

Code No. **13 Y**

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

July, 2015

Time : { Dictation : 5 Minutes
Transcription : 2 Hours

[Max. Marks : 100

Instructions to Readers :

1. The following matter should be dictated at the rate of 120 words per minute, as marked.
2. Question numbers also form part of the reading matter to be dictated and they 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 2 hours and be asked to begin their answer to each question on a separate page.

QUESTION ONE :

M/s. Harsha Electronics,
B. H. Road, Shimoga solicit
esteemed presence on the occasion
of the opening of their new Branch
at Paper Town in Bhadravathi on
 $\frac{1}{4}$ twenty fifth / November two
thousand thirteen at 10.30 A.M.
Shivamogga M.P. Shri Raghavendra
declares open the new branch.

Sri M. J. Appaji, M.L.A.
Bhadravathi will inaugurate
the // function, Sri. Kagodu $\frac{1}{2}$
Thimmappa, Hon'ble Speaker
Government of Karnataka will be
the Chief Guest.

PREPARE INVITATION AS
FROM THE REGIONAL MANAGER,
HARSHA ELECTRONICS.

(20 marks)

[Turn over

QUESTION TWO :

$\frac{3}{4}$ Sealed Tenders in /// duplicate are invited from the registered First Class Contractor from the Executive Engineer, Karnataka Neeravari Nigam Limited, No. 4 Canal Division, Bhadravathi to construct a bridge
 1 across Bhadra River in /1/ Gondi Village of Bhadravathi Taluk. Estimated Cost Rs. Seven hundred lakhs. Earnest Money Deposit ten percent of the Estimated cost. Work to be completed in twenty one
 $\frac{1}{4}$ months duration / including rainy season, otherwise Earnest Money Deposit will be forfeited by the Department. Tender documents can be had from the office during working hours on payment of
 $\frac{1}{2}$ Rs. Five thousand // five hundred, non-refundable from twenty fifth November to tenth December two thousand thirteen and completed

tender applications should reach the undersigned on or before 15th December two thousand thirteen. /// The Executive $\frac{3}{4}$ Engineer reserves the right to reject or accept any or all tenders without assigning any reasons.

PREPARE TENDER NOTIFICATION. (20 Marks)

QUESTION THREE :

Twenty fifth Annual General Body Meeting of /2/ the Bhadra $\frac{1}{2}$ Credit Co-Operative Society, Main Road, B. R. Project Shivamogga District will be held on twenty second January two thousand fourteen at 11.00 A.M. at Sri Lakshmi Narashimhaswamy Kalyana / Mantap, B. R. Project, $\frac{1}{4}$ Bhadravathi Taluk to transact the following :

To consider and adopt the Director's Report for the year two thousand twelve and thirteen : To

$\frac{1}{2}$ declare dividend ; To appoint //
Auditors for the current year and
fix their remuneration ; To elect
Members for Managing Committee;
Any other subject with the
permission of the Chair.

$\frac{3}{4}$ Request Members to be
present thirty /// minutes before
commencement of meeting and to
bring Identity Cards. Share
Transfer books remain closed from
twenty fifth October to fifth
November Two thousand thirteen.

PREPARE MEETING NOTICE
3 BY THE /3/ SECRETARY OF THE
SOCIETY. (20 Marks)

QUESTION FOUR :

$\frac{1}{4}$ The Superintending Engineer,
Karnataka Neeravari Nigam
Limited, Bhadra Project Circle,
B. R. Project writes to Chief
Engineer, Karnataka Neeravari
Nigam Limited, Upper Tunga
Project / Zone, Shimoga, regarding

construction of overbridge starting
from Honnali Circle to Honnali Milk
Dairy. As per sanction order dated
twenty second October two
thousand thirteen, quotations were
invited. Accordingly quotations // $\frac{1}{2}$
received from twenty five tenderers.
A comparative statement of
quotation enclosed. Out of these
M/s. Amruth constructions Pvt.
Limited, Bijapura, was
recommended for acceptance as
they had quoted very low /// price. $\frac{3}{4}$
Previously they have carried out
construction work of bridges
satisfactorily near Davangere. They
assured to complete the work
within one year. Approval of the
Chief Engineer is requested to /4/ 4
entrust work to M/s. Amruth
Constructions Pvt. Limited, after
which necessary orders could be
issued to the tenderer.

PREPARE AN OFFICIAL
LETTER. (20 marks)

[Turn over

QUESTION FIVE :

Hindustan Petroleum
 $\frac{1}{4}$ Corporation Limited, Mangalore /
 requies Supervisors. Candidates
 should have passed Degree from
 any recognized University with
 English as special subject. Three
 years experience in any big concern
 or in similar capacity preferred.
 $\frac{1}{2}$ Age // below thirty five years.
 Selected candidates will get total
 salary of Rs. Fifteen thousand per

month, to be revised every year
 based on performance. In addition
 free accommodation provided.
 Application /// should reach $\frac{3}{4}$
 Manager by fifth December two
 thousand. Applications to contain
 all the necessary certificates along
 with Demand Draft for Rs. Hundred
 in favour of the manager.

PREPARE AN

APPLICATION. /5/ (20 marks) 5

