

Code No. **11 Y**

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

**July, 2015**

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.
2. Question numbers are also part of the matter to be dictated and should be read with special emphasis.
3. Marks allotted for questions are not to be dictated, but should be given out at the end of dictation.
4. Candidates should be asked to begin their answers to each question on separate sheet of paper.

QUESTION ONE :

The Superintending Engineer,  
Public Works Department,  
Shivamogga Circle, Shivamogga  
writes to Chief Engineer, Public  
Works Department, Construction  
and Building Zone, K. R. Circle,  
Bangalore regarding construction of  
overbridge starting from Harihara  
Circle to Harihara Bypass Road./  
As per sanction order dated twenty  
fifth August two thousand fourteen,  
quotations were invited.

Accordingly quotations received  
from twnety five tenderers. A  
comparative statement of quoaation  
enclosed. Out of these M/s. Uppar  
Constructions Pvt. Limited,  
Bangalore, were // recommended  $\frac{1}{2}$   
for acceptance as they had quoted  
very low price. Previously they have  
carried out construction work of  
bridges satisfactorily near Gorur in  
Hassan District. They assured to  
complete the work within one year.  
Approval of the /// Chief Engineer  $\frac{3}{4}$

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is requested to entrust work to M/s. Uppar Construction Pvt. Limited only after which necessary orders could be issued to the tenderer.

PREPARE AN OFFICIAL LETTER. ( Marks : 15 )

QUESTION TWO :

From Chickamagalore Lok Sabha Constituency you with 1 to /1/ contest for a seat in Lok Sabha as Bharathiya Janatha Party candidate to be held on Twenty Second April Two thousand Fourteen. To improve economic position, burden of taxation to be reduced, best use of resources,  $\frac{1}{4}$  waste to / be avoided your motto. Solve the unemployment problem, solve the Drinking water supply problem in overall constituency, Maximum freedom, minimum control, and intelligent planning. Chickmagalore Lok Sabha Constituency has Eleven lakh fifty

five thousand voters. Physically impossible // to meet everyone  $\frac{1}{2}$  personally. Support solicited.

PREPARE ELECTION MANIFESTO. ( Marks : 15 )

QUESTION THREE :

The proprietor of Shanthala Silk Merchants, Main Road, Mandipet, Davangere writes to the Managing Director, Anjenaya Cotton Mills Pvt. Limited, Davangere. In response to their letter dated /// Twenty fifth March  $\frac{3}{4}$  Two thousand and Fourteen, the proprietor expresses his interest to take up agency. He agrees to all terms and conditions put forth by the Bellary and Bijapur counterpart. States that his firm was established /2/ in two 2 thousand two and has gained considerable experience in cloth trade. Have numerous customers, both Government and private, in all parts of Bellary and Bijapur.

Request three percent more as commission for all orders booked through them./ Hope for early favourable reply so that he could take up agency immediately for benefit of both.

PREPARE A BUSINESS LETTER. ( Marks : 15 )

QUESTION FOUR :

Secretary, Shorthand Writer's Association of Karnataka, Bangalore, complained that Typists & Stenographers working in // Government and Semi Government Departments not being permitted to work as Examiners in the Commerce Examination conducted by the Karnataka Secondary Education Examination Board, Bangalore. He also brought to the notice that some of the Heads of Departments /// particularly Public Undertakings are not treating the absence of the Typist & Stenographers on official duty as Examiners, same not being adhered to.

Commissioner for Education directs all the Heads of Departments in Government, Semi Government and /3/ Public Sector Undertakings to permit Typist & Stenographers to work as Examiners whenever their services required by Karnataka Secondary Education Examination Board and treat their absence period as on official duty without detriment to the routine work of their / offices.

PREPARE CIRCULAR.

( Marks : 20 )

QUESTION FIVE :

Appolo Tyres Limited, Madras, invites applications for the post of Manager ( Finance and Accounts ). Applicant should be a Chartered Accountant with good academic record. Experience of minimum eighty years in senior // capacity essential. Preference to those having worked in Chemical and Rubber industry. Applicant should be within 40 years of age, which is relaxable

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for scheduled caste scheduled tribe candidates. Working knowledge of Computers essential. Incumbent will be incharge /// of entire Finance Department and will report direct to Managing Director. Apply within ten days enclosing a recent photograph and copies of testimonials.

PREPARE AN  
ADVERTISEMENT. ( Marks : 15 )  
QUESTION SIX :

Sealed Tenders in quadruplicate are invited from prequalifying contractors /4/ and firms for landscaping the civil works, electrical works, horticulture works and landscaping for irrigation works at the National Games Housing Project Complex at Koramangala. Prescribed application forms in quadruplicate can be obtained from the Chief Engineer, Karnataka / Housing

Board, Cauvery Bhavan, Bangalore, on payment of rupees one thousand plus taxes up to thirtieth April Two thousand fourteen. Completed tenders will be received till Tenth May Two thousand Fourteen, four hours and opened the next // day. Present contract will be for item rate contract including execution of civil, horticulture, electrical works, providing landscaping for tender irrigation as per the specifications enclosed with tender documents. Period of completions one year. Applicants must be class /// one registered contractors or Experience of similar works in the last two years for at least one crore each year. Approximate cost of tender two crores. Right of tender reserved by Karnataka Housing Board.

PREPARE A TENDER NOTICE /5/ 5

( Marks : 20 )