THE BIG BOOK

for CSS, PMS SCREENING TEST

SALIENT FEATURES

- 10,000+ MCQs
- COVERS THE COMPLETE SYLLABUS
- BRIEF EXPLANATION OF THE CONCEPTS
- PAST-PAPERS OF CSS FROM 2005 TO TILL-DATE
- MODEL PAPER AS PER SCHEME OF FPSC

AUTHOR
Mian Shafiq (CSP)

KAHANI PUBLICATIONS
Symbol of Authenticity
A Project of Study River

THE BIG BOOK

FOR

CSS, PMS

SCREENING TEST

A COMPREHENSIVE BOOK FOR THE PREPARATION OF SCREENING TEST

WITH

THEORY, EXAMPLES, AND PRACTICAL QUESTIONS

TABLE OF CONTENTS

PART-I SYLLABUS & PRACTICE PAPER

SYLLABUS OF MPT 2

PRACTICE PAPER ISSUED BY FPSC 5

ANALYSIS OF THE MODEL PAPER 29

Part-II ENGLISH

CHAPTER 1 34

VOCABULARY 34

Synonyms & Antonyms List 34

Synonyms 66

Antonyms 79

CHAPTER 2 92

ANALOGIES 92

Exercise 93

CHAPTER 3 116

ONE WORD SUBSTITUTION 116

CHAPTER 4 128

PAIR OF WORDS 128

Pair of Words with Meanings and Sentences 128

Pair of Words From CSS Past Papers 139

CHAPTER 5 157

IDIOMS AND EXPRESSIONS 157

Common English Idioms & Expressions 157

Idioms From CSS Past Papers....171
CHAPTER 6 186
PARTS OF SPEECH 186
Noun....186
Pronoun 191
Verb 197
Adverbs....202
Adjectives 207
Conjunctions 215
Preposition....224
CHAPTER 7 235
DIRECT INDIRECT 235
CHAPTER 8 244
ACTIVE & PASSIVE VOICES 244
CHAPTER 9 251
SENTENCE COMPLETION EXERCISE 251
CHAPTER 10 266
SENTENCE CORRECTION EXERCISE 266
CHAPTER 11 272
COMPREHENSION 272
Comprehension Exercises 273
Part I 273
Part II....278
CHAPTER 12 287
MODEL PAPERS 287

Part-III GENERAL ABILITIES

CHAPTER 1 339

MATH DEFINITIONS 339

Introduction to Numbers 339

Basic Mathematical Operations 341

Basic Geometry Definitions 345

Common Symbols 349

CHAPTER 2 351

BASIC MATHEMATICAL CONCEPTS 351

Number, and properties of Numbers 351

International Numeral System 353

Rounding Numbers 359

Scientific Notation 360

Basic Mathematics MCQs 360

Highest Common Factor (HCF) 373

Least Common Multiple (LCM) 373

HCF & LCM MCQs 375

Exponent 379

Exponent MCQs 388

Square & Square Root 395

Square & Square Root MCQs 396

Simplification and Order of Operations 400

BODMAS MCQs 402

CHAPTER 3 404

FRACTIONS, DECIMALS AND PERCENTAGES 404

Exercises I 405

Fractions and Percentages of Quantities 407

Exercise II 409

Quantities as Percentages 411
Exercise III 412
Percentage Increase and Decrease 414
Exercise IV 415
Compound Interest and Depreciation 416
Reverse Percentage Problems 418
CHAPTER 4 419
RATIO & PROPORTION 419
Time & Work Problems 428
Percentage & Ratio MCQs Exercise I 437
Percentage & Ratio MCQs Exercise II 440
CHAPTER 5 453
ALGEBRA 453
Basics of Algebra MCQs 456
Operations With Algebraic Expressions 457
Simplifying Algebraic expressions 461
Algebraic Operations MCQs 463
Algebraic Equations 471
ALGEBRAIC WORD PROBLEMS 475
Algebraic Equations MCQs 479
Algebra MCQs Review Exercise 482
CHAPTER 6 494
FINANCIAL ARITHMETIC 494
Financial Mathematics MCQs 502
CHAPTER 7 506
GEOMETRY 506
Geometry MCQs 509
CHAPTER 8 522

MEASURES OF CENTRAL TENDENCY 522
Central Tendency MCQs 525
CHAPTER 9 535
NUMBER SERIES 535
Number Series MCQs Exercise I 538
Number Series MCQs Exercise II 542
Number Series MCQs Exercise III 548
CHAPTER 10 552
AVERAGE 552
Average Speed Questions 555
Average Questions on Number Series 557
Average MCQs 562
CHAPTER 11 564
SETS 564
Sets MCQs 571
CHAPTER 12 587
ANALYTICAL REASONING 587
Ordering Setup 587
Grouping Setup 597
Matching Setups 615
Mixed Setups 616
Analytical Reasoning MCQs Exercise I 617
Analytical Reasoning MCQs Exercise II 638
CHAPTER 13 650
MODEL TEST GENERAL ABILITIES 650

Part-IV ISLAMIC STUDIES

IMPORTANT INFORMATION ABOUT ISLAM 662
MULTIPLE CHOICE QUESTIONS FOR ISLAMIC STUDIES 668
CSS PAST PAPER FROM (2005-2021) 743

Part-V GENERAL KNOWLEDGE

EVERYDAY SCIENCE MCQS 772
PAKISTAN AFFAIRS 871
PAKISTAN AFFAIRS MCQS 872
CSS PAST PAPERS FROM 2005-2021 961
CURRENT AFFAIRS (NATIONAL) 996
CURRENT AFFAIRS (INTERNATIONAL) 1019

Part-VI MODEL PAPER

MODEL PAPER ON THE PATTERN OF FPSC 1056

PART-I
SYLLABUS & PRACTICE PAPER

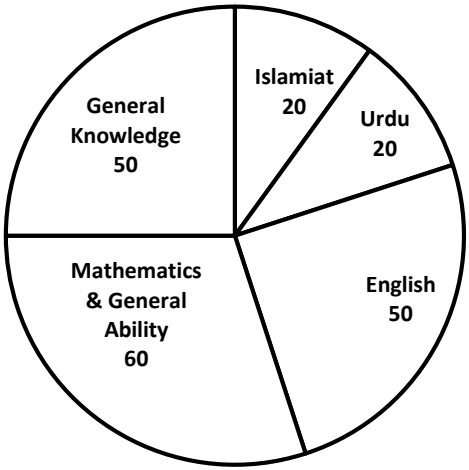
ANALYSIS OF THE PRACTICE PAPER ISSUED BY FPSC

In order to give more understanding about approach of MPT, below is given the analysis of questions in the form of pie charts.

All the sections have been dissected so that the candidates may know the number of questions asked from the particular area. It will not only help them make the proper plan to prepare the MPT but save their time. Furthermore, it will help them to determine that they should focus which area to what extent.

The purpose of this analysis is to enable the candidates to prepare their MPT exam in minimum time with maximum efficiency.

OVERALL DISSECTION OF MPT PRACTICE PAPER PART



PART-II
ENGLISH

CHAPTER 1

VOCABULARY

SYNONYMS & ANTONYMS LIST

Word	Synonyms	Antonyms
Abash	Discourage, Confound, Embarrass, Discompose	Encourage, Uphold, Embolden, Hearten
Abate	Moderate, Mitigate, Lessen, Decrease	Aggravate, Intensify, Augment, Supplement
Abettor	Assistant, Accomplice, Colleague, Associate	Opponent, Adversary, Antagonist, Rival
Abject	Despicable, Servile	Commendable, Praiseworthy
Abjure	Forsake, Renounce, Retract, Revoke	Approve, Sanction, Patronise, Adopt
Abolish	Abrogate, Annual	Setup Establish
Abominable	Odious, Detestable, Repugnant, Aversion	Likeable, Pleasant, Affectionate, Enjoyable
Abortive	Vain, Unproductive	Productive
Abound	Flourish, Proliferate	Deficient, Destitute
Absolve	Pardon, Forgive	Compel, Accuse
Accomplish	Attain, Succeed Triumph, Exploit	Forsake, Deter, Disappoint, Collapse
Accord	Agreement, Harmony, Consonance, Unison	Disagreement, Denial, Controversy, Discord
Accumulation	Store, Amass, Preservation, Conservation	Scattering, Dissipation, Separation, Division
Acrimony	Harshness, Bitterness, Inhumanity, Enmity	Sweetness, Courtesy, Humanity, Benevolence
Acumen	Awareness, Brilliance	Stupidity, Ignorance
Adamant	Stubborn, Inflexible	Flexible, Soft
Adhere	Comply, Observe	Condemn, Disjoin

CHAPTER 2

ANALOGIES

DEFINITION:

It is a comparison between one thing and another, typically for the purpose of explanation or clarification

EXPLANATION

"He is as fast as a panther." "You have to be as busy as a bee to get good grades in high school." "Finding that lost book will be like finding a needle in a haystack." Comparing two objects or ideas is common practice in the English language, as useful in writing and literature as in everyday figures of speech. While there are many forms of comparison, one literary term that encompasses most types of comparison is known as an analogy.

ANALOGY QUESTION IN EXAMS

Word analogy is an important and easy topic to improve the score in competitive examinations. So, here you have the chance to obtain a better score in the exams by practicing word analogy test questions with answers.

Before we learn how to solve these types of questions, we need to learn how to spot them in the first place.

Analogy questions will ask you to make comparisons. They might ask you to compare a relationship between two things in the passage/sentence with a relationship between two things in the answer choices, or they might just ask for the answer choice that is most similar to something in the passage/sentence.

Analogy questions are a subset of inference questions because they require you to understand a relationship or condition in the passage and then take it one step further to infer the similarity of something NOT mentioned in the question.

How to crack Analogy Questions?

You're going to have to take a couple of mental steps to solve analogy questions (which is why they can be one of the more confusing question types).

Step 1: Read the question carefully.

This is important because some analogy questions will ask you for the relationship that is least like the one in the statement. Make sure you know what you're looking for!

Step 2: Understand the relationship or condition in the passage.

CHAPTER 3

ONE WORD SUBSTITUTION

One-word substitution is the replacement for a long and lengthy sentence or definition. One-word substitution falls under the category of vocabulary as words, sentences, definitions are parts of a speech as well. To make the language crisp short and intact one word is replaced with lengthy, elongated, and elucidated contexts. One-word substitution is also known as "verbatim". The practice of one-word substitution is also something that replaces a word with a context but without changing the meaning of the given same context.

One-word Substitution is one of the integral parts of vocabulary. It simply means that a sentence has to be replaced with a single word. This area requires a good vocabulary to solve the questions well. Questions based on one-word substitution are often asked in various competitive exams.

Below is given the list of frequently asked one-word substitutions in different examinations.

One Word	Phrase
Agnostic	One who is not sure about God's existence
Ambidextrous	One who can use either hand with ease
Auditor	One who makes an official examination of accounts
Anarchist	A person who believes in or tries to bring about a state of lawlessness
Apostate	A person who has changed his faith
Atheist	One who does not believe in the existence of God
Arbitrator	A person appointed by two parties to solve a dispute
Ascetic	One who leads an austere life
Ambidextrous	One who can either hand with ease
Bohemian	An unconventional style of living
Cacographer	One who is bad in spellings
Chauvinist	A person who is blindly devoted to an idea/ A person displaying aggressive or exaggerated patriotism
Connoisseur	A critical judge of any art and craft

CHAPTER 4

PAIR OF WORDS

Homonyms/ Pair of Word are that sound the same when pronounced, but are spelled differently and have different meanings.

Here is the list of all-important pair of words in English with their meanings and sentences.

A question on pair of words is often asked in the exams of CSS.

PAIR OF WORDS WITH MEANINGS AND SENTENCES

PAIR OF WORDS	MEANING	SENTENCES
Access	Approach	I have no access to the luxuries of life.
Excess	More than due	Excess of everything is bad.
Accept	To receive a thing, to agree	He accepted a pen as a present.
Except	Not including: other than.	All the students except Adam have been fined.
Adapt	Make (something) suitable for a new use or purpose	A large organization can be slow to adapt to change.
Adept	Clever, Skillful	She is adept at cutting through red tape.
Advice	Guidance	My advice fell flat upon him.
Advise	Offer suggestions about the best course of action to someone	I advise you not to smoke.
Affect	Have an effect on: make a difference to.	The climate of this place has affected his health.
Effect	A change which is a result or consequence of an action or other cause	The lethal effects of hard drugs killed him.
Affection	Love	I have great affection for my students.
Affectation	Pretense	Her posh accent is pure affectation.

CHAPTER 5

IDIOMS AND EXPRESSIONS

English Idioms and Phrases are important for competitive exams like CSS, PMS, One paper test, etc. They come up all the time in different competitive exams in English papers. Having good knowledge of Idioms will help you to score good marks in your English question paper for MPT and CSS final paper. Idioms don't always make sense literally, they are different words with different meanings and usage. To understand the Idioms, you'll need to familiarize yourself with the meaning and usage of each idiom. Learning idioms will be easy and the best way to understand and remember Idioms is by comparing English idioms to the idioms in your own language.

The candidates who are preparing MPT and CSS can read the Useful Idioms & Phrases given below. Further, Idiom asked in the past CSS exams are also given to enhance your vocabulary of English idioms.

COMMON ENGLISH IDIOMS & EXPRESSIONS

IDIOM	MEANING	SENTENCE
A blessing in disguise	a good thing that seemed bad at first	Losing that job turned out to be a blessing in disguise for him as it forced him to plunge into business
A dime a dozen	Something common	Experts in this field are a dime a dozen
Beat about the bush	Avoid saying what you mean, usually because it is uncomfortable	He never beat about the bush when something was annoying him
Better late than never	Better to arrive late than not to come at all	It took them the majority of the campaign to come to that conclusion, but better late than never
Bite the bullet	To get something over with because it is inevitable	Decisions have to be taken and asa director you have got to bite the bullet

CHAPTER 6

PARTS OF SPEECH

NOUN

DEFINITION

Nouns are words that give a name to people, places or things, though they can also refer to ideas and other abstract objects. For Example: Ali, Faisal Masjid, Glass

KINDS OF NOUN

1) Countable nouns

Countable nouns have two forms: singular and plural.
Singular countable nouns refer to one person or thing:
Example: a teacher, a book, a wish, an idea
Plural count nouns refer to more than one person or thing:
Teachers, Books, wishes, ideas

2) Uncountable nouns

Some nouns in English are uncountable nouns. We do not use uncountable nouns in the plural and we do not use them with the indefinite article a/an:
We ate a lot of food. (NOT foods)
We bought some new furniture. (NOT furnitures)
That's useful information. (NOT a useful information)
We can use some quantifiers with uncount nouns:
He gave me some useful advice.
They gave us a lot of information.
Uncountable nouns often refer to:
Substances: food, water, wine, salt, bread, iron
Human feelings or qualities: anger, cruelty, happiness, honesty, pride
Activities: help, sleep, travel, work
Abstract ideas: beauty, death, fun, life

3) Group nouns

Some nouns refer to groups of people, animals or things
Army, audience, committee

CHAPTER 7

DIRECT INDIRECT

Now, we will cover important rules of direct and indirect speech, relevant for the English Language section of various competitive exams.

WHAT IS DIRECT & INDIRECT SPEECH?

Direct speech – reporting the message of the speaker in the exact words as spoken by him.

Direct speech example: Maya said 'I am busy now'.

Indirect speech: reporting the message of the speaker in our own words

Indirect speech example: Maya said that she was busy then.

Let us understand the direct and indirect rules with examples and for all tenses so that you can apply them correctly, without making any mistakes in the exams.

RULES FOR CONVERTING DIRECT INTO INDIRECT SPEECH

To change a sentence of direct speech into indirect speech there are various factors that are considered, such as reporting verbs, modals, time, place, pronouns, tenses, etc. We will discuss each of these factors one by one.

Rule 1 – Direct To Indirect Speech Conversion – Reporting Verb

When the reporting verb of direct speech is in past tense then all the present tenses are changed to the corresponding past tense in indirect speech.

Direct to indirect speech example:

Direct: She **said**, 'I am happy'.

Indirect: She **said** (that) she **was** happy.

In indirect speech, tenses **do not change** if the words used within the quotes ('') talk of a habitual action or universal truth.

Direct to indirect speech example:

Direct: He said, 'We **cannot live** without air'.

Indirect: He said that we **cannot live** without air.

The **tenses of direct speech do not change** if the reporting verb is in the **future tense** or **present tense**.

Direct to indirect speech example:

Direct: She says/will say, 'I am going'

Indirect: She says/will say she is going.

CHAPTER 8

ACTIVE & PASSIVE VOICES

Understanding Active and Passive Voice rules are imperative for candidates preparing for various competitive exams . Here, we shall discuss in detail the Active and Passive Voice rules followed by examples, along with the sample questions asked in the examinations, based on the same.

Let us first understand the meaning of voice, and what is active voice and passive voice.

WHAT IS VOICE OF A VERB?

The voice of a verb expresses whether the subject in the sentence has performed or received the action.

Example:

- The watchman opens the door.
- The door is opened by the watchman.

TYPES OF VOICES OF VERB

Verbs have two voices (i) Active Voice (ii) Passive Voice

Active Voice – When an action performed by the subject is expressed by the verb, it is an active voice. Active voice is used when more straightforward relation and clarity is required between the subject and the verb.

Active Voice example:

- Hens lay eggs.
- Birds build nests.

Passive Voice – When the action expressed by the verb is received by the subject, it is passive voice. Passive voice is used when the doer of the action is not known and the focus of the sentence is on the action and not the subject.

Passive Voice Examples:

- Eggs are laid by hens.
- Nests are built by birds.

CHAPTER 9

SENTENCE COMPLETION EXERCISE

1. **About 5,000 years ago in _____ Assyria, scribes recorded on clay tablets the _____ of magical magnifying stones that made objects seem larger.**
   (a) old, advent **(b)** ancient, existence
   (c) prehistoric, presence **(d)** olden, invention
2. **These stones were actually broken shards of meteorites whose centers had _____into glass during the intense heat of entry into Earth's atmosphere, melting it in such a way that they formed a _____ lens.**
   (a) fused, primitive **(b)** melted, prime
   (c) joined, primeval **(d)** formed, basic
3. **Although the best of scientific temper and _____in religion are apparently irreconcilable, we often find scientists having _____ to God and prayer when their powers are exceeded.**
   (a) belief, faith **(b)** faith, access
   (c) fixity, alternative **(d)** dogma, recourse
4. **Having been blessed with a fine _____ mind and a(n) _____ faith in his monarch, the Englishman set out to conquer the world.**
   (a) reasoning, firm **(b)** ratifying, unwavering
   (c) reasonable, incredible **(d)** rational, unshakeable
5. **A native speaker of a language cannot be expected to know the _____ of his language any more than a _____ suffering from fever can be expected to know everything about fever.**
   (a) nuances, patient **(b)** fineness, case
   (c) subtleties, person **(d)** nuisance, sufferer
6. **Although the Assyrians did not know it, they were practising the_____ known optical microscopy, a technology that has _____ revolutionized almost every aspect of science.**
   (a) first, categorically **(b)** primary, clearly
   (c) earliest, unequivocally **(d)** best, dubiously
7. **If it lacks the sharp wit and the high spirits of Pride and Prejudice, and the wide scope of Mansfield Park, it _____ more than they do of the interest which the _____ eye may find in ordinary people.**

CHAPTER 10

SENTENCE CORRECTION EXERCISE

KEEPING IN MIND THE RULES OF ENGLISH, CORRECT THE SENTENCES GIVEN BELOW:

1. The viceroy and the governor general is in the town
2. The poet and philosopher are dead
3. Every one of the boys have stolen the book
4. None of them are innocent
5. Neither he nor his daughter have stolen the watch
6. The principal with all teachers have gone out for a walk
7. The students as well as teacher are absent
8. His friend and benefactor have left the room
9. Either he or I are right
10. Many a men are killed in the battle
11. Coffee as well as milk were served to the guests
12. His mathematics is weak
13. Room has ten furnitures
14. Learn the alphabets
15. The committee is divided on the issue
16. He bought 2 dozens of eggs
17. Eight pounds seems a fair price
18. Hundred of people have gathered to see the match
19. He gave me a 10 rupees note
20. The news are not true
21. He did many mischiefs
22. Give me many advices
23. six miles are a long distance
24. the Wages of sin are hell
25. Many a soldier lost their life in war
26. His weight is 5 stones
27. I shall go to Marie during the summer vacations
28. They have read many poetries
29. This poultry belongs to him
30. Give me some clothings

CHAPTER 11

COMPREHENSION

Comprehension reading requires the reader to understand a certain part of a passage or a paragraph. The main purpose of comprehension reading is to understand the meaning that the given passage implies and try to answer the comprehension questions accordingly.

It is a fact that questions related to comprehension reading have now become a mandatory part of every competition and various examinations, it is used to check the logical ability of the candidate.

How to Attempt Comprehension Question?

The main purpose of these tests is to evaluate the intelligence and power of the candidate. Here are a few important tips for answering a comprehension question

- Always read the instructions carefully
- Do not use outside knowledge
- Make logical guesses
- Review the Answer at least twice
- Always go through the questions first
- Try to link the question to your answer
- Never provide your opinion as an answer, base your answer on facts.
- The passage will never be so easy, so it is vital that you connect all the links together
- Craft your answers clearly, with perfection
- Never move out from the original question, answer it precisely
- Do not include terms like it, that, this, stuff, thing, like, she, he, them, they in your answer.
- Manage the time with utmost care.

Now practice the given exercise for a better understanding of comprehension.

CHAPTER 12

MODEL PAPERS

MODELPAPER I

FILL IN THE BLANKS WITH AN APPROPRIATE DETERMINER.

1. Now I have got _____ problems than I used to have. (fewer / lesser)
2. She is _____ experienced than him. (less / lesser / fewer)
3. I earn _____ than him. (less / lesser / fewer)
4. There weren't _____ applicants for the job. (many / much)
5. _____ money has been wasted on the project. (Much / Many)
6. A teacher needs _____ patience. (much / a lot of)
7. I couldn't solve _____ problems. (many / much)
8. She doesn't earn _____ (much / many)
9. You have never paid _____ attention to me. (any / many / some)
10. I drank _____ water. (any / some / many)

UNDERLINE THE ADJECTIVES IN THE FOLLOWING SENTENCES.

11. This is the best movie I have ever watched.
12. I was surprised to hear that she had won the first prize.
13. She looked gorgeous in that pink gown.
14. It was the most adventurous thing I have done.
15. Stray dogs lead miserable lives.
16. The old woman has a kind heart.
17. Artificial flowers were used to make the garland.
18. The young boy was praised by his teachers.
19. The clever crow started dropping pebbles into the pot.
20. She has got the loveliest smile.

FILL IN THE BLANKS WITH APPROPRIATE WORD/CONJUNCTION:

21. I want to know _____ you are angry with me.
22. She asked me _____ I had been the previous week.
23. They took him to hospital _____ they could not save him.
24. _____ you don't know how to conduct yourself at a social gathering, it is better to stay home.

PART-III
GENERAL ABILITIES

CHAPTER 1

MATH DEFINITIONS

INTRODUCTION TO NUMBERS

Word	Definition	Examples	Not Examples
Natural Numbers	The numbers that we use when we are counting or ordering	{1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 …}	
Whole Numbers	The numbers that include natural numbers and zero. Not a fraction or decimal.	{0, 2, 3, 4, 5 6, 7, 8, 9, 10, 11 …}	
Integer	A counting number, zero, or the negative of a counting number. No fractions or decimals	{… -3, -2, -1, 0, 1, 2, 3 …}	2/3, 1.72, -8.33, 0.51
Decimal Number	Any number that contains a decimal point	0.256 or 1.2	
Rational Numbers	Can be expressed as a fraction. Include integers and fractions or decimals	1/2, 2/3, 4/7, 0.5, 6.7	
Irrational Numbers	Cannot be expressed as a fraction	Π, √2 …	
Positive	Greater than 0. x is positive if $x > 0$.	1, 17, 13.44, π, 18/3	0, -15, -8.22, -19/4
Negative	Less than 0. x is negative if $x < 0$.	-17, -18.892, -1981, -π	0, 12, π, 17.63, 892471
Non-Negative	Greater than or equal to 0. x is non-negative if $x \geq 0$.	0, 1, π, 47812, 16/3, 189.53	-11, -82.7, -998.001

CHAPTER 2

BASIC MATHEMATICAL CONCEPTS

NUMBER, AND PROPERTIES OF NUMBERS

Numbers

A number is a basic unit of mathematics. Numbers are used for counting, measuring, and comparing amounts. A number system is a set of symbols, or numerals, that are used to represent numbers. The most common number system uses 10 symbols called digits—0, 1, 2, 3, 4, 5, 6, 7, 8, and 9—and combinations of these digits.

- **Numeral:** A numeral is a symbol or name that stands for a number. Examples: 3, 49 and twelve are all numerals. So the number is an idea, the numeral is how we write it.
- **Digit:** A digit is a single symbol used to make numerals. 0, 1, 2, 3, 4, 5, 6, 7, 8 and 9 are the ten digits we use in everyday numerals.

You might be familiar with Roman numerals. 'V' is the Roman numeral for 'Five'. '5' is the Arabic numeral. The current system, which is in worldwide use, is the decimal system. That means it is based on what are called the powers of 10. Decem in Latin means 10. We count things using numbers.

- **One-Digit Numbers:** Examples of one-digit numbers are 1, 2, 3, 4, 5,6,7,8, and 9.
- **Two Digits Numbers:** When we add one unit to the greatest one-digit number we get the smallest two-digit number, that is 1+9 = 10. The smallest two-digit number is 10 and the greatest one is 99.
- **Three Digit Numbers:** When we add one unit to the greatest two-digit number then we get the smallest three-digit number, that is 1+99 equals 100. The smallest three-digit number is 100 and the greatest number is 999.

Place value of a digit

Depending upon the position of a digit in a number, it has a value called its place value. For example, the place value of the digit 6 in the number 1673 is 600 as 6 is in the hundreds place. However, if we interchange the digits 6 and 7 in the number 1673, we get a new number 1763. In 1763 the place value of the digit 6 is 60 as it is in the tens place.

CHAPTER 3

FRACTIONS, DECIMALS AND PERCENTAGES

Percentages can be converted to fractions because 'percentage' simply means 'per hundred'. They can also be converted very easily to decimals, which can be useful when using a calculator. Fractions and decimals can also be converted back to percentages.

Example 1: Convert each of the following percentages to fractions.

(a) 50% **(b)** 40% **(c)** 8%

Solution

(a) $50\% = \frac{50}{100} = \frac{1}{2}$ **(b)** $40\% = \frac{40}{100} = \frac{2}{5}$ **(c)** $8\% = \frac{8}{100} = \frac{2}{25}$

Example 2: Convert each of the following percentages to decimals.

(a) 60% **(b)** 72% **(c)** 6%

Solution

(a) $60\% = \frac{60}{100} = 0.6$ **(b)** $72\% = \frac{72}{100} = 0.72$ **(c)** $6\% = \frac{6}{100} = 0.06$

Example 3: Convert each of the following decimals to percentages.

(a) 0.04 **(b)** 0.65 **(c)** 0.9

Solution

(a) $0.04 = \frac{4}{100} = 4\%$ **(b)** $0.65 = \frac{65}{100} = 65\%$ **(c)** $0.9 = \frac{9}{10} \times \frac{10}{10} = 90$

Information

'Per cent' comes from the Latin, 'per centum', which means 'for each hundred'.

Example 4: Convert each of the following fractions to percentages.

(a) $\frac{3}{10}$ **(b)** $\frac{1}{4}$ **(c)** $\frac{1}{3}$

Solution

CHAPTER 4

RATIO & PROPORTION

A ratio is an ordered pair of numbers a and b, written a / b where b does not equal 0. A proportion is an equation in which two ratios are set equal to each other. For example, if there is 1 boy and 3 girls you could write the ratio as:

- 1 : 3 (for every one boy there are 3 girls)
- 1 / 4 are boys and 3 / 4 are girls
- **0.**25 are boys (by dividing 1 by 4)
- 25% are boys (0.25 as a percentage)

Key Points to Remember:

- The ratio should exist between the quantities of the same kind
- While comparing two things, the units should be similar
- There should be significant order of terms
- The comparison of two ratios can be performed, if the ratios are equivalent like the fractions

Proportions are denoted by the symbol '::' or '='.

The proportion can be classified into the following categories, such as:

1. Direct Proportion
2. Inverse Proportion
3. Continued Proportion

Now, let us discuss all these methods in brief:

DIRECT PROPORTION

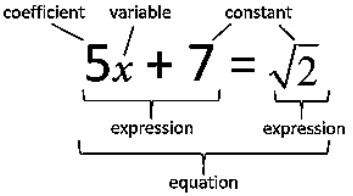
The direct proportion describes the relationship between two quantities, in which the increases in one quantity, there is an increase in the other quantity also. Similarly, if one quantity decreases, the other quantity also decreases. Hence, if "a" and "b" are two quantities, then the direction proportion is written as $a \propto b$.

CHAPTER 5

ALGEBRA

Algebraic expressions are the idea of expressing numbers using letters or alphabets without specifying their actual values. The basics of algebra taught us how to express an unknown value using letters such as x, y, z, etc. These letters are called here as variables. An algebraic expression can be a combination of both variables and constants.

The following diagram illustrate the algebra vocabulary that you will need to know: constants, variables, coefficients, terms, expressions, and equations.



Terms: $5x$, 7, $\sqrt{2}$

Constants

A fixed quantity that does not change. For example: 3, –6, π, $\frac{1}{2}$

Variables

A variable is a symbol that we assign to an unknown value. It is usually represented by letters such as x, y, or t. For example, we might say that l stands for the length of a rectangle and w stands for the width of the rectangle. For example, if we want to say that the length of a rectangle is 3 times the length of its width then we can write.

$$l = 3 \times w$$

Coefficients

The coefficient of a variable is the number that is placed in front of a variable. For example, 3 × w can be written as 3w and 3 is the coefficient.

Term

A term can be any of the following:

- a constant: e.g. 3, 10, π,

CHAPTER 6

FINANCIAL ARITHMETIC

TAXES

Government needs money to run a state. For this purpose, government Collects an amount from the public and provides them facilities like security hospitals, education, defense, roads, parks, etc. This amount is called a tax and general sales tax.

We pay different types of taxes in Pakistan but here we shall discuss only property tax.

Property Tax

The tax which is received on a property is called the property tax. Property tax is a provincial tax paid on the value of a property. It is generally paid at a flat rate of 2% but the tax rates vary, depending on the province.

General Sales Tax

"The tax a buyer pays to the seller at the time of buying things is called general sales tax".

General sales tax is imposed by the government on the percentage of the selling prices of things. In Pakistan, its rate varies from 0% to 25% depending on exemption and types of industry.

In Pakistan some basic items including wheat, rice, pulses, vegetables, meat, poultry books, drugs, etc. are exempted from the general sales tax.

Examples

Example 1: Find the property tax on a property of Rs. 6,200,000 at the rate of 0.8%.

Solution:

Worth of the property	=	Rs. 6,200,000
Tax rate	=	0.8%
Property tax	=	?

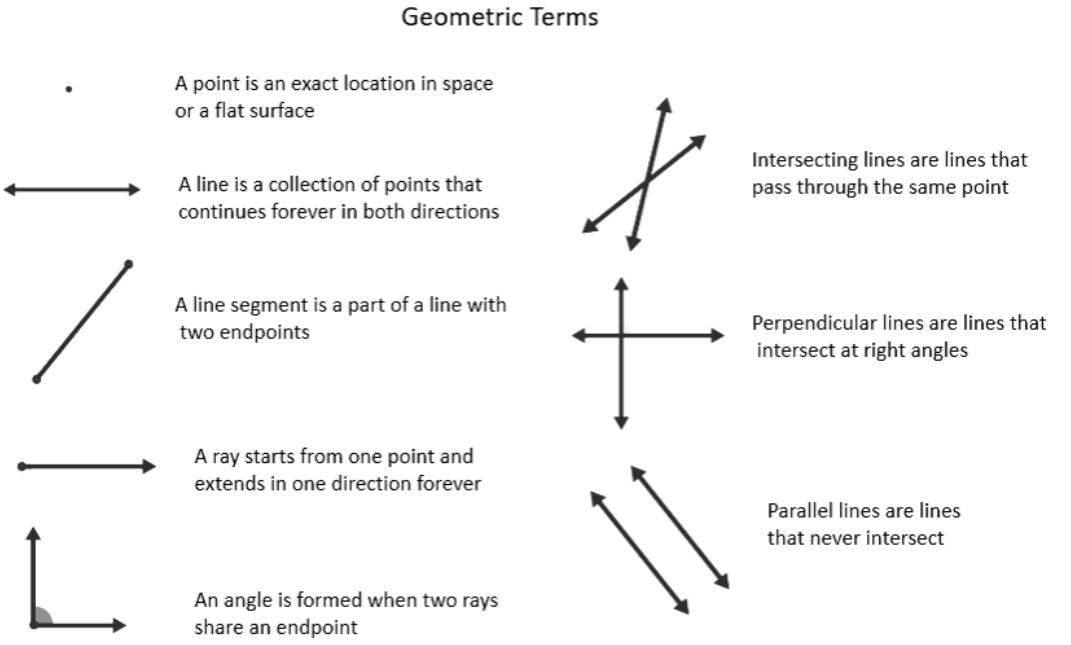
CHAPTER 7

GEOMETRY

Geometry is a kind of mathematics that deals with shapes and figures.

POINTS, LINES, PLANES, AND ANGLES

Points, lines, and angles are basic terms of geometry. A point is an object that has no length or width. It is usually represented by a dot. A line is an object that extends without end in both directions. It is usually drawn with arrowheads to show that it goes on forever. A line segment is a part of a line with two end points. The midpoint of a segment divides the segment into two segments of equal length.A ray is half of a line, with one end point.



CHAPTER 8

MEASURES OF CENTRAL TENDENCY

A measure of central tendency is a single value that attempts to describe a set of data by identifying the central position within that set of data. As such, measures of central tendency are sometimes called measures of central location. They are also classed as summary statistics. The mean (often called the average) is most likely the measure of central tendency that you are most familiar with, but there are others, such as the median and the mode.

The mean, median and mode are all valid measures of central tendency, but under different conditions, some measures of central tendency become more appropriate to use than others.

The central tendency of any data set can be measured by anyone of the following ways.

1. Mean
2. Median
3. Mode

In general, the mean is the average of the data in the dataset. Median is the midpoint of the set of grouped or ungrouped data. Mode is the value that is repeated a maximum number of times in the set of data.

MEAN

Mean is the measure of the average of a set of values which can be calculated by dividing the sum of all the observations by the number of observations. There are four different ways to measure the mean of a data set. They are arithmetic mean, geometric mean, harmonic mean, and weighted arithmetic mean. Usually, arithmetic mean is calculated because it is easy to calculate.

$$\textbf{Mean} = \frac{(x1+x2+x3+\cdots+xn)}{n}$$

MEDIAN

Median is the middle value of the given data set. Usually, the data is arranged in ascending order before determining the median. If there are an odd number of

CHAPTER 9

NUMBER SERIES

A series can be created in numerous ways. An understanding of these various ways can help us in recognizing the pattern followed in the number series. So here we go with some standard series types-

Arithmetic Series

Subsequent terms are obtained by either adding or subtracting a fixed number.

2, 5, 8, 11, 14, 17 Common Difference = 3

32, 25, 18, 11, 4 Common Difference = -7

Prime Numbers

When numbers are in a series of prime numbers (a natural number which is greater than 1 and has no positive divisors other than 1 and the number itself)

For example: 11, 13, 17, 19...

Geometric Series

Each term of the series is obtained by multiplying (or dividing) the previous number by a fixed number. Hence the ratio between any 2 consecutive terms is same. For example,

3, 6, 12, 24, 48, 96……. Common Ratio = 2

2048, 512, 128, 32……. Common Ratio = 1/4

Arithmetico-Geometric Series

Each term is first added (or subtracted) by a fixed number and then multiplied (or divided) by another number to obtain the subsequent term. For example,

4, 18, 60, 186….. => 4, (4+2)x3, (18+2)x3, (60+2)x3

Geometrico-Arithmetic Series

Each term is first multiplied (or divided) by a fixed number and then added (or subtracted) by another number to obtain the subsequent term. For example,

CHAPTER 10

AVERAGE

The average of a number is a measure of the central tendency of a set of numbers. In other words, it is an estimate of where the center point of a set of numbers lies. i.e Average equals to the ratio of Sum of observations to Number of observations.

Average formula – 1: $\boldsymbol{Average = \frac{sum of Observations or terms}{Number of Obervations or terms}}$

Example 1: How to find the average of 3,5,7

$$\boldsymbol{Average = \frac{3+5+7}{3} = \frac{15}{3} = 5}$$

Note

1. If x is added to all the items, then the average increases by x.
2. If x is subtracted from all the items, then the average decreases by x.
3. If every item is multiplied by x, then the average also gets multiplied by x.
4. If every item is divided by x, then the average also gets divided by x.

Example 2: If 10 is added to each term of above stated example then what would be the new average?

$$\begin{aligned} \text{New values} &= (3+10), (5+10), (7+10) = 13, 15, 17 \\ \text{Average} &= \frac{13+15+17}{3} \\ &= \frac{45}{3} = 15 \end{aligned}$$

Hence it is proved: If x is added to all the items, then the average increases by x.

Example 3: The average of x numbers is 5x. if x - 2 is subtracted from each given number, what will be the new average?

$$\begin{aligned} \text{Old average} &= 5x \\ \text{new average} &= 5x - (x - 2) \\ &= 5x - x + 2 \\ &= 4x + 2 \end{aligned}$$

CHAPTER 11

SETS

DEFINITION

"A set is a collection of well-defined objects/ numbers. The objects/numbers in any set are called it members or elements."

SET THEORY

"Set theory" is a branch of mathematics that studies set. It is the creation of George Cantor who was born in Russia on March, 1846. In 1873, he published an article which marks the birth of set theory, George Cantor died in German on January 6, 1918.

EXPRESSING A SET

There are three ways to express a set.

1. Descriptive from
2. Tabular form
3. Set builder form

DESCRIPTIVE FORM

If a set is described with the help of a statement, it is called descriptive form

Examples

- N = set of natural numbers
- Z = set of integers
- P = set of prime numbers
- W = set of whole numbers
- S = set of solar months start with letter "J"

Representation of the different sets

The set of natural number, whole numbers, integers, even numbers and odd number are denoted by the English letter N, W, Z, E and O respectively.

CHAPTER 12

ANALYTICAL REASONING

Listen please. Don't rush to the questions. Patiently read the instructions and then solve the examples. After reading this you will be able to crack reasoning questions easily.

There are three major types of Analytical Reasoning question setups. These include sequencing, grouping, and matching games.

- Sequencing questions are generally the most common, and you can spot these by generally looking for one set of variables. For example, there will be 7 runners and 7 places they could finish in. Note that there could be more variables, but this still constitutes as a sequencing question.
- Next, we have grouping questions. Grouping questions will also only have one set of variables, but here there are usually multiple places each variable can go. For example, there could be 10 people that need to be placed on 2 teams.
- Finally, we have matching questions. Matching questions differ as they usually have two sets of variables but there is no order to put them into. For example, you could have 6 people and 3 types of pets.

ORDERING SETUP

How do we recognize sequencing or ordering setups?

When the task involves the arrangement of elements—in other words, when order matters—then you're working with an ordering setup.

A few examples of ordering tasks:

- Determine the order of interviews scheduled from 1:00 to 6:00
- Determine the seating arrangements of people around a circular table
- Determine which parking spaces cars occupy, where the parking spaces are numbered 1 through 7
- Determine what ranking **(lo**west to highest) six movies are given

PART-IV
ISLAMIC STUDIES

IMPORTANT INFORMATION ABOUT ISLAM

Names of Prophet Muhammad's (PBUH) Wives

1. Khadeejah bint Khuwaylid (may Allaah be pleased with her).
2. Sawda bint Zamʿ (RA)
3. Ayesha Bint Abu Bakar (RA)
4. Hafsah bint 'Umar (RA)
5. Zaynab bint Khuzaymah (RA)
6. Umm Salamah bint Abi Umayyah (RA)
7. Juwayriyah bint al-Haarith (RA)
8. Zaynab bint Jahsh (RA)
9. Umm Habeebah bint Abi Sufyaan (RA)
10. Maymoonah bint al-Haarith (RA)
11. Safiyyah bint Huyayy ibn Akhtab (RA

Children of Holy Prophet(SAW)

1. Qasim ibn Muhammad

Qasim ibn Muhammad was a son of Muhammad and Khadijah bint Khuwaylid. He died in 600 or 601 AD (before the start of his father's prophethood in 610) and before his second birthday and is buried in Jannatul Mualla Saudi Arabia.

2. Zainab bint Muhammad

Zainab bint Muhammad is regarded by the Sunni community as the eldest daughter of the Muhammad (PBUH) by his first wife Khadija. The Shia historians, however, believe that she and her two sisters (Umm Kulthum bint Muhammad and Ruqayyah bint Muhammad) were orphaned nieces of Khadija (daughters of Halah bint Khuwailid) who were adopted by Muhammad after his marriage to Khadija. She was married to her cousin Al'Ass Ibn Al-Rabeah. Zaynab had only one child who died as a baby. Zaynab died in 630 A.D.

3. Ruqayyah bint Muhammad

Ruqayyah was the fourth child and the second daughter of Muhammad and Khadija. She was married to her cousin, Utbah ibn Abu Lahab. Ruqayyah gave birth to a son Abdullah. Abdullah died when he was six years old in Medina. She had no further children.

4. Fatimah bint Muhammad

- Martyred on: 1st Muharram 24 AH
- Duration: 10 years, 6 months and 4 days

3rd Caliph of the Rashidun Caliphate

- Usman bin Affan(RA)
- Reign 6 November 644 – 17 June 656
- Martyred on Dhu'l-Hijjah 18, 35 AH
- Duration: 12 days less than 12 years+

4th Caliph of the Rashidun Caliphate

- Ali bin Abi talib
- Martyred on: Ramadan 22, 40 AH
- Reign 656–661
- Duration: 4 years and 9 months

Important Ghazwat of Prophet Muhammad (SAW)

Title	Muslim forces	Forces of the enemy	Location	Date Hijri	Date
Battle of Abwa' (Waddan)	200 cavalries and infantries	unknown	Abwa'	12 Safar, 2 AH	August, 623
Battle of Buwat	200 cavalries	100 people	Buwat	Rabi al Awwal 2 AH	September or October, 623/10/11
Battle of Dhu l-'Ushayra	200 cavalries	An alliance of Quraysh, Banu Madlaj, and Banu Damra	al-'Ushayra (a place between Mecca and Medina)[10]	Jumad al Awwal 2 AH	November, 623
the First Battle of Badr	200 cavalries	Few forces under the commandership of a polytheist	Badr	Jumada Thani or Rabi' Al awal, 2 AH	December or September, 623
Battle of Badr	313 people with 2 horses	950 cavalries and infantries	Badr	Ramadan 17, 2Ah	March 16, 624

MCQs FOR ISLAMIC STUDIES

SET I

1. **Who become 2nd Muslim woman in Islam?**
   (a) Hazrat Lubaba **(b)** Hazrat Khadija
   (c) Hazrat ayesha **(d)** Hazrat suda
2. **Which surah of Holy Quran is known as Surah Widah?**
   (a) Surah e Fatiah **(b)** Surah e Al Nasr
   (c) Surah e al naas **(d)** None of these
3. **Which is the oldest and largest mosque in the world?**
   (a) Faisal Mosque **(b)** Al-Masjid an-Nabawi
   (c) Great Mosque of Mecca **(d)** Istiqlal Mosque
4. **Name the first mosque of islam**
   (a) Masijid ul Haraam **(b)** Masjid e Nabwi
   (c) Masjid e Quba **(d)** Masijid e Aqsa
5. **Which event is called as the first human rights laws in history _____?**
   (a) Messaq-e-Madina **(b)** Treaty of Hudaibiya
   (c) Khutbah hujjah tul wida **(d)** None of the above
6. **When Second migration took place to Habshah:**
   (a) 605 AD **(b)** 630 AD
   (c) 620 AD **(d)** 616 AD
7. **_____ died first among the Sahabah.**
   (a) Hazrat Asad bin Zarra (RA) **(b)** Hazrat Abubakar (RA)
   (c) Hazrat Umer (RA) **(d)** Hazrat Usman (RA)
8. **In the History of Islam only sahabi without seeing Prophet:**
   (a) Abu Ayyub al-Ansari **(b)** Awais Karni
   (c) Imam Bukhari **(d)** None of these
9. **The first Msjid (Mosque) on the surface of Madina is?**
   (a) Masjid-ul-Haram **(b)** Masjid-e-Nabavi
   (c) Masjid-e-Aqsa **(d)** Masjid e Quba
10. **Which Surah of the Holy Quran throws light on the Halal and Haraam and sacrificial animals?**
    (a) Al-Imaran **(b)** Al-Nahal
    (c) Al-Maeda **(d)** Al-Raad
11. **How many basic pillars of Islam are there?**

CSS PAST PAPER FROM (2005-2021)

CSS Past Paper (2005)

1. **Which Surah starts without Bismillah:**
   - **(a)** Al-Baqara
   - **(b)** Al-Nisa
   - **(c)** Al-Toba
   - **(d)** Al-Ikhlas
2. **A male is coffined/wrapped in __ dressed sheets:**
   - **(a)** 1
   - **(b)** 2
   - **(c)** 3
   - **(d)** 4
3. **Amount of zakat cannot be used in _____ .**
   - **(a)** Madrassah
   - **(b)** Mosque
   - **(c)** Hospital
   - **(d)** None of these
4. **What is Sahihain:**
   - **(a)** Mishkat
   - **(b)** Bukhari
   - **(c)** Bukhari and Muslim
   - **(d)** Ibne Majah
5. **Jehad become mandatory in ___Hijra:**
   - **(a)** 1 AH
   - **(b)** 2 AH
   - **(c)** 3 AH
   - **(d)** 4 AH
6. **Which one is called Masha'ar-ul-Haram:**
   - **(a)** Mina valley
   - **(b)** Muzdalifa valley
   - **(c)** Arafat
   - **(d)** None of these
7. **Who was the first martyre in Islam:**
   - **(a)** Hazrat Hamza (RA)
   - **(b)** Hazrat Yasir (RA)
   - **(c)** Hazarat Sumaya (RA)
   - **(d)** None of these
8. **Who first embraced Islam among women:**
   - **(a)** Hazrat Fatima (RA)
   - **(b)** Hazrat Zainab (RA)
   - **(c)** Hazrat Khadija (RA)
   - **(d)** Hazrat Ayesha (RA)
9. **What is Istelam:**
   - **(a)** Salam to Kaaba
   - **(b)** Salam to Hajre Aswad
   - **(c)** Kissing Hajre Aswad
   - **(d)** Praying at Muqam –e-Ibrahim
10. **Who collected Quranic verses in one place:**
    - **(a)** Hazrat Umar (RA)
    - **(b)** Hazrat Abdullah ibne Abbas (RA)
    - **(c)** Hazrat Abdullah ibne Masud (RA)
    - **(d)** Hazrat Usman (RA)

ANSWER

1.	c	**2.**	c	**3.**	b	**4.**	c	**5.**	b	**6.**	c	**7.**	c	**8.**	c	**9.**	c	**10.**	d

GENERAL KNOWLEDGE

A. Everyday Science
B. Pakistan Affairs
C. Current Affairs
(National + International)

EVERYDAY SCIENCE MCQS

SET I

1. **Hydrogen molecule is:**
   (a) Polar **(b)** Ionic
   (c) Coordinate **(d)** Non-Polar
2. **In a double bond connecting two atoms, there is a sharing of:**
   (a) 2 Electrons **(b)** 4 Electrons
   (c) 1 Electrons **(d)** All Electrons
3. **The first element of the group of alkali metals is:**
   (a) Potassium **(b)** Lithium
   (c) Sodium **(d)** Rubidium
4. **The chemical name for caustic soda is:**
   (a) Sodium Carbonate **(b)** Sodium Nitrate
   (c) Sodium Bicarbonate **(d)** Sodium Hydroxide
5. **The sodium compound used to soften the hard water is:**
   (a) Sodium Carbonate* **(b)** Sodium Bicarbonate
   (c) Sodium Oxide **(d)** Sodium Hydroxide
6. **Which of the following cannot be used us raw material for the manufacture of soap?**
   (a) Cottonseed **(b)** Linseed Oil
   (c) Diesel Oil **(d)** Soybean Oil
7. **Which of the following is soap?**
   (a) Sodium Alkyl Sulphonate **(b)** Sodium Chloride
   (c) Sodium Sulphonate **(d)** Sodium Stearate
8. **Which of the following is not a raw material for the manufacture of cement?**
   (a) Limestone **(b)** Soda ash
   (c) Quick lime **(d)** Zinc sulphate
9. **Which of the following is not a raw material for the manufacture of glass?**
   (a) Clay **(b)** Limestone
   (c) Silica **(d)** Soda ash

---

* water softening is achieved either by chemicals or by ion Exchange chemicals used for softening include ammonia, borax, calcium hydroxide, on conjunction with sodium carbonate (Soda ash).

PAKISTAN AFFAIRS

FACT SHEET

The following table illustrates the major facts of Pakistann economy.

Description	Facts
Total Population	207.68 million
Sex Ratio	106.018m males, 101.344m females and 321,744 transgender persons.
Urban Population	36.44%
Population Density	260.88 SQ. KM
Literacy Rate	58.9 %
Male Literacy Rate	67.79%
Female Literacy Rate	49.69%
GDP Annual Growth Rate	3.94%
GDP (nominal) Ranking 2021	46
GDP (PPP) Ranking 2021	26th
Foreign Direct Investment (FDI)	$1.85 billion (2020-2021)
Largest trading partner of Pakistan	China
Largest export partner of Pakistan	China
Largest import partner of Pakistan	China
Unemployment rate	5.41 %
Per capita income	246414 Rs.
Total Road length (network) ranking of Pakistan	264,401 km
Total Rail length (network) ranking of Pakistan	11,881 kilometres
HDI ranking of Pakistan	154
Inflation rate of Pakistan	9.2% as of October 2021
Contribution of Agriculture in GDP (of Pakistan)	22.69 %
Contribution of Industry in GDP (of Pakistan)	17.69 %
Contribution of Services in GDP (of Pakistan)	52.79%
Remittances Volume in 2020-2021	$29.4 billion
Total Budget	48 trillion(2021-2022

PAKISTAN AFFAIRS MCQS

SET I

1. The main occupation of the Indus valley civilization was:

(a) Agriculture **(b)** Cattle rearing
(c) Hunting **(d)** None of these

2. The great granary of Indus Valley civilization has been discovered at:

(a) Harappa **(b)** Mohenjodaro
(c) Kalibangan **(d)** Lothal

3. Mohenjodaro is also known as:

(a) Mound of the great **(b)** Mound of the survivor
(c) Mound of the dead **(d)** None of these

4. The great Bath of the Indus Valley civilization was discovered in;

(a) Harappa **(b)** Lothal
(c) Mohenjodaro **(d)** Ropar

5. There are Similarities between the seals found at Mohenjodaro and ;

(a) Egypt **(b)** China
(c) Sumeria **(d)** Afghanistan

6. From which one of the following sites, was the famous Bull- seal of Indus Valley found?

(a) Harappa **(b)** Chanhudaro
(c) Lothal **(d)** Mohenjodaro

7. Muhammad bin Qasim, the first Muslim Commander entered India as conqueror in;

(a) 712 **(b)** 713
(c) 714 **(d)** 715

8. India's earliest contact with Islam came through;

(a) Arab invasion of Hindu in 7th century
(b) Turkish invasion in 11th century
(c) Arab merchants of the Malabar Coast
(d) None of these

9. Timur invaded India during the reign of;

(a) Alauddin Khilji **(b)** Bahlol Lodhi
(c) Firoz Tughlaq **(d)** Nasiruddin Mahmood

CSS PAST PAPERS FROM 2005-2021

CSS PAST PAPER 2005

1. **Sir Syed Ahmad khan advocated the inclusion of Indians in Legislative Council in his famous book, Causes of the Indian Revolt, as early as:**
   (a) 1850 **(b)** 1860
   (c) 1870 **(d)** None of these
2. **Who repeatedly refers to Sir Syed as Father of Muslim India and Father of Modern Muslim India:**
   (a) Hali **(b)** Abdul Qadir
   (c) Ch. Khaliquz Zaman **(d)** None of these
3. **Military strength of East India Company and the Financial Support of Jaggat Seth of Murshidabad gave birth to events at:**
   (a) Plessey **(b)** nipat
   (c) None of these **(d)** Khanwa
4. **Clive in one of his Gazettes made it mandatory that no Muslim shall be given an employment higher than that of chaprasy or a junior clerk has recorded by:**
   (a) Majumdar **(b)** Hasan Isphani
   (c) Karamat Ali **(d)** None of these
5. **The renowned author of the Spirit of Islam and a Short History of the Saracens was:**
   (a) Shiblee **(b)** Nawab Mohsin
   (c) Syed Ameer Ali **(d)** Noen of these
6. **Nawab Sir Salimullah Khan was President of Bengal Musilm Leage in:**
   (a) 1903 **(b)** 1913
   (c) 1923 **(d)** 1909
7. **The first issue of Maualana Abul Kalam Azads 'Al Hilal' came out on 13 July:**
   (a) 1912 **(b)** 1922
   (c) 1932 **(d)** None of these
8. **At the annual session of Anjuman Hamayat Islam in 1911 Iqbal's poem was recited, poetically called:**
   (a) Sham-o-Shahr **(b)** Shikwa
   (c) Jawab-i-Shikwa **(d)** None of these
9. **Sir sultan Muhammad shah, the agha khan headed the historic simla deputation which successfully presented Muslim demands on 01, October 1906 before:**

CURRENT AFFAIRS (NATIONAL)

SET I

1. **Prime Minister Imran Khan speech UN general Assembly on?**

   (a) 24 September 2021 **(b)** 22 September 2021
   (c) 25 September 2021 **(d)** 26 September 2021

2. **Who is the Current Chief of the Naval Staff of Pakistan Navy?**

   (a) Vice Admiral Syed Arifullah Hussaini
   (b) Vice Admiral Waseem Akram
   (c) Vice Admiral Shah Sohail Masood
   (d) Admiral M Amjad Khan Niazi NI

3. **Who recently conferred with King Abdul Aziz Medal of Excellence (Highest Military Award of Saudi Arabia)?**

   (a) Chief of Army Staff Qamar Bajwa
   (b) Naval Chief Admiral Zafar Mahmood Abbasi
   (c) Admiral Zafar Abbasi
   (d) Air Chief Marshal Sohail Aman

4. **Who is the Advisor for Commerce, Textile, Industry and Production, and Investment**

   (a) Razak Dawood **(b)** Engr. Khurram Dastgir Khan
   (c) Muhammad Baligh Ur Rehman **(d)** Mr. Akram Khan Durrani

5. **Nation celebrates _____ birth anniversary of Liaquat Ali Khan on 1st Oct 2021?**

   (a) 119 **(b)** 120
   (c) 121 **(d)** 126

6. **Who is the Current Law Minister of KPK?**

   (a) Ran a Sana ullah **(b)** Fazal Shakeer Khan
   (c) Sheryar afridi **(d)** Asad Umer

7. **The current Chairman of NA Standing Committee on foreign affairs?**

   (a) Sheikh Salahuddin
   (b) Malik Muhammad Ehsan Ullah Tiwana
   (c) Ms. Naeema Kishwer Khan
   (d) Mr. Awais Ahmad Khan Leghari

CURRENT AFFAIRS (INTERNATIONAL)

SET I

1. **On _____,the Taliban declared the war in Afghanistan over after taking over the presidential palace in Kabul.**

   (a) Aug 14 **(b)** Aug 15
   (c) Aug 16 **(d)** Aug 16

2. **On Aug.16, the 44th Session of the World Heritage Committee of UNESCO was held Fuzhou, capital of _____Fujian Province.**

   (a) Japan's **(b)** Vietnam's
   (c) China's **(d)** Cambodia's

3. **ON Aug.19, _____actor sonny Chiba arte Skills in more than 100 films, died.**

   (a) Japanese **(b)** Chinese
   (c) American **(d)** Thai

4. **On Aug.20, Ismail sabri Yaakob who was deputy premier in the Last government, was appointed _____ prime minister.**

   (a) Myanmar's **(b)** Indonesia's
   (c) Maldives **(d)** Malaysia's

5. **On August 22, beleaguered prime Minister Stefan Lofven of _____ announced to step down in Nov.**

   (a) Estonia's **(b)** Denmark's
   (c) Sweden's **(d)** Spain's

6. **On August 23, India's city of _____opened its first "smog tower aimed at reducing air pollution.**

   (a) Bengaluru **(b)** New Delhi
   (c) Kolkata **(d)** Mumbai

7. **On August 23, _____resumed fuel exports to Afghanistan, Following a request from the new Taliban government.**

   (a) Iran **(b)** Russia
   (c) Saudi Arabia **(d)** Qatar

8. **On August 23, the US imposed new sanctions on filipos Woldeyohannes, The chief of staff of the Defence forces of _____**

CSS SCREENING TEST
PAST PAPERS

FEDERAL PUBLIC SERVICE COMMISSION
COMPETITIVE EXAMINATION-2022
MCQ BASED PRELIMINARY TEST (MPT)
(FOR MUSLIMS)

Booklet Number

TIME ALLOWED: 200 MINUTES	MAXIMUM MARKS: 200

INSTRUCTIONS FOR CANDIDATES

1. قرآن کریم کی سب سے طویل سورت کون سی ہے؟
(a) سورۃ یسین (b) سورۃ رحمٰن (c) **سورۃ البقرۃ** (d) ان میں سے کوئی نہیں

2. قرآن مجید کی سب سے طویل آیت کیا کہلاتی ہے؟
(a) آیت مباہلہ (b) **آیت مداینہ** (c) آیت مدینہ (d) ان میں سے کوئی نہیں

3. مفتی محمد شفیع کی تفسیر کا نام کیا ہے؟
(a) **معارف القرآن** (b) تفہیم القرآن (c) فہم القرآن (d) ان میں سے کوئی نہیں

4. حنفی، مالکی، شافعی، حنبلی سے کیا مراد ہے؟
(a) اعتقادی مسالک (b) **فقہی مسالک** (c) کلامی مسالک (d) ان میں سے کوئی نہیں

5. سونے میں زکوۃ کا نصاب کیا ہے؟
(a) **ساڑھے سات تولے** (b) ساڑھے باون تولے (c) سات تولہ (d) ان میں سے کوئی نہیں

6. رسول اللہ ﷺ کا پہلا تجارتی سفر کس ملک کی طرف تھا؟
(a) طائف (b) حبشہ (c) **شام** (d) ان میں سے کوئی نہیں

7. امام ابو حنیفہؒ کا اصل نام کیا تھا؟
(a) ثابت بن نعمان (b) محمد بن نعمان (c) **نعمان بن ثابت** (d) ان میں سے کوئی نہیں

8. نماز جنازہ کون سی نماز ہے؟
(a) سنت (b) فرض موکد (c) **فرض کفایہ** (d) ان میں سے کوئی نہیں

9. نماز قصر کے لیے کتنا فاصلہ شرط ہے؟
(a) 58 کلومیٹر (b) 85 کلومیٹر (c) **75 کلومیٹر** (d) ان میں سے کوئی نہیں

10. صلح حدیبیہ کے معاہدے کی کل کتنی شرائط تھیں؟
(a) **7** (b) 5 (c) 3 (d) ان میں سے کوئی نہیں

11. اجماع کے لغوی معنی کیا ہیں؟
(a) کوشش (b) **اتفاق رائے** (c) اندازہ لگانا (d) ان میں سے کوئی نہیں

12. صلہ رحمی سے کیا مراد ہے؟

(a) مصل (b) مثل (c) مسل (d) ان میں سے کوئی نہیں

41. The settlers found an ideal location with plenty of _____ land for farming and a mountain stream for fresh water and irrigation.

(a) Candid **(b)** Quaint **(c) Arable** **(d)** Saline

42. What is most needed in a discussion of immigration are solid facts, not wishful thinking; realities, not?

(a) Fears **(b)** Ideas **(c) Myths** **(d)** Veracities

43. The defendant claimed that he was innocent and that his confession was:

(a) Flagrant **(b) Coerced** **(c)** Terse **(d)** Benign

44. The rebel spies were charged _____ with and put on trial.

(a) Attrition **(b)** Reiteration **(c) Sedition** **(d)** Perdition

45. Zachary was doomed to a miserable life, for no matter how much he had, he always _____ the possessions of others.

(a) Protracted **(b)** Exalted **(c) Coveted** **(d)** Filibustered

Read the following passage and choose the best suitable option for the question/statements.

Glaciers consist of fallen snow that compresses over many years into large, thickened ice masses. Most of the world's glacial ice is found in Antarctica and Greenland, but glaciers are found on nearly every continent, Even Africa. Presently, 10% of the land area is covered with glaciers. Glacial ice often appears blue because the ice absorbs all other colors but reflects blue. Almost 90% of an iceberg is below water, only about 10% shows above water. What makes glaciers unique is their ability to move. Due to sheer mass, glaciers flow like very slow rivers. Some glaciers are as small as football fields, whereas others grow to be over 100 kilometers long.

Within the past 750,000 years, scientists know that there have been eight Ice Age cycles, separated by warmer periods called an interglacial periods. Currently, the earth is nearing the end of an interglacial, meaning that another Ice Age is due in a few thousand years. This is part of the normal climate variation cycle. Greenhouse warming may delay the onset of another glacial era, but scientists still have many questions to answer about climate change. Although glaciers change very slowly over long periods, they may provide important global climate change signals. The girth of ice, combined with gravity's influence, causes glaciers to flow very slowly. Once a mass of compressed ice reaches a critical thickness of about 18 meters thick, it becomes so heavy that it begins to deform and move. Ice may flow down mountains and valleys, fan across plains, or spread out to sea. Movement along the underside of a glacier is slower than movement at the top due to the friction created as it slides along the ground's surface.

Most glaciers are found in remote mountainous areas. However, some found near cities or towns present a danger to the people living nearby. On land, lakes formed on top of a glacier during the melt season may cause floods. At the narrow part of a valley glacier, ice falling from the glacier presents a hazard to hikers below. When the ice breaks off over the ocean, an iceberg is formed.

PART VII

اردو

فہرست

صَرف و نَحو 2

حروف (CHARACTERS) 18

ہم شکل الفاظ (SIMILAR WORDS/ PAIR OF WORDS) 19

مترادف الفاظ 23

متضاد الفاظ 32

واحد۔جمع (تعداد) 40

جنس (تذکیر۔تانیث) (GENDER) 49

غلط جملوں کی درستی 54

محاورات کا جملوں میں استعمال 64

اردو–انگریزی ترجمہ 100

باب اوّل

صَرف و نَحو

ہر زبان کے لیے کچھ اصول اور قوانین ہوتے ہیں جن سے اس زبان کو صحیح طور سے سیکھا اور استعمال کیا جاسکتا ہے۔ اسی طرح اردو زبان کے بھی کچھ اصول ہیں جنہیں گرامر یا قواعد کہا جاتا ہے۔ ان کے جاننے سے ہم اردو زبان کو ٹھیک ٹھیک بول اور سمجھ سکتے ہیں۔

قواعد کے دو حصے ہیں:

(1) حصہ صَرف (2) حصہ نَحو

صرف: قواعد کا وہ حصہ جس میں مفرد الفاظ سے بحث کی جاتی ہے یعنی یہ لفظ واحد ہے یا جمع، مذکر ہے یا مؤنث، اسم ہے یا فعل یا حرف ہے۔ اس حصہ قواعد میں صرف کلمات و الفاظ ہی موضوع بحث ہوتے ہیں علم صرف میں لفظ کے لغوی معنی کے بجائے اس کے مفہوم سے بحث کی جاتی ہے جو بول چال میں مطلوب ہوتا ہے۔

نحو: قواعد یا گرامر کا وہ حصہ ہے جس میں مرکب جملوں اور عبارتوں سے بحث کی جاتی ہے۔

نحو کے دو حصے ہوتے ہیں:

(1) نحو تفصیلی (جملوں کو الگ کرنا) (2) نحو ترکیبی (مرکب جملوں کو ملانا)

لفظ: انسان اپنی زبان سے جو کچھ بولتا ہے اسے لفظ کہتے ہیں جیسے: کتاب۔ قلم۔ پانی۔ روٹی

لفظ کی قسمیں:

(1) لفظ موضوع (2) لفظ مہمل

لفظ موضوع: وہ لفظ جس کے کچھ معنی ہوں اسے لفظ موضوع کہتے ہیں۔ مثلاً کباب۔ روٹی۔ کھانا

لفظ مہمل: وہ لفظ ہے جس کے کچھ معنی نہ ہوں جیسے: وقاب۔ ووٹی۔ وانا

لفظ موضوع کی قسمیں:

(1) کلمہ (2) کلام

کلمہ: اکیلے بامعنی لفظ کو کلمہ کہتے ہیں۔ جیسے: مسجد۔ آیا۔ گھر

کلام: دو یا دو سے زیادہ بامعنی لفظوں کے مجموعے کو کلام یا مرکب کہتے ہیں۔ جیسے: نیک لڑکا۔ طاہر نیک ہے۔

باب دوم

حروف (CHARACTERS)

حرف: ایسا کلمہ جو اکیلا تو کوئی واضح معنی نہیں رکھتا لیکن جملے میں الفاظ کے باہمی ربط وغیرہ کے کام آتا ہے۔ جیسے نمازی مسجد میں ہے۔ اس جملے میں لفظوں کا تعلق۔ میں۔ کی وجہ سے ہے اگر یہ نہ ہو تو جملہ بے جوڑ ہو جائے اور۔ میں۔ حرف ہے۔

حرف کی قسمیں:

حرف جار: وہ حرف ہے جو فعل کا تعلق فاعل کے ساتھ اور اسم کا خبر کے ساتھ ربط پیدا کرے۔ اسے حرف جار یا جر کہتے ہیں۔ جس اسم کے ساتھ وہ آتا ہے اسے اسم مجرور کہتے ہیں۔

حروف جار یہ ہیں: میں۔ سے۔ تک۔ تلک۔ اوپر۔ پر۔ لیے۔ واسطے۔ آگے۔ پیچھے۔ نیچے۔ اوپر۔ اندر۔ باہر۔ درمیان۔ پاس وغیرہ

حرف عطف: وہ حرف ہے جو دو اسموں یا دو جملوں کو آپس میں ملا دے مثلاً قلم و کتاب میں۔ و۔ حرف عطف ہے۔ حرف عطف سے پہلے اسم کو معطوف علیہ اور دوسرے کو معطوف کہتے ہیں۔

حرف عطف یہ ہیں: و، اور، پھر، بعض لوگوں نے، کر، اور، کے، کو بھی حروف عطف میں شمار کیا ہے لیکن یہ صرف دو فعلوں کو آپس میں ملاتے ہیں۔ مثلاً سعید آیا اور کھانا کھا کر چلا گیا۔ اسلم آگے چلا گیا۔ دوسرے عطف کا استعمال ایسے ہے۔ شب و روز۔ اسلم و محمود۔ فوزیہ پھر انیقہ۔

حروف علت: وہ حروف جو کسی وجہ یا سبب کو ظاہر کریں جیسے: کیوں کہ۔ اس لیے۔ بایں سبب۔ بنا بریں۔ لہٰذا۔ پس۔ بایں وجہ۔ تاکہ۔ چنانچہ۔

حروف اضافت: وہ حروف ہیں جو دو اسموں کا آپس میں تعلق پیدا کرے مثلاً کا۔ کے۔ کی۔ را۔ رے۔ ری۔

حرف بیان: وہ حرف ہے جو کسی وضاحت کے لیے استعمال کیا جائے۔ وہ حرف۔ کہ۔ ہے۔ مثلاً استاد نے شاگرد سے کہا کہ سبق پڑھو۔

حروف تشبیہ: وہ حروف ہیں جو ایک چیز کو دوسری چیز جیسا ظاہر کرنے کے لیے استعمال کیے جاتے ہیں۔ جیسے: مانند۔ طرح۔ صورت۔ جیسا۔ ہو بہو۔ مثل۔

ہم شکل الفاظ

(SIMILAR WORDS/ PAIR OF WORDS)

لفظ	معنی	لفظ	معنی	لفظ	معنی	لفظ	معنی
اَبّا	والد	اَبا	انکار	اِشکال	غیر واضح	اَشکال	شکل کی جمع
اَعراب	عرب	اِعراب	زبر، زیر، پیش	اَفہام	فہم کی جمع	اِفہام	سمجھانا
اَقدام	قدم کی جمع	اِقدام	آگے بڑھنا	بدر	پوراچاند	بَدَر	باہر
بَعد	پیچھے	بُعد	دور	بوجھ	وزن	بُوجھ	سمجھنا
بیر	دشمنی	بیر	پھل کانام	بَیل	گائے کامذکر	بیل	پھل کانام
تَرس	ڈر	تَرَس	ہمدردی	جَد	دادا	جِد	کوشش
جُرم	قصور	جِرم	سیارہ	حَب	گولی	حبُ	محبت
حَجّاج	عراق کاحاکم	حُجّاج	حاجی کی جمع	حَسَن	اچھا	حُسن	خوبصورتی
حَشمت	نوکر	حَشمت	دبدبہ	حَکم	ثالث	حُکم	فرمان
حِکم	حکمت کی جمع	حَمام	کبوتر	حَمام	غسل خانہ	خَاتِم	آخری
خَاتَم	انگوٹھی	خُرد	چھوٹا	خِرد	عقل	خَلق	مخلوق
خُلق	اخلاق	خِلقَت	پیدا کرنا	خِلقَت	پیدائش	خَلقَت	مخلوق
خِیَام	خیمہ کی جمع	خَیَّام	شاعر کالقب	دَور	زمانہ	دُور	زیادہ فاصلہ
دَیر	بت خانہ	دَیر	وقفہ	رَب	پالنے والا	رُب	جوہر
رَباط	مسافر خانہ	رِبَاط	بندھن	رَحل	مسکن	رِحل	کتاب دان
رَحم	ترس	رِحم	بچہ دانی	رَسَا	پہنچنے والا	رَسّا	موٹی رسی
سَر	جسم کابائی حصہ	سُر	موسیقی	سِرّ	راز	صَرف	خرچ
صِرف	فقط	سَوت	دوسری بیوی	سُوت	دھاگہ	طَور	طریقہ

مترادف الفاظ

ایسے الفاظ جو ہم معنی ہوں مترادف کہلاتے ہیں۔

الفاظ	مترادف	الفاظ	مترادف	الفاظ	مترادف	الفاظ	مترادف	الفاظ	مترادف
آبرو	عزت	پرایا	غیر	حسین	جمیل	آدمی	انسان	تالا	قفل
خفیف	معمولی	آرام	آسائش	تپش	حرارت	خوش	خرم،شاد	آسان	سہل
تحمل	بردباری	خوشخبری	مژدہ	آسمان	فلک	تعریف	توصیف	خوف	ڈر،خطرہ
آس	امید	تقصیر	خطا	دانا	عاقل	آغاز	ابتدا	تلاش	جستجو
دانش مند	عقل مند	اجالا	روشنی	تنہائی	خلوت	دبلا	پتلا،لاغر	اجنبی	ناواقف
توانگر	منعم،امیر	درخت	شجر،پیڑ	احمق	بےوقوف	تیغ	شمشیر	درست	صحیح
استقامت	ثابت قدمی	جام	ساغر،پیالہ	دلیر	دلاور	امر	حکم	جبر	تشدد
دوزخ	جہنم	امیر	مالدار	جدائی	فرقت	دولت	مال،زر	انجمن	بزم
جنگ	لڑائی	دولتمند	سرمایہ دار	اندھیرا	تاریکی	جنم	پیدائش	ذریعہ	وسیلہ
بادشاہ	امیر	جھنڈا	علم،پرچم	ذکر	بیان	باغ	چمن	چاند	ماہتاب
دنیا	عالم	بدن	جسم	چاہت	محبت	راہنما	راہبر	بغض	کینہ
حاجت	ضرورت	رفعت	بلندی	بہادر	شجاع	حاضر	موجود	رنج	ملال، غم
بہشت	جنت	حرکت	جنبش	زبردست	طاقتور	پاگل	دیوانہ	حزن	غم،ملال
زرد	پیلا	زوال	انحطاط	عادل	منصف	گوشہ	کونہ	زمین	دھرتی
عاقل	دانا	گمنام	غیر معروف	ست	کاہل	عداوت	دشمنی،بیر	گنوار	اجڈ
سستا	ارزاں	عدل	انصاف	گہرا	عمیق	سلیس	آسان	عسرت	تنگی دستی
گھٹیا	ادنی	سورج	آفتاب	عیش	عشرت	لاج	شرم	شبہ	شک
غرور	تکبّر	لاغر	دبلا	شجاعت	بہادری	غریب	مفلس	لذیذ	مزیدار

باب پنجم

متضاد الفاظ

متضاد کا معنی ہے ''الٹ'' لہٰذا متضاد الفاظ کا مطلب ہے ''الٹ الفاظ'' یعنی ایسے الفاظ جو معنی اور مفہوم کے اعتبار سے ایک دوسرے کی ضد میں آئیں متضاد الفاظ کہلاتے ہیں۔ مثلاً رات دن، زندگی موت، صبح شام، آنا جانا، وغیرہ۔

الفاظ	متضاد	الفاظ	متضاد	الفاظ	متضاد	الفاظ	متضاد	الفاظ	متضاد
اجالا	اندھیرا	اخلاص	ریا	اسلام	کفر	احسان مند		احسان فراموش	
آئندہ	گزشتہ، بعد	اوپر	نیچے	اونچا	نیچا	اوج	پستی	اول	آخر
امین	خائن	امارت	غربت	آگے	پیچھے	اگلا	پچھلا	اہم	غیر اہم
آشنا	ناآشنا	اسراف	بخل	آسان	مشکل	اکبر	اصغر	آمدنی	خرچ
احباب	اعداء	انصاف	ظلم	الٹا	سیدھا	امید	ناامیدی	امانت	خیانت
امیر	غریب	امن	جنگ	آہستہ	تیز	احتیاط	بے احتیاطی	اقرار	انکار
ایثار	خود غرضی	آمد	رفت	امیری	غریبی	اعلانیہ	خفیہ	ادنی	اعلیٰ
اعتدال	بے اعتدالی	اعتماد	شک	اطمینان	بے اطمینانی	اطاعت	بغاوت	اضافہ	کمی
اصلی	نقلی	اچھا	برا	الفت	نفرت	ایمان	کفر	اہل	نااہل
اکثریت	اقلیت	افراط	تفریط	ابتداء	انتہاء	آبنائے	کاکنائے	ابد	ازل
اندرون	بیرون	آزادی	غلامی	آرام	تکلیف	اتحاد	انتشار	ایمانداری	بے ایمانی
آغاز	انجام	آس	یاس	اپنا	پرایا	اجنبی	واقف	انسان	حیوان
ارضی	سماوی	آرام دہ	تکلیف دہ	اتفاق	نفاق	اقبال	ادبار	آقا	غلام
آباد	ویران	آزاد	گرفتار	اندرونی	بیرونی	اترائی	چڑھائی	ارزاں	گراں
اٹھنا	بیٹھنا	اتار	چڑھاؤ	باقاعدہ	بے قاعدہ	بارونق	بے رونق	باادب	بے ادب
بالغ	نابالغ	بھاری	ہلکا	بدر	ہلال	بے کار	کار آمد	بیشی	کمی
بلندی	پستی	بہار	خزاں	بخل	اسراف	بدصورت	خوبصورت	بھروسا	شک

باب ششم

واحد۔ جمع (تعداد)

واحد: وہ اسم ہے جو ایک کے لیے بولا جائے۔ مثلاً لڑکا، بچہ۔

جمع: وہ اسم ہے جو ایک سے زیادہ کے لیے بولا جائے۔ مثلاً لڑکے، بچے۔

تحریر اور تقریر میں جب کوئی اسم آئے گا تو وہ واحد ہو تو اسے جمع بنانے کے لیے درج ذیل قاعدے مقرر ہیں:

(1) اردو میں واحد جمع بنائی جاتی ہے۔

(2) جن مذکر اسموں کے آخر میں "الف" آیا ہو ان کی جمع بنانے کے لیے "الف" کو "ے" سے بدل دیتے ہیں جیسے: لڑکا سے لڑکے۔ بیٹا سے بیٹے۔

(3) کچھ اسم جو رشتوں کے نام ہیں یا خطابات اور القاب کے طور پر استعمال ہوتے ہیں ان کے آخر میں آنے والا "الف" واحد اور جمع دونوں حالتوں میں قائم رہتا ہے جیسے: تایا۔ نانا۔ دادا۔ چچا۔ رانا۔ ملا۔

(4) علامت جمع مذکر "اے" کا بدل ہے۔ مثلاً دھواں سے دھویں۔ کنواں سے کنویں وغیرہ۔

(5) جن مونث اسموں کے آخر میں "ی" آتی ہے ان کی جمع بنانے کے لیے "ان" لگاتے ہیں۔

(6) لڑکی سے لڑکیاں۔ گھوڑی سے گھوڑیاں۔

(7) جن مونث اسموں کے آخر میں "یا" آتا ہے ان کا آخری الف گرا کر "ان" لگا کر جمع بنائی جاتی ہے جیسے: کتیا سے کتیاں۔ بندر سے بندریاں۔ لٹیا سے لٹیاں۔

(8) جن مونث اسموں کے آخر میں "ی" نہیں ہوتی ان کی جمع بناتے وقت صرف "ایں" لگاتے ہیں مثلاً خالہ سے خالائیں۔

(9) جن مونث اسموں کے آخر میں بڑی 'ے' آتا ہے انکی جمع بناتے وقت تحریر کے آخر میں "یں" بڑھا دیتے ہیں جیسے: گائے سے گائیں۔ رائے سے رائیں۔

اردو بول چال میں عربی کی بہت سی جمعیں استعمال ہوتی ہیں۔ عام عربی اسما اور ان کی جمعوں کی ایک فہرست حروف تہجی کے اعتبار سے نیچے دی جا رہی ہے۔

جنس (تذکیر۔ تانیث) (GENDER)

مذکر: وہ اسم ہے جو کسی نر کے لیے بولا جائے جیسے: بیٹا۔ ماموں۔ شیر۔ مومن۔

مونث: وہ اسم ہے جو کسی مادہ کے لیے بولا جائے جیسے: بیٹی۔ ممانی۔ شیرنی۔ مومنہ۔

درست جملہ بنانے اور فعل اور فاعل کی مطابقت جاننے کے لے تذکیرہ تانیث کے اصول و قواعد یاد رکھنا اور ان کی پابندی ضروری ہے۔

اردو میں اسم کی صرف دو جنسیں ہیں۔ مذکر اور مونث۔ یعنی ہر اسم چاہے وہ جان دار کے لیے ہو یا بے جان کے لیے وہ یا تو مذکر ہو گا یا مونث۔

مذکر نر اور مونث مادہ کہلاتا ہے۔ اسم مذکر وہ ہے جو نر کے معنوں میں مستعمل ہو اور اسم مونث مادہ کے معنوں میں عام طور سے تذکیر و تانیث بول چال اور زبان دان لوگوں کے ذریعے اور رواج کی بنیاد پر معلوم ہوتا ہے لیکن قواعد جاننے والوں نے کچھ قواعد بھی بنائے ہیں۔

(1) مذکر اسم جن کی مونث بنتی ہے۔ جیسے: باپ (ماں)۔ میاں (بیوی)۔ بیل (گائے)۔ بادشاہ (ملکہ)۔ راجا (رانی)۔

(2) مذکر لیکن مونث نہیں بنتی جیسے: درویش۔ شہ بالا۔ بابا۔ بچھونا۔ فرش۔ گیند۔

(3) صرف مونث جیسے: باجی۔ آیا۔ دائی۔ سہاگن۔ انا۔ سوت۔

(4) مذکر اسم۔ مونث بنانے کے لیے لفظ مادہ کا اضافہ کیا جاتا ہے۔ جیسے: کوا۔ اژدھا۔ خرگوش۔ باز۔ چیتا۔ نولا۔ ہدہد۔ گینڈا۔ سرخاب۔ جانور۔

(5) بہ یک وقت مذکر بھی اور مونث بھی۔ جیسے: چیل۔ مینا۔ کوئل۔ فاختہ۔ لومڑی۔ چھپکلی۔ گلہری۔ مرغابی۔ تتلی۔ چکور۔ دیمک۔

(6) سوائے جمعرات کے تمام دنوں کے نام مذکر ہیں۔ (ہفتہ۔ اتوار۔ پیر۔ منگل۔ بدھ۔ جمعہ)

(7) سال، مہینہ، گھنٹا، منٹ، سنہ، مذکر اسم ہیں۔ البتہ "رات" مونث ہے۔

(8) پہاڑ اور پتھر اور ان کی تمام قسموں کے نام مذکر بولے جاتے ہیں جیسے: زمرد۔ یاقوت۔ فیروزہ۔ ہیرا۔ پکھراج۔ ہمالہ۔ قراقرم۔

(9) شہروں کے نام مذکر ہیں۔ جیسے: لاہور۔ کراچی۔ پشاور۔ اسلام آباد۔ کوئٹہ۔

(10) دریائوں کے نام مذکر بولے جاتے ہیں۔ مثلاً راوی۔ جہلم۔ چناب۔

(11) تمام ندیوں کے نام مونث بولے جاتے ہیں۔

(12) تارا یا ستارا کی طرح تمام ستاروں کے نام مذکر بولے جاتے ہیں جیسے: زہرہ۔ مریخ۔ چاند۔ سورج۔

(13) تمام زبانوں اور نمازوں کے نام مونث بولے جاتے ہیں۔ جیسے۔ فارسی۔ عربی۔ اردو۔ پشتو۔ فجر۔ ظہر۔ عصر۔ مغرب۔ عشاء۔

باب ہشتم

غلط جملوں کی درستی

املا کی اغلاط

غلط جملے	درست جملے
عید الضحیٰ مسلمانوں کا مذہبی تہوار ہے۔	عید الاضحیٰ مسلمانوں کا مذہبی تہوار ہے۔
اسلام وعلیکم کے بعد عرض ہے۔	السلام علیکم کے بعد عرض ہے۔
مجھے تمھاری مخالفت کی پرواہ نہیں۔	مجھے تمھاری مخالفت کی پروا نہیں۔
یہ واقع کب پیش آیا تھا؟	یہ واقعہ کب پیش آیا تھا؟
لاہور دریائے راوی کے کنارے واقعہ ہے۔	لاہور دریائے راوی کے کنارے واقع ہے۔
مجھے ایک ضروری کام پڑھ گیا تھا۔	مجھے ایک ضروری کام پڑ گیا تھا۔
ہم نے حساب کا قائد و سیکھا۔	ہم نے حساب کا قاعدہ سیکھا۔
قائد اعظم کراچی میں پیدا ہوئے۔	قائد اعظم کراچی میں پیدا ہوئے۔
وہ بلکل خاموش بیٹھا رہا۔	وہ بالکل خاموش بیٹھا رہا۔
شاعر دانتوں کو موتیوں سے تشبیہ دیتے ہیں۔	شاعر دانتوں کو موتیوں سے تشبیہ دیتے ہیں۔
دونوں لڑکیاں کل صبح آئیں گیں۔	دونوں لڑکیاں کل صبح آئیں گی۔
عورتیں سویٹر بن رہیں ہیں۔	عورتیں سویٹر بن رہی ہیں۔
یہ جملہ میچ نہیں۔	یہ جملہ میچ نہیں۔
مجھے آپ کی یہ بات سن کر حیرانگی ہوئی۔	مجھے آپ کی یہ بات سن کر حیرانی ہوئی۔
اس میں ناراضگی کی کیا بات ہے؟	اس میں ناراضی کی کیا بات ہے؟

واحد جمع کی اغلاط۔

غلط جملے	درست جملے
میں نے دو من گیہوں خریدا۔	میں نے دو من گیہوں خریدے۔

باب نہم

محاورات کا جملوں میں استعمال

محاورات	معنی	استعمال
آبرو جانا	بے عزت ہونا۔ ساکھ جاتی رہنا۔	ہر بوالہوس نے حسن پرستی شعار کی اب آبروئے شیوۂ اہل نظر گئی (غالب)
آہ کرنا	افسوس کرنا۔ کراہنا۔	ہم آہ بھی کرتے ہیں تو ہو جاتے ہیں بدنام وہ قتل بھی کرتے ہیں تو چرچا نہیں ہوتا
بل نکالنا	سیدھا کرنا	اقبال تیرے عشق نے سب بل دیے نکال مدت سے آرزو تھی کہ سیدھا کرے کوئی
رنگ زرد ہونا	بیماری یا خوف سے حالت کا غیر ہونا	تھا زندگی میں مرگ کا کھٹکا لگا ہوا اڑنے سے پیشتر بھی مرا رنگ زرد تھا
قدم لینا	تعظیماً پاؤں کو ہاتھ لگانا	گدا سمجھ کے وہ چپ تھا مری جو شامت آئے اٹھا اور اٹھ کے قدم میں نے پاسباں کے لیے
آنکھ لگنا	نیند آجانا	سودا کی جو بالیں پہ گیا شور قیامت خدام ادب بولے ابھی آنکھ لگی ہے
گاہے گاہے	کبھی کبھی	گاہے گاہے کی ملاقات ہی اچھی ہے امیرؔ قدر کھو دیتا ہے ہر روز کا آنا جانا
زبان بندی	بولنے کی اجازت نہ دینا	یہ دستور زباں بندی ہے کیسا تیری محفل میں یہاں تو بات کرنے کو ترستی ہے زباں میری
چراغوں میں روشنی نہ رہنا	اندھیرا ہو جانا	وہ آئے بزم میں اتنا تو میر نے دیکھا پھر اس کے بعد چراغوں میں روشنی نہ رہی

اردو–انگریزی ترجمہ

English Sentence	اردو جملہ
Why had the girl been weeping since one o'clock?	لڑکی ایک بجے سے کیوں رہ رہی تھی؟
Since when had he been staying with you?	وہ کب سے آپ کے پاس ٹھہرا ہوا تھا؟
I have been making this picture for a month.	میں ایک ماہ سے یہ تصویر بنا رہا ہوں۔
You have been writing letters to friends since six o'clock.	تم چھ بجے سے دوستوں کو خط لکھ رہے ہو۔
He has been living in this house since 1982.	وہ 1982 سے اس مکان میں رہ رہا ہے۔
People have been coming to the park since morning.	لوگ صبح سے سیر گاہ میں آ رہے ہیں۔
The child has been weeping for two hours.	بچہ دو گھنٹے سے رو رہا ہے۔
All the Muslims have been keeping fasts since 1st of Ramadan.	تمام مسلمان یکم رمضان سے روزے رکھ رہے ہیں۔
Aslam has been flying kite since noon.	اسلم دوپہر سے پتنگ اڑا رہا ہے۔
Players have been playing football since four o'clock.	کھلاڑی چار بجے سے فٹ بال کھیل رہے ہیں۔
Hens have not been laying eggs since June.	مرغیاں جون سے انڈے نہیں دے رہی ہیں۔
He has not been doing exercise for two days.	وہ دو دن سے ورزش نہیں کر رہا ہے۔
Girls have not been making garlands since seven o'clock.	لڑکیاں سات بجے سے ہار نہیں بنا رہی ہیں۔
The patient has not been taking medicine for two days.	مریض دو دن سے دوائی نہیں پی رہا ہے۔
It has not been raining in Lahore since yesterday.	لاہور میں کل سے بارش نہیں ہو رہی ہے۔
Has it been raining since evening?	کیا بارش شام سے ہو رہی ہے؟
Since when has the rich man been taking rest?	امیر آدمی کب سے آرام کر رہا ہے؟
You have finished your work.	آپ اپنا کام ختم کر چکے ہیں۔
The rainy season has set in.	موسم برسات شروع ہو چکا ہے۔
The clock has struck four.	کلاک چار بجا چکا ہے۔
Candidates have solved the paper.	امیدوار پرچہ حل کر چکے ہیں۔

About the Author

MIAN SHAFIQ

(CSP Officer, CSS Mentor)

Author of the Best Seller Books

Mr. Mian Shafiq is a renowned mentor and a CSP officer. He is an Australian Awards Alumni who did his Masters in Information Systems from University of Melbourne, Australia. Currently, he is working in the department of the Auditor General of Pakistan. He has been teaching CSS aspirants since 2008 and authored two books on **General Science and Ability** and **Everyday Science (Objective)** with 100k+ copies sold so far.

Mr. Mian Shafiq has pioneered an educational institution - **Study River** - with a vision to keep the aspirants of CSS, PMS abreast of the global shift towards online education. Students from all over Pakistan can learn different subjects online and on-campus. Study River is using state-of-the-art online tools and methodologies to instill knowledge in students. Study River LMS is a complete package for learning and assessment.

The Big Book is a masterpiece that comprehensively cover all the syllabus of CSS, PMS MCQs based preliminary tests (MPT). After reading this book students can easily qualify Screening Test with high score. We wish you all the best of luck.

KAHANI PUBLICATIONS
Symbol of Authenticity
A Project of Study River

BUY BOOKS www.studyriver.com