

Code No. **11 Y**

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

June, 2016

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 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 :

The Chief Engineer, Public Works Department, Construction and Building Zone, K. R. Circle, Bangalore writes to The Superintending Engineer, Public Works Department, Davanagere Circle, Davanagere regarding construction of overbridge at Davanagere Mahatma Gandhi Road Circle. As per / sanction order dated twenty fifth November two

thousand fifteen, quotations were invited. Accordingly quotations received from twenty five tenderers. A comparative statement of quotation enclosed. Out of these M/s. R. N. S. Constructions, Pvt. Limited, Bangalore, was recommended // for acceptance as $\frac{1}{2}$ it had quoted very low price. Previously it has carried out construction work of bridges satisfactorily in Bengaluru

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Mahanagara Palike. It assured to complete the work within one year. Approval of the Chief Engineer is/// requested to entrust work to M/s. R. N. S. Construction Pvt. Limited only after which necessary orders could be issued to the tenderer.

PREPARE AN OFFICIAL LETTER. (Marks : 15)

QUESTION TWO :

From Rajajinagar Vidhana Sabha Constituency you wish to contest /1/ for a seat in Vidhana Sabha Elections as Congress Party candidate to be held on Twenty Fourth September Two thousand Thirteen. To solve the unemployment problem, solve the drinking water supply problem in overall constituency, maximum freedom, minimum / control, and intelligent planning. To improve economic situation, burden of taxation to be reduced, best use of resources, waste to be avoided your

motto. Rajajinagara Vidhana Sabha Constituency has Four lakh Fifty five thousand voters. Physically impossible // to meet everyone personally. Support solicited.

PREPARE ELECTION MANIFESTO. (Marks : 15)

QUESTION THREE :

The proprietor of Sri Sudarshan Silk Palace, Chickpet, Bengaluru writes to the Managing Director, Sri Raghavendra Cotton Mills Pvt. Limited, Mysore. In response to their letter /// dated Twenty fifth October Two thousand Thirteen, the proprietor expresses his interest to take up agency. He agrees to all the terms and conditions put forth by the Mandya and Kodagu counterpart. States that their firm was /2/ established in two 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 five percent more as commission for all orders booked through / them. Hope for early favourable reply so that they could take up agency immediately for benefit of both.

PREPARE A BUSINESS LETTER. (Marks : 15)

QUESTION FOUR :

Secretary, Shorthand Writers' Association of Karnataka, Bengaluru, called its Annual General Body // Meeting in its premises at Kandaya Bhavan, Kempegowda Road, Bengaluru on Twenty first day of September Two thousand Fourteen at Ten Hours, Agenda of the meeting is : Invocation, Welcome Speech by the President of the Association, Submission of Annual /// Report, Audited accounts for the year Two thousand Thirteen-Fourteen, Estimated Budget for the upcoming year, Discussion and approval, Election to Managing Committee for

the year Two thousand Fourteen and Fifteen, Any other subject with the permission /3/ of the President and the General Body.

PREPARE MEETING NOTICE for the signature of the HON. Secretary of the Association.

(Marks : 20)

QUESTION FIVE :

Karnataka Public Service Commission, Udyog Bhavan, Bengaluru, invites applications for the post of Second Division / Assistants in various Departments of Karnataka State Government. Qualifications, Pass in Pre University Course, Age : Thirty five years for General Merit candidates. Forty years for the candidates belonging to Scheduled Caste and Scheduled Tribe and Category one.// Thirty eight years for the candidates belonging to various categories, Candidates claiming reservation under different categories have to enclose their Caste Certificates along with their

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applications. Selection through competitive examination consisting of General Knowledge, knowledge of Kannada and /// knowledge of English.

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PREPARE AN
ADVERTISEMENT. (Marks : 15)

QUESTION SIX :

Sealed Tenders in quadruplicate are invited from Class One Contractors for Construction of a Building for the use of Education Department Offices at K. R. Circle, Bengaluru.

4 Prescribed application /4/ forms in quadruplicate can be obtained from the Chief Engineer, Communications and Buildings, K. R. Circle, Bengaluru on payment of Rupees Five thousand plus taxes up to Thirtieth September Two thousand Thirteen. Completed tenders will be received till Tenth $\frac{1}{4}$ October / Two thousand Thirteen

upto Sixteen hours and opened on 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 // $\frac{1}{2}$ with tender documents. Period of completion is Two years. Tenders must be Class one registered contractors, Experience of similar works in the last four years for at least one crore each year. Approximate cost of tender Five crores /// and Fifty Lakhs. Earnest $\frac{3}{4}$ Money Deposit Fifty Lakhs and Fifty Thousand. Rights are reserved with the Chief Engineer, Communications and Buildings, K. R. Circle, Bengaluru.

PREPARE A TENDER NOTICE for the signature of Chief Engineer, Construction and Building Division./5/ (Marks : 20) 5