

Code No. **13 Y**

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

June, 2016

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 :

The Manager, Town Administration, Visvesvaraiyah Iron and Steel Limited, New Town, Bhadravati invites sealed tenders for construction of Extension to the male ward in their hospital complex, New / Town. Tenders should be on item rate basis. Registered first class Civil

Engineering Contractors of Public Works Department or equivalent having sound technical and financial capacity only apply. Tender documents // may be $\frac{1}{2}$ purchased from Fifteenth June to Twenty third June Two Thousand fifteen on payment of rupees four hundred. Cost of work is rupees 20 lakhs. Earnest money deposit

[Turn over

$\frac{3}{4}$ Rupees twenty /// thousand. Work to be completed within eight calendar months from the date of award. Tender be submitted before 4 p.m. on twenty fifth June Two Thousand fifteen. Opened on 1 the /1/ same day at 5 p.m. Company reserves right to accept or reject any or all the tenders without assigning any reason whatsoever.

PREPARE TENDER NOTICE.

(25 Marks)

QUESTION TWO :

$\frac{1}{4}$ Karnataka Government Non / Gazetted Officers Association, Bangalore proposes to hold its twenty first Annual General Meeting at its Auditorium in Cubbon Park, Bangalore on First April, Two Thousand fifteen at

11-00 hours. The // agenda is as $\frac{1}{2}$ follows :

Submission of the Financial Report by the Hon'ble Secretary which will be adopted after debate, if necessary.

Election of new office bearers for the next two /// financial years. $\frac{3}{4}$ 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 /2/ with the permission 2 of the chair.

ISSUE MEETING NOTICE AS FROM THE HON'BLE SECRETARY OF THE ASSOCIATION.

(20 Marks)

QUESTION THREE :

Hon'ble Chief Minister of Karnataka in a special inspection drive, inspects / various $\frac{1}{4}$ departmental works in the State in

general and in the capital city Bangalore in particular. Major works reviewed are one : Progress of fly overs construction on Mysore Road and // on Double Road. Two : Formation of Ring road. Three : Truck Terminals at Yeshwanthapur. Four : Establishment of Jindal Captive Power Plant. Five : Power Plant expansion at Raichur. Six : Cauvery Fourth Stage /// Works which ensures assured water supply to the entire city. Seven : Expansion Information Technology Park. Eight : Bangalore-Mysore Express Way formation and Nine : Establishment of Satellite towns.

3 Pressmen who accompanies /3/ Hon'ble Chief Minister and lauded the novel and thoughtful way of the State Administration which tightened up all the departments

and pulled up every one in the State to commit / himself to the State's overall growth and prosperity.

PREPARE A PRESS REPORT AS CHIEF REPORTER, OF VIJAYA KARNATAKA DAILY NEWSPAPER.

(20 Marks)

QUESTION FOUR :

The State Bank of Mysore, Davanagere holds // Loan mela at Malebennur village in Harihara Taluk, Davanagere District to give financial assistance to poor and landless farmers to buy cows, seeds, fertilizers and pesticides.

Sri SHAMANOORU SHIVASHANKARAPPA Hon'ble // Minister of Horticulture, sends message stating that service being rendered by the bank to the agricultural community is a very great service in the direction of the

[Turn over

4 Agricultural development in /4/ the country. Recollects Bank's service towards welfare of the poor. Commended the service of State Bank of Mysore Relief and Welfare Society, a Social Unit of the Bank at Dr. Rajakumar / Road, near Navarang Theatre, Bangalore which takes care of orphan children. Minister wishes the Loan Mela a grand success and regrets his inability to attend the same due to pre-occupations.//

$\frac{1}{2}$

PREPARE MESSAGE FOR THE SIGNATURE OF THE HON'BLE MINISTER FOR HORTICULTURE.

(20 Marks)

QUESTION FIVE :

Institute of World Club Culture, Wadiar Road, Bangalore invites for presentation by Dr. Raman of the Indian Institute of Science on prevention of Ritual Hunting of the Animals and Birds on Tenth March Two thousand fifteen.

$\frac{3}{4}$

PREPARE AN INVITATION AS FROM THE SECRETARY, INSTITUTE OF WORLD CLUB CULTURE. /5/ (15 Marks) 5

