

Code No. **11 Y**

COMMERCE EXAMINATIONS
ENGLISH SHORTHAND
PROFICIENCY GRADE – II Paper
(Elaboration of Notes)

January, 2018

Time : { Dictation : 5 Minutes
Elaboration : 3 Hours

[Max. Marks : 100

Instructions to Readers :

1. The following matter should be dictated to the candidates at the rate of 150 words per minute, as marked.
2. Question numbers are also part of the reading matter to be dictated and should be read with special emphasis.
3. Marks allotted to questions DO NOT form part of the reading matter. Hence, marks allotted to questions may be mentioned to the candidates after the dictation is over.
4. Candidates should be instructed to take dictation in phonographic style and elaborate the same in 3 hours and be asked to begin their answer to each question on a separate page.

QUESTION ONE :

India Government Non
Gazetted Officers Association, New
Delhi proposes to hold its Twenty
third Annual General Meeting at
its Auditorium in New park, New
Delhi on Thirty first March, Two
thousand Seventeen at 10-00/ A.M.

$\frac{1}{4}$

The agenda is as follows :

Submission of the previous
year's Financial report by the
Hon'ble Secretary which will be
adopted after debate, if necessary.

Election of new Office Bearers and
directors for the next two financial
years. // Office Bearers of the old
Committee are also eligible for re-
election. Discussion about the
Welfare Schemes proposed for the
following years. Any other matter
which will be raised with the
permission of the chair.

$\frac{1}{2}$

ISSUE A MEETING ///
NOTICE AS FROM THE HON'BLE
SECRETARY OF THE
ASSOCIATION. (Marks : 20)

$\frac{3}{4}$

[Turn over

QUESTION TWO :

The Executive Engineer, Public Works Department, Haveri, writes to Superintending Engineer, Public Works Department, Dharwad, regarding construction of overbridge starting from Shivamurthy Circle to Haveri 1 Bus /1/ Stand Road. As per sanction order dated Twenty Fifth October Two thousand Seventeen, quotations were invited. Accordingly quotations received from twenty eight tenderers. A comparative statement of quotation is enclosed. Out of these M/s. $\frac{1}{4}$ Karnataka Industries, / Hubballi, were recommended for acceptance as they had quoted very low price. Previously they have carried out construction work of bridges satisfactorily near Ranebennur. They assured to complete their work within one and half year. $\frac{1}{2}$ Approval of the // Superintending Engineer is requested to entrust

work to Karnataka Industries only after which necessary orders could be issued to the tenderer.

DRAFT AN OFFICIAL LETTER.

(Marks : 20)

QUESTION THREE :

General Manager, Materials Management, Mysore Cement Plant, Mysore, invited Sealed $\frac{3}{4}$ tenders from reputed Road Transport Organisations for entering into annual contract for transportation of materials "To and Fro" from factory, reach him before Four p.m. on Fifth November. Tenders opened on same day at Five p.m. in presence $\frac{2}{4}$ of the tenderes. Tender documents can be obtained from the Finance and Accounts Manager from First August on all working days on payment of Rupees Seven Thousand Five hundred (Non-refundable) through crossed Demand Draft or Postal order / in favour of Mysore $\frac{1}{4}$

Cement Plant not responsible for delay in receipt of tender forms or for their loss in transit. Earnest Money Deposit of Rupees Three lakh fifty thousand in the form of $\frac{1}{2}$ Bank Draft to accompany // tender. Tenderers should specify full name, title of business or firm they represent with details of previous experience of similar contracts. Right reserved to accept or reject any tender without assigning any reasons. Envelope to be superscripted $\frac{3}{4}$ /// "Tender for To and Fro Material Transport."

PREPARE TENDER NOTIFICATION. (Marks : 20)
QUESTION FOUR :

Mrs. Ramanna took a demand loan rupees Five Lakh Seventy five thousand from Canara Bank, Saraswathipuram, Mandya during Two Thousand Seventeen 3 Mr. Mohan stood surety. /3/ Principal towards Loan was to be

repaid fully together with interest before end of Two thousand Seventeen. So far the same has not been cleared and the total accumulated balance against the loan account is Rupees Eight / $\frac{1}{4}$ Lakh Seventy five thousand only.

The Geneal Manager of the Bank after a detailed review of such cases, issues instructions to issue a legal notice through their legal advisor Mr. Narashimha to Mrs. Ramanna Number Nine, Fourth Stage, Saraswathipuram, // $\frac{1}{2}$ Mandya. Marks a copy to the surety to the loan. Asks why both loanee and the surety should not be drawn to the jurisdictional law court to recovere the principal and interest thereon from either or both $\frac{3}{4}$ // forthwith. Issue a suitable legal notice from General Manager.

PREPARE A LEGAL NOTICE FROM LEGAL ADVISER OF BANK.
(Marks : 20)

[Turn over

QUESTION FIVE :

The Lakshmi Co-operative Bank Limited, Bengaluru invites application for the post of Stenographer. Pay scale Rupees 4 Twenty /4/ Thousand Five Hundred and fifty to Rupees Thirty nine Thousand Five Hundred and fifty plus other allowances including special pay, dearness allowance, house rent allowance, city conveyance allowance. Qualification prescribed, First Class $\frac{1}{4}$ degree from any recognized / univesity, Senior Grade Kannada and English Shorthand and Senior Grade Kannada and English Typewriting Examinations with at least three years' experience. Working knowledge of computer is essential. Knowledge of Kannada

is also essential. Age limit : Above Eighteen years // and below Thirty- $\frac{1}{2}$ five years. For in-service candidates, age limit is relaxable up to forty years. Candidates should enclose certified Xerox copies of all testimonials in support of their qualification and experience. Applications to reach the Managing Director of /// the $\frac{3}{4}$ Bank before twenty-seventh November Two thousand seventeen.

As a suitable candidate for the above post and claiming relaxation of age limit on the ground that you are an in-service candidate,

PREPARE AN APPLICATION
AS A CANDIDATE. /5/ 5

(Marks : 20)