



Islamabad, the 13th April, 2023

CIRCULAR

Written test for Commercial Assistants is scheduled to be held on **26th April, 2023 at 10:00 AM** at the following venue:

**Pakistan Institute of Trade & Development (PITAD)
Plot No. 82, Pitras Bukhari Road, Sector H-8/4,
Islamabad.**

2. Reporting time for the test is **09:00 am**. The officials are requested to bring original CNIC, pens and writing boards alongwith them. The list of eligible candidates is attached.
3. The written test will be based on the following subjects:
 - i. Secretariat Instructions related to office procedures and file work;
 - ii. Budgeting and Accounting in missions abroad (FMMA and EMDF)
 - iii. Proficiency in English Language AND Communication Skills
 - iv. Basic understanding of international trade
 - v. Proficiency in Typing using Computer (Word, Excel, Power Point, Internet Browsing and data mining)
4. Sample paper has been uploaded on Ministry's website: www.commerce.gov.pk/about-us/downloads
5. The list of candidates who will clear the written exam will be sent to HR-II Section for final scrutiny before the interview list is rolled out.

Encl: As Above

**(Ali Nawaz Channa)
Section Officer (TO-II)**

Distribution:-

- I. APS to Additional Secretary- II, Ministry of Commerce Islamabad.
- II. APS to Joint Secretary (HRM), Ministry of Commerce Islamabad.
- III. Deputy Secretary (TO's), Ministry of Commerce Islamabad.
- IV. Section Officer (GA-I), Ministry of Commerce Islamabad.
- V. Data Base Administrator, Ministry of Commerce, Islamabad (with the request to upload the same on the Ministry website).
- VI. All eligible APSs, Assistants, Stenotypists & Data Entry Operators.
- VII. Notice Board Ministry of Commerce & Kohsar Block

ELIGIBLE CANDIDATES LIST (COMMERCIAL ASSISTANT)

SR.NO	NAME
1.	ABDUL GHAFAR
2.	ABDUL KARIM BROHI
3.	ABDUL QUDDUS
4.	ABDUL RAB
5.	ABDUL RAHEEM SOOMRO
6.	ABDUL REHMAN
7.	ABDUL SAMAD
8.	ABDUL WAHEED
9.	ABDUL WAJID
10.	ABID ALI SOHU
11.	AMJAD HUSSAIN
12.	AMJAD SHARIF
13.	AMJUN ZAHID
14.	AMMAD WALI
15.	ANJUM ZAHID
16.	ANWAR ZAIB
17.	ARSLAN MEHTAB ABBASI
18.	ASAD MUNIR QURESHI
19.	ASADULLAH HAROON
20.	ASHAT AHMED KUNDI
21.	AYAZ ALI
22.	AYESHA QAZI
23.	AZHAR HUSSAIN DOB (24/01/1968)
24.	BABAR ALTAZ AWAN
25.	BADAR MUNEER
26.	HASAN ALI KHAN BABER
27.	IRFAN ASLAM
28.	ISHTIAQ AHMED QURESHI
29.	JAMEEL AHMED
30.	KAMAAL HUSSAIN SHAH
31.	KARIM DINO
32.	KHURSHID AHMED
33.	KOUSAR BIBI
34.	LUQMAN AHMED
35.	MALIK MUHAMMAD IMRAN
36.	MALIK SOHAIL SADIQ
37.	MAZHAR UL HAQ
38.	MUHAMMAD AFAQ ZAFAR KAYANI
39.	MUHAMMAD ALI DOB (03/02/1994)
40.	MUHAMMAD ALI DOB (22-03-1987)
41.	MUHAMMAD ALI DOB (01/01/1974)
42.	MUHAMMAD ALI BROHI DOB (02/03/1982)
43.	MUHAMMAD AMIR SHAD
44.	MUHAMMAD ANWAR (DOB 01/02/1966)
45.	MUHAMMAD ARSHAD
46.	MUHAMMAD ASLAM
47.	MUHAMMAD BILAL AHMED
48.	MUHAMMAD FARAZ KHAN
49.	MUHAMMAD HAFEEZ HAMEED
50.	MUHAMMAD HANIF
51.	MUHAMMAD ISMAIL
52.	MUHAMMAD JAVED
53.	MUHAMMAD JUNAID
54.	MUHAMMAD KAMRAN

55.	MUHAMMAD KAMRAN
56.	MUHAMMAD KAMRAN BUTT
57.	MUHAMMAD KASHIF
58.	MUHAMMAD LUQMAN
59.	MUHAMMAD MATEEN
60.	MUHAMMAD NADEEM SIDDIUE
61.	MUHAMMAD NOMAN SHAHZAD
62.	MUHAMMAD RASHID
63.	MUHAMMAD RIZWAN
64.	MUHAMMAD SAFIH UR REHMAN
65.	MUHAMMAD SALEEM DOB (04/02/1970)
66.	MUHAMMAD SALEEM DOB (15/11/1978)
67.	MUHAMMAD SHAHZAD GHAURI
68.	MUHAMMAD TUFAIL KHAN
69.	MUHAMMAD WALEED MUSTAFA
70.	MUHIUB RUB AFAQ AKHTAR
71.	MUJEEB UR REHMAN
72.	MUKHTIAR ABBASI
73.	NAHEED ULLAH KHAN
74.	NAZIA MUHAMMAD AYAZ
75.	QADEER NAWAZ
76.	RAJA MUHAMMAD SOHAIL
77.	RAUF AHMED
78.	SAFDAR JAVED
79.	SAJID ZUBAIR
80.	SALEEM SIKANDAR KHAN
81.	SAMI UR REHMAN
82.	SAQIB SAEED
83.	SARDAR MUHAMMAD MURTAZA
84.	SEHRISH HAMMAD
85.	SHOUKAT ALI OGHAI
86.	SIRAJ MUHAMMAD
87.	SONOBAR MUSTANSAR
88.	SYED ALI IMAM BUKHARI
89.	SYED ATIF HAYAT WASTI
90.	SYED BADAR UL HASNAIN
91.	SYED MUZAMMIL ALI SHAH
92.	SYEDA NOUSHEEN FATIMA
93.	TAJAMMAL RAFIQUE
94.	TAJAMMUL HASSAN SHAH
95.	TAJAMMUL IQBAL
96.	ULFAT ALAM
97.	UMER FAROOQ
98.	UMER KHATAB
99.	USMAN GHANI
100.	WAJID ALI QURESHI
101.	WAQAR HUSSAIN
102.	WAQAS YASIN
103.	ZULFAT MEHMOOD
104.	ZULFIQAR ALI
105.	ZULFIQAR ALI SEYAL

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
PAKISTAN INSTITUTE OF TRADE AND DEVELOPMENT
ISLAMABAD

WRITTEN TEST FOR THE POST OF COMMERCIAL ASSISTANTS IN TRADE
MISSIONS ABROAD

Total Marks: 100

Time Allowed: 120 minutes

Name: _____

Father's Name: _____

Please read the following instructions carefully:

- You are required to answer all questions in the given space
- Extra time/paper is not allowed
- Overwriting/ cutting will be marked as zero

PART I
PROFICIENCY IN ENGLISH LANGUAGE AND COMMUNICATION SKILLS (20)
PART II (A)
COMPREHENSION (10)

The International Ecotourism Society (TIES) defines ecotourism as "responsible travel to natural areas that conserve the environment and sustain the well-being of local people."

Responsible tourism observes basic eco-ethical tenets. Fundamental rights like the right to exist or to live in peace, right to pure air and pure water are basic rights even for wildlife indigenous people as well as for nature as a whole.

Nature tourism and wildlife tourism are top priority for most foreign tourists, but in the Indian context, all picnics, nature walks, nature camps, trekking, hiking, safaris, jungle trails, mountaineering, cultural tours, pilgrimages, beaching, water sports, canoeing, boating and game-fishing should all observe eco-ethics. One step forward in ecotourism is to get involved in eco-restoration, biodiversity restoration and eco-development of local people in any degraded tourist ecosystem.

India, with her kaleidoscopic ecosystems and a wealth of cultural heritage of great antiquity has immense scope for eco-tourism. Constant research to identify newer areas and spots for eco-tourism,

preparing brochures on them and on the eco-ethics relevant to each, organising environmental trails and training knowledgeable guides, preferably using the services of local people are the obligations of the tourism department.

This novel concept of ecotourism is so visionary that in the long run, it would be much more viable economically, sustainable ecologically, acceptable socially and ideal philosophically than traditional tourism.

Note: Based on your understanding of the passage, answer the following questions by choosing the right option

QUESTIONS

1) Responsible tourism or ecotourism means:

- A. tourism as defined by TIES
- B. tourism respecting the rights of nature, animals and people
- C. tourism to study local wildlife, people and economies
- D. tourism to area of ecological unbalance

2) 'One step forward' in para 3 refers to:

- A. switching over from traditional tourism to ecotourism
- B. shifting from nature tourism to wildlife tourism
- C. restoring balance in local ecosystem
- D. studying local ecosystem

3) In the author's opinion most Indian tourists:

- A. observe ecotourism ethics
- B. lack ecotourism ethics
- C. are aware of ecotourism ethics
- D. should observe ecotourism ethics

4) According to the author, the tourism department should:

- A. preserve the cultural heritage of great antiquity
- B. exploit scope of ecotourism for profit
- C. explore and develop newer opportunities and avenues of ecotourism
- D. use the services of local people

5) The author calls ecotourism visionary because:

- A. it is a novel concept
- B. it will be beneficial in the long run
- C. it will be responsible, viable, sustainable and acceptable
- D. it is opposed to traditional tourism

6) Which of the following is the prior choice for foreign tourists?

- A. Nature tourism
- B. Wildlife tourism
- C. Mountaineering
- D. All of these

7) Why does India have more scope for ecotourism?

- A. Wealth of great cultural heritage
- B. Antique biodiversity
- C. Kaleidoscopic ecosystem
- D. Both (A) and (C)

8) Which of the following pairs are complementary aspects of each other, as per TIES for ecotourism?

- A. Natural tourism and wildlife tourism
- B. Responsible tourism and eco-ethical tenets
- C. India's kaleidoscopic ecosystem and wealthy cultural heritage
- D. Concept of ecotourism as a visionary approach

9) What is the main topic of the passage?

- A. Comparison between traditional tourism and eco-tourism
- B. Prospects of ecotourism in India
- C. Follow up of ecotourism as an alternate form of tourism that is safe and harmless and its global prospects
- D. Both (B) and (C)

10) Which of the following words means 'returning to former condition' In para 3?

- E. Degraded
- F. Restoration
- G. Priority
- H. Observe

PART I (B)

SYNONYMS AND ANTONYMS

(10)

1) Synonym of Dainty is

- A. Cute
- B. Perfect
- C. Delicate
- D. Beautiful

2) Antonym of Virtuous is

- A. Scandalous
- B. Vicious
- C. Wicked
- D. Corrupt

3) Antonym of Brevity is

- A. In a nutshell
- B. Verbosity
- C. Tersely
- D. Scarcity

4) Synonym of Gruesome is

- A. Tragic
- B. Frightful
- C. Painful
- D. Hateful

5) Antonym of Auspicious is

- A. Successful
- B. Luckless
- C. Confinement
- D. Despair

6) Synonym of Zest is

- A. Disappointed
- B. Discourage
- C. Enthusiasm
- D. Hope

SAMPLE PAPER
ACTUAL QUESTIONS MAY VARY IN TOTAL
NUMBER AND DIFFICULTY LEVEL

7) Synonym of **Amicable** is

- A. Friendly
- B. Hostile
- C. Haughty
- D. Arrogant

8) Antonym of **Torture** is

- A. Third Degree
- B. Twinge
- C. Peace
- D. Stick

9) Antonym of **Usurp** is

- A. Yield
- B. Seize
- C. Protest
- D. Upset

10) Antonym of **Auspicious** is

- A. Successful
- B. Luckless
- C. Confinement
- D. Despair

SAMPLE PAPER
ACTUAL QUESTIONS MAY VARY IN TOTAL
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PART II (B)

What do these abbreviations stand for:

(05)

FTA

UNDP

SPS

PTA

TRIPS

STPF

GSP

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ACTUAL QUESTIONS MAY VARY IN TOTAL
NUMBER AND DIFFICULTY LEVEL**

PART III (20)

- C. Is one person
D. Both (a) and (b)
7. EMDF Stands for:
A. Export Management & Development Fund
B. Export Marketing & Development Fund
C. Another name for EDF
D. Both (a) & (b)
8. Trade Missions get their Marketing budgets from:
A. Ministry of Foreign Affairs
B. Ministry of Commerce
C. TDAP
D. AGPR
9.
10.
11.
12.
13.
14.
15.

SAMPLE PAPER
ACTUAL QUESTIONS MAY VARY IN TOTAL
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PART III (B)

Q: 1. What do these abbreviations stand for:

(05)

1. FTR _____
2. NIS _____
3. AGPR _____
4. PSDP _____
5. ECNEC _____
6. CAO _____
7. _____
8. _____
9. _____
10. _____

**SAMPLE PAPER
ACTUAL QUESTIONS MAY VARY IN TOTAL
NUMBER AND DIFFICULTY LEVEL**

PART IV

1. Summary for the cabinet is prepared in accordance with rule _____ of the rules of business shall be printed and _____ copies furnished to the Cabinet Division.

- A. 18,55
B. 21,56
C. 20,40
D. 23,55

2. The appointing authority for post in Basic scale 17 and above or equivalent is _____

- A. Secretary of the Ministry
B. Establishment Secretary
C. Cabinet Secretary
D. Prime Minister

3. FWO falls under the federal control of

- A. Ministry of Defence
B. Ministry of Interior
C. Ministry of Finance
D. Ministry of Housing and Works

4. _____ is the attached department of Ministry of Commerce

- A. NUST
B. BOI
C. DGTO
D. Meteorological Department

5. "Civil Servant" means a person who is or has been a civil servant within the meaning of the civil servant act _____

- A. 1993
B. 1973
C. 1965
D. 1976

6. Official notifications are published and notified in _____

- A. Economic Survey
B. Magazine
C. Newspaper
D. Gazette of Pakistan

7. CDWP stands for

- A. Cadre Development Working Program
B. Central Development Working Party
C. Central Design Working Party
D. Centre Developed Work Program

8. _____ means a basic working unit of a division.

- A. Department
B. Ministry

C. Section

D. Authority

9. Recording, Indexing and Weeding of files are the responsibilities of _____

A. Naib Qasid

B. Stenotypist

C. Section Officer

D. Assistant

10. Instructions regarding the conduct of cases of the Federal Government in courts etc. shall be issued by the _____

A. Commerce Division

B. Finance Division

C. Law and Justice Division

D. Human Rights Division

11. A _____ is a mode of communication in third person form and is exchanged between the Ministry of Foreign Affairs and Foreign Diplomatic Missions and vice versa or between the Ministries of Foreign Affairs of any two countries.

A. Office order

B. Notification

C. Office Memorandum

D. Diplomatic Note

12. D.F.A stands for _____

A. Diary for Approval

B. Draft File Approved

C. Draft for Approval

D. Desk File Approved

13. A _____ should be issued when it is sought to give publicity to a decision of government.

A. Notification

B. Endorsement

C. Press Communique

D. Un-Official Note

14. _____ messages should be transmitted through the Pakistan crypto Centre, Ministry of Foreign Affairs, Islamabad

A. Notification

B. Cypher

C. Orders

D. Press Note

15. _____ means the process of closing a file after completion of action on all issues considered therein.

A. Weeding

B. Surrender

C. Recording

D. Disposal

16.

17.

18.

19.

20.

SAMPLE PAPER
ACTUAL QUESTIONS MAY VARY IN TOTAL
NUMBER AND DIFFICULTY LEVEL

**PART V
INFORMATION TECHNOLOGY**

PART V

PRACTICAL TEST IN COMPUTER LAB

(20)

Practical test will be taken in following areas

- a) MS Word
- b) MS PowerPoint
- c) MS Excel
- d) Web Browsing & Data Mining

**SAMPLE PAPER
ACTUAL QUESTIONS MAY VARY IN TOTAL
NUMBER AND DIFFICULTY LEVEL**