- B. Ctrl
- C. Alt
- D. Tab

56. What is the standard application behavior in MS-Excel when numbers are entered in cells for calculations?

- A. Right-align automatically
- B. Left-align automatically
- C. Bold by default
- D. Colored blue automatically

57. The option to "Freeze Panes" is available under \_\_\_\_\_ Tab of MS-Excel.

- A. Home
- B. View
- C. Data
- D. Page Layout

58. When using "Fill Handle" option in MS-Excel, adding "Jan" in a cell and dragging the cursor towards adjacent cells creates what cell contents?

- A. Jan, Jan, Jan, ....
- B. Jan, A1+B1, A2+B2, ....
- C. Jan, Feb, Mar, ...
- D. Jan, , , .....

59. What is the correct way to add a row in Excel?

- A. Select Row and Press Ctrl+I
- B. Select Row and Press Ctrl+N
- C. Left-click row number twice
- D. Right-click row number > Insert

60. Select the correct formula from the options below to add cells A1 and B1.

- A. =A1+B1
- B. =A1-B1
- C. A1+B1
- D. SUM(A1 B1)

61. Which one of the following MS-Word Tab provides access to Picture adding feature?

- A. Home
- B. Layout
- C. Design
- D. Insert

62. To multiply C1 by D1, \_\_\_\_\_ operator is used in formulas.

- A. MULT
- B. x
- C. \*
- D. .



63. What does =SUM(A1:A5) formula calculates?

- A. Average
- B. Incorrect expression
- C. Maximum
- D. Total of range

64. The function is a premade function in Excel, which calculates the arithmetic mean.

- A. AVG
- B. AVERAGE
- C. (MEAN)
- D. ANUM

65. Which one of the following options is NOT a chart type of MS-Excel?

- A. Waterfall Chart
- B. CAD Chart
- C. Scatter Chart
- D. Bar Chart

66. In order to edit a chart in PowerPoint, you can:

- A. Triple click the chart object
- B. Click and drag the chart object
- C. Double click the chart object
- D. Click the chart object

67. Which command brings you to the first slide in your presentation?

- A. Next slide button
- B. Page up
- C. Ctrl + Home
- D. Ctrl + End

68. The slide that is used to introduce a topic and set the tone for the presentation is called:

- A. table slide
- B. graph slide
- C. bullet slide
- D. title slide

69. A predefined visual effect that can be applied to text on slides is called:

- A. An animation scheme
- B. Layout
- C. Transition
- D. None of the above

70. Which of the following file format is used in PowerPoint when saving a presentation?

- A. .pps
- B. .pptx
- C. .ppa
- D. .pot

71. \_\_\_\_\_  $\times (3 \times 7) = 21$

- A. 0
- B. 1
- C. 3
- D. 7

72. How many hours are there in a week?

- A. 765
- B. 168
- C. 24
- D. 300



73. Find the average of 15, 21, and 18.

- A. 15
- B. 16
- C. 18
- D. 17

74. The product of two numbers is 294. If one number is 7, find the other number?

- A. 42
- B. 287
- C. 45
- D. 55

75. The value of "x" will be \_\_\_\_\_ when:

$$15 : x :: 8 : 16$$

- A. 14
- B. 16
- C. 19
- ☒ D. 30

76. If  $2^x = 32$ , then the value of x is:

- A. 2
- B. 3
- C. 4
- ☒ D. 5

77. The cost of 114 books is Rs. 456, the cost of 60 books will be \_\_\_\_\_.

- A. Rs 120
- ☒ B. Rs.240
- C. Rs.360
- D. Rs.400

78. One side of a crop field is 120 feet. Find area of this field?

- A. 3810
- B. 62490
- C. 84560
- ☒ D. 14400

79. Sadiq has to pay Zakat on Rs. 28560. How much Zakat he will pay?

- ☒ A. 714
- B. 681
- C. 5095
- D. 632

80. Purchase price of a mobile is Rs. 23800. If this mobile is sold at a profit of 6 %. Find its sale price?

- A. 9550
- B. 21030
- C. 26960
- ☒ D. 25228

81. When two negative numbers are multiplied, we get a/an \_\_\_\_\_ number.

- ☒ A. Positive
- B. Negative
- C. Odd
- D. Even

82. The LCM of 6 and 8 is:

- A. 20
- ☒ B. 24
- C. 26
- D. 28



83. If mean of given data is 23 then what is the missing number of data 14, 24, \_\_\_\_\_, 18, 30

- A. 22
- B. 24
- C. 27
- ☒ D. 29

84. The symbol ' $\sqrt{\quad}$ ' is called:

- A. Index
- B. Radicand
- C. Square
- ☒ D. Radical

85. The sum of any two rational numbers is:

- A. Even number
- B. Odd
- C. Prime
- ☒ D. Rational

86. National fish of Pakistan is:

- ☒ A. Mahseer
- B. Buffy
- C. Deb
- D. Magnolia

87. Tarbela Dam is situated in \_\_\_\_\_.

- A. Kashmir
- ☒ B. KPK
- C. FATA
- D. Gilgit Baltistan

88. Who is the current Foreign Minister of Pakistan?

- A. Khwaja Asif
- B. Jahangir Tareen
- C. Maryam Nawaz
- ☒ D. Ishaq Dar

89. Name the current Governor Sindh:

- A. Ishrat ul Ibaad
- B. Kamran Tessori
- C. Murtaza Wahab
- ☒ D. Nehal Hashmi

90. The third largest city of Pakistan is:

- ☒ A. Faisalabad
- B. Rawalpindi
- C. Sialkot
- D. Hyderabad

91. Who is the current President of Iran?

- A. Abbas Aragchi
- B. Mujtaba Khamenei
- C. Bagher Ghalibaf
- ☒ D. Masoud Pezeshkian

92. First Hindu GD pilot of Pakistan belongs to which province?

- A. Punjab
- B. KPK
- ☒ C. Sindh
- D. None of these

93. CV is abbreviation of:

- A. Control Voltage
- ☒ B. Curriculum Vitae
- C. Curriculum Validation
- D. Constant Vitae

94. Which city is called "City of Flowers"?

- ☒ A. Peshawar
- B. Quetta
- C. Lahore
- D. Karachi



95. Identify the largest cantonment of Pakistan:

- ☒ A. Kharian Cantt
- B. Quetta Cantt
- C. Okara Cantt
- D. Karachi Cantt

96. Ayub National Park is situated in:

- ☒ A. Rawalpindi
- B. Murree
- C. ICT
- D. Ayubia

97. Who became first female Lieutenant General of Pakistan Army?

- A. Zakiya Jamali
- ☒ B. Nighar Johar
- C. Suhai Aziz Talpur
- D. None of these

98. The culture of \_\_\_\_\_ roots in Indus Valley Civilization.

- A. Balochistan
- ☒ B. Sindh
- C. KPK
- D. Punjab

99. The current Governor of the State Bank of Pakistan is \_\_\_\_\_.

- A. Shamshad Akhter
- B. Raza Baqir
- ☒ C. Jameel Ahmed
- D. Tariq Bajwa

100. BRT stands for: \_\_\_\_\_.

- A. Blue Rapid Transport
- B. Best Road Transportation
- ☒ C. Bus Rapid Transit
- D. Best Road Transit

