Lahore University of Management Sciences (LUMS)

Written Test for the Post of Deputy Director (Hajj), Medina, Saudi Arabia

Ministry of Religious Affairs & Interfaith Harmony Government of Pakistan, Islamabad

SAMPLE TEST

Question Paper and Answer Book

Name: _____   **Date of Birth:** _____

Identity Card/Passport No. _____

Signature: _____

General Instructions to Candidates

- o Do not open this exam until told to do so.
- o Read all questions carefully before answering them.
- o This exam consists of four sections.
- o Each section of the exam has a time limit, which may not be exceeded.
- o Please wait for the announcement before switching to the next section.
- o You are allowed to use calculator.
- o You may use ballpoint or pen to answer questions.
- o You must switch-off your mobile phones in the examination hall. Failure to do so may lead to cancellation of the exam.
- o Marks scheme:
    - o Section 1: Leadership and Managerial Skills (60%);
    - o Section 2: Modern Arabic Writing and Communication (10%);
    - o Section 3: Test of Analytical Skills and Data Response (15%):
    - o Section 4: IT Skills (15%).

Section 1

Leadership and Managerial Skills

Instructions to Candidates:

- Answer ALL questions in this section, which carry equal marks.
- Think through your answers carefully before writing.
- Short clear answers will receive more credit than long convoluted answers.
- **You have 60 minutes to answer questions in this section.**

Leadership and Managerial Skills

Model Town Greens (MTG) Cricket Club

Kashif Zaheer was sitting across his childhood friend, Hameed on their monthly ritual to meet for lunch. Kashif, an official in Model Town Greens (MTG) Cricket Club was telling Hameed about the first meeting of the MTG Ramadan Tournament Organizing Committee. Kashif was tournament director and was responsible for organizing the club's first Ramadan tournament.

MTG Cricket Club was located in Model Town, Lahore, was formed in 1992 as a way of bringing young recreational players to a higher level of competition and preparing them for the professional sports. The club currently has 150 members (ranging in age from under 9 to 16) on teams affiliated with various cricket associations. The club's board of directors decided to organize a Ramadan cricket tournament to generate revenue. Given the boom in youth cricket, hosting Ramadan tournaments has become a popular method for raising funds. MTG teams regularly compete in three to four tournaments each Ramadan at different tournaments around Lahore. These tournaments have been reported to generate between Rs.500,000 and Rs.700,000 for the host club.

MTG needs additional revenue to refurbish and expand the number of cricket fields at the MTG sports complex. Funds would also be used to augment the club's scholarship program, which provides financial aid to players who cannot afford annual club dues.

Kashif gave Hameed a blow-by-blow account of what transpired during the first tournament committee meeting this morning. He started the meeting with introduction and showed his enthusiasm for the event. He then suggested that the committee brainstorm what needed to be done to pull off the event; he would record their ideas on a flipchart.

What emerged was a free-for-all of ideas and suggestions. One member immediately stressed the importance of having qualified referees and spent several minutes describing in detail how his son's team was robbed in a poorly officiated championship game. This was followed by other stories of injustice on the cricket field. Another member suggested that they needed to quickly contact the local colleges to see if they could use their fields. The committee spent more than 30 minutes talking about how they should screen teams and how much they should charge as an entry fee. An argument broke out over whether they should reward the winning teams in each age bracket with medals or certificates. Some members argued that medals were too cheap, while many thought that certificates may be appropriate. One member advocated that they recruit an artist he knew to develop a unique screen design for appropriate branding of the tournament. The meeting adjourned 30 minute late with only half of the members remaining until the end. Kashif drove to their ritual lunch and to meet his friend with a small headache.

As Hameed poured a glass of water for the two aspirin Kashif was about to take, he tried to argue that organizing this tournament would be a big project not unlike the projects he works on at his engineering and design firm. He offered to sit down with him next night and help him plan the project. He suggested that the first thing they need to do was to develop a work breakdown structure (WBS) for the project.

Answer the following questions:

a) Make a list of the major deliverables for the project and use them to develop a draft of the WBS for the tournament that contains at least three levels of detail. What are the major deliverables associated with hosting an event such as a cricket tournament?

b) How would developing a WBS alleviate some of the problems that occurred during the first meeting and help Kashif organize and plan the project?

c) Where can Kashif find additional information to help him develop a WBS for the Tournament? What sources Kashif can use to come up with some of the quantitative data required for the WBS?

d) How would Kashif and his task force use the WBS to generate cost estimates for the tournament? Why would this be useful information?

Section 2

Modern Arabic Writing and Communication

Instructions to Candidates:

o Answer ALL questions in this section, which carry equal marks.
o Think through your answers carefully before writing.
o **You have 15 minutes to answer questions in this section.**

Question 1:

Read carefully the passage given below and translate it into Urdu or English and answer the questions.

اليرميوك عندالنهرحرب بين المسلمين والروم. كان عددالجنودالمسلمين سمانية وثلاثين ألفا، أماالروم فكانومائة نهر فى الشام. وفى عهدالخليفة أبى بكر رضى الله عنه وقعت ألف جندى، وكان قائدجيش المسلمين خالدبن الوليد رضى الله عنه، وخلال الحرب ذهب رجل من عسكر المسلمين، اسمه حذيفه العدوى، يبحث عن الجرحى، ومعه قبُل من الماء، فوجده فى حالة سيئة، والدم ينزل من حسمه. فقال هل تريد أن تشرب؟ فلم يردعليه، لأنه لم يكن قادر على الكلام، واشار إليه بنعم. الأسئلة:

١. ما هى اليرموك؟
٢. متى وقعت اليرموك؟
٣. كم كان عدد المسلمين؟
٤. كم كان عدد الرم؟
٥. من كان قائد جيش المسلمين؟

Question 2:

Write a short letter to your friend in Arabic language inviting him for a dinner at a restaurant.

Section 3

Data Response and Analytical Skills

_____

Instructions to Candidates:

You have 20 minutes to answer questions in this section.

Question 1:

The following table is taken from the State Bank of Pakistan's Annual Report 2013-14.

a) How does the data in the table help to explain the percentage change in services balance in FY 14 over FY 13? What was the percentage of transport related deficit in total deficit in the same period?

b) How would you explain higher deficit in services balance in FY 2014 as compared with FY 2013.

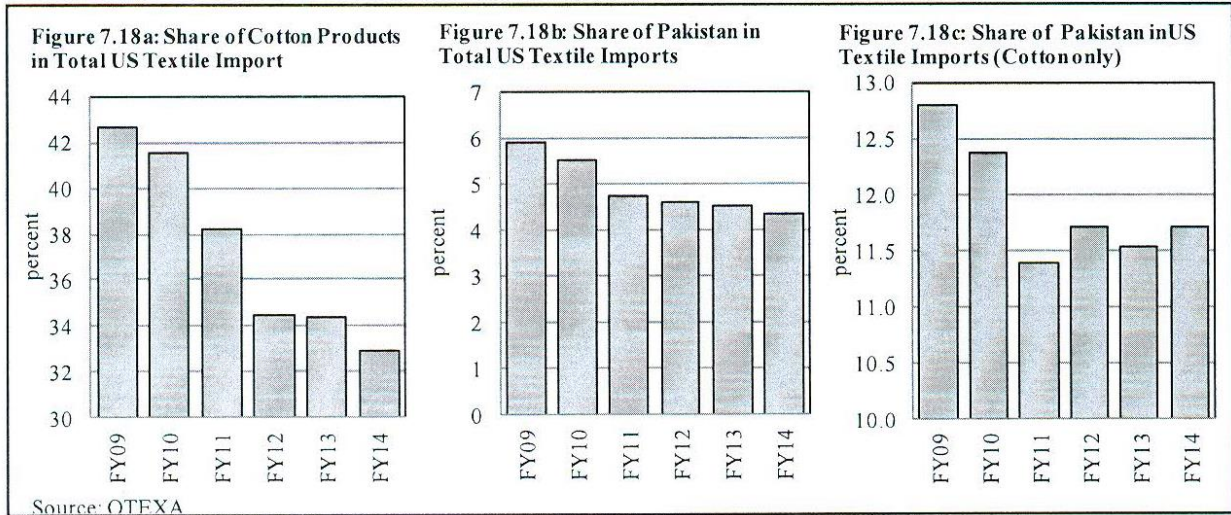### Table 7.3: Details of Services Balance
million US Dollar

	FY13	FY14
Total services balance	**-1,564**	**-2,637**
Maintenance and repair services n.i.e.	-63	-92
Transport	-2,028	-2,542
Sea transport (freight)	-2,262	-2,347
Air transport (passenger)	256	-89
Travel	-935	-774
Construction	19	-11
Insurance and pension services	-218	-134
Financial services	-79	-106
Charges for the use of intellectual property n.i.e.	-137	-144
Telecommunications, computer, and information	400	469
Other business services	-1,007	-726
Personal, cultural, and recreational services	2	2
Government goods and services n.i.e.	2,482	1,421
o/w CSF	*1,806*	*1,050*

Source: State Bank of Pakistan

Question 2:

The following figure depicts that "the US market is gradually slipping away from Pakistani textile exporters." Based on the information provided in the figure, write a paragraph or two on consumer preferences of the US consumes and market share in total US imports.


Figure 7.18a: Share of Cotton Products in Total US Textile Import

Figure 7.18b: Share of Pakistan in Total US Textile Imports

Figure 7.18c: Share of Pakistan in US Textile Imports (Cotton only)

Source: OTEXA

Section 4

Computer Skills

Instructions to Candidates:

o Give the answers in the space provided under each question, or as instructed in a specific question. Partial credit may be awarded in cases where the answer is partly correct.
o **You have 25 minutes to answer questions in this section.**

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1. A 3 page word document is to be prepared in which first and last pages are to be printed in portrait format whereas the middle page is to be printed in the landscape format as shown below. Provide the sequence of commands that will be needed to accomplish this. More specifically what type of page breaks will be needed to get this done?
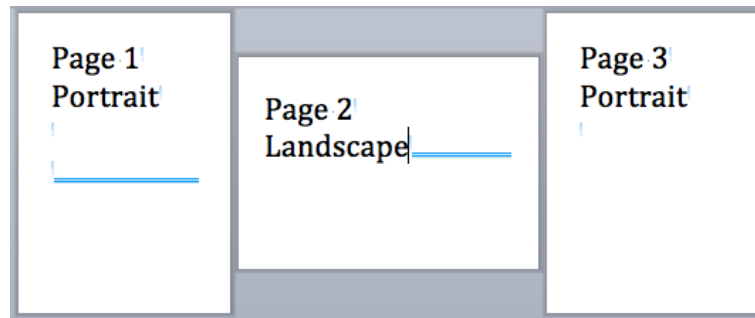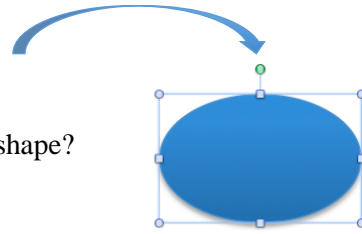

Answer:

2. Which text wrapping option has been applied to the picture given below?

   a. Wrap Around
   b. Through
   c. In-Line with Text
   d. Graphics Layout

   Some things are beautiful in their simplicity; others in their intricacy. In the north of Pakistan lies an absolutely stunning district; Hunza Nagar, previously known as Brushal, this place is a lakeside paradise. Hunza and Nagar used to be separate princely states parted by the River Hunza which marked the border between the two states. Hooper is the most beautiful place in Nagar, a land of snow-clad mountains, but the sheer power of glaciers to carve out new landscapes makes them intricately gorgeous too. In Gulmit valley lies Rakaposhi Mountain whereas the Diran Peak stands tall in Minapin. (Ref: http://www.dawn.com/news/1182710/take-me-back-to-nagar)
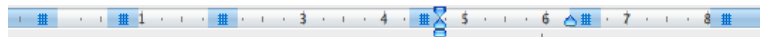
Answer:

3. In the shape what is the purpose of the point at the top of the shape?
   a. To rotate the shape.
   b. To increase the size of the shape.
   c. To move the shape.
   d. To change the colour of the shape to green by clicking on it.

   Answer:

4. In the following figure a ruler of a table is shown. Which of the following statements is true?

   a. No tabs are defined for column 3.
   b. No tabs are defined for column 1, 2 and 4.
   c. No tabs are defined for any column.
   d. All of the above are true.

   Answer:

5. In the following table in MSWord, the cell with value 47 has been selected by double clicking on it. What will happen when Tab is pressed?

First Name	Last Name	Age (Years)
Aslam	Majeed	42
Wasiq	Kabir	36
Jalal	Akbar	51
Saleem	Mobeen	47

   a. It will add a blank row after the current one in the table with the same background as the one in the last row.
   b. It will delete 47.
   c. It will add another column.
   d. It will add another row with the same data.

   Answer:

6. What is the purpose of the "Left, Center, Right, Decimal, Bar" in the drop-down box shown in the following figure.
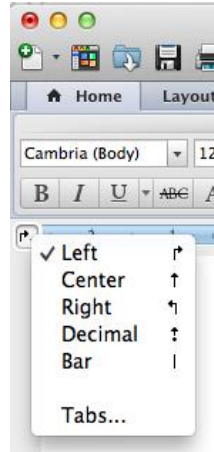
a.	These are tab stops.
b.	These show where to place a table.
c.	These indicate how to align a paragraph.
d.	These are indent levels in a paragraph.

Answer:

7. Which menu option would make the first letter of the start of the paragraph spread over three rows as shown below?

S ome things are beautiful in their simplicity; others in their intricacy. In the north of Pakistan lies an absolutely stunning district; Hunza Nagar, previously known as Brushal, this place is a lakeside paradise. Hunza and Nagar used to be separate princely states parted by the River Hunza which marked the border between the two states. (Ref: http://www.dawn.com/news/1182710/take-me-back-to-nagar)

Select the first letter of the paragraph; then select the menu:
a. Format / Drop Cap …
b. Format / First Cap …
c. Format / First Capital
d. Format / Font / Drop Cap …

Answer:

8. You have written three paragraphs of an essay. Somehow all of these have different font type and size. How will you apply same format as that of first paragraph to all other paragraphs.
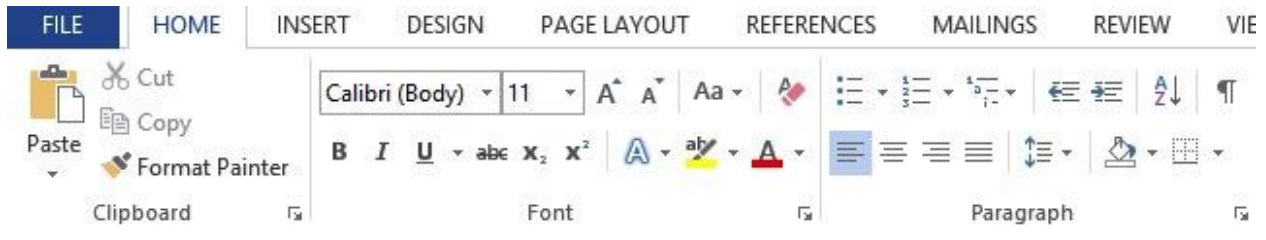
9. You want to send an email to your colleague Aslam, your subordinates Samina and Rashid and your boss Aroosa. You want that:
   - Your colleagues know that you have sent an email to your subordinates.
   - Samina and Rashid should not know that you have sent the email to the boss too, however they should know that this email has been sent to both of them and also has been copied to Mr. Aslam.

To:	
Cc:	
Bcc:	
Subject:	

How will you fill in the To, Cc, and Bcc fields with the email addresses of these employees? Assume that their first names are their email addresses.

To:	
Cc:	
Bcc:	

10. The spreadsheet below shows sales figures for a calendar year. Write the formula for the cell D9 in the space provided?

Answer:

	A	B	C	D	E	F	G	H
1								
2						Commission		
3	Month	Units Sold	Price per Unit	Total Cash	2%	3%	4%	5%
4	January	25	75000	1875000	37500	56250	75000	93750
5	February	34	77000	2618000	52360	78540	104720	130900
6	March	55	85000	4675000	93500	140250	187000	233750
7	April	66	92000	6072000	121440	182160	242880	303600
8	May	73	92500	6752500	135050	202575	270100	337625
9	June	104	94300	9807200	196144	294216	392288	490360
10	July	85	94000	7990000	159800	239700	319600	399500
11	August	66	90000	5940000	118800	178200	237600	297000
12	September	44	84000	3696000	73920	110880	147840	184800
13	October	35	82000	2870000	57400	86100	114800	143500
14	November	23	79000	1817000	36340	54510	72680	90850
15	December	18	72000	1296000	25920	38880	51840	64800
16								

11. Write down in the space provided the formula in the cell E4 that will generate the value 37500.

Answer:

|	A	B	C	D	E	F	G	H
1								
2						Commission		
3	Month	Units Sold	Price per Unit	Total Cash	2%	3%	4%	5%
4	January	25	75000	1875000	37500	56250	75000	93750
5	February	34	77000	2618000	52360	78540	104720	130900
6	March	55	85000	4675000	93500	140250	187000	233750
7	April	66	92000	6072000	121440	182160	242880	303600
8	May	73	92500	6752500	135050	202575	270100	337625
9	June	104	94300	9807200	196144	294216	392288	490360
10	July	85	94000	7990000	159800	239700	319600	399500
11	August	66	90000	5940000	118800	178200	237600	297000
12	September	44	84000	3696000	73920	110880	147840	184800
13	October	35	82000	2870000	57400	86100	114800	143500
14	November	23	79000	1817000	36340	54510	72680	90850
15	December	18	72000	1296000	25920	38880	51840	64800
16								

12. A pivot table:
   a. Always shows latest and up-to date correct data.
   b. Always shows the data it had at the time of its creation.
   c. Shows updated data only when refreshed.
   d. Always shows latest and updated data when automatic update option is selected.

Answer:

13. Is AB123 a valid cell in MS Excel?

☐ Yes ☐ No

14. You are editing the header of a document and are required to exclude the header from the title page of the document. Which one of the following options will you select?
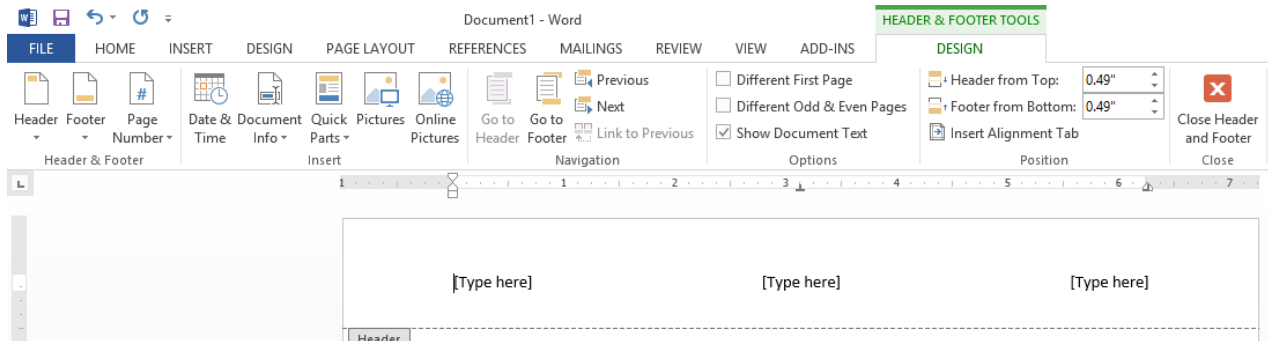
   a. Close Header and Footer
   b. Header
   c. Different First Page
   d. Header from Top

Answer:

15. You need to find out whether there exists any manual for the trade officers posted in foreign missions of Pakistan. Write the string you will use for Google search engine?

Answer:

For the questions 16 and 17 refer to the data given in the image below.

	A	B	C	D	E	F	G	H
1					Marks			
2	Student Roll Number	Biology	English	Urdu	Mathematics	Computer Science		Total
3	101	88	75	63	72	54		352
4	102	59	78	72	65	85		359
5	103	67	81	84	86	75		393
6	104	94	63	95	84	69		405
7	105	83	88	85	95	48		399
8	106	72	74	75	91	49		361
9	107	69	36	73	81	67		326
10	108	94	69	85	73	79		400
11	109	54	52	59	81	91		337
12	110	65	62	66	86	71		350
13								
14	Mean	74.5	67.8	75.7	81.4	68.8		

16. Which formula will go in the cell B14?

Answer:

17. Which of the following actions have been implemented in the cell containing the word 'Marks'?
     a. Wrap Text
     b. Merge and Center
     c. Center
     d. Combine Cells

Answer:

18. If we wish to list down the elements of the column named D from largest to smallest, which option will we select?

   a. Find and Select
   b. Format
   c. Copy
   d. Sort and Filter

Answer:

19. If we wish to display only the elements in the range 60 to 70, which of the following options would be selected?
   a. Sort and Filter
   b. Cut
   c. Conditional Formatting
   d. Find and Select

Answer:

20. You are typing in a PowerPoint slide. Your cursor is positioned as shown in the following figure, at the start of the second row. What will happen if TAB is pressed?
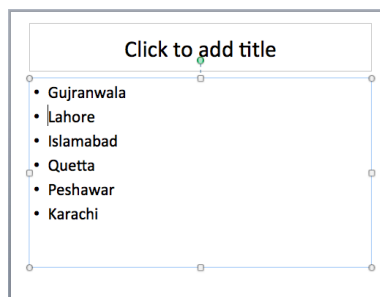
   a. Lahore will move one tab position to the right along with the bullet.
   b. Lahore will move one tab position to the right but with a different style defined for next level in the master slide.
   c. Lahore will move to the right one tab position where as the bullet will remain at its current position.
   d. Cursor will move to the next line.

Answer: