

CODE NO: 03 Y (A)

**COMMERCE EXAMINATION
ENGLISH TYPEWRITING
SENIOR GRADE
II PAPER**

January/February, 2020

TIME: 1 ½ Hours

Max. Marks: 100

Instructions to the Candidates:

1. Begin each answer in a separate sheet of paper
2. Typewrite only on one side of the paper
3. Expand all abbreviations, correct all mis-spellings and punctuate wherever necessary
4. Use pen or pencil to draw lines in Section I
5. Arrange the answer sheets according to Question numbers.
6. Special attention to be given to neatness and accuracy.

Section-I

Q. No. 1. Type the following Statement in Proper form. Punctuate the figures. Draw vertical lines with Pen or Pencil.

Virat Surgical Instruments, Mumbai
Statement showing the amt. collected from
the Sales of Surgical Goods dg. 2012 to 2016.

Sl. No.	Name of the Instrument	2012	2013	2014	2015	2016
			₹ 24,500			
1	Articulator	28,600	27,350	0	28,660	27,700
uc 2	Bone chisel	24550	26850	28630	27410	27360
3	Pin cutter	26000	26440	21120	29520	24630
4	Elevator	35400	36890	37840	37600	37460
5	Calipers	34200	34260	32670	33560	35220
6	cautery	31500	30060	30030	30080	30070
7	Dilator	38560	38620	38950	38660	38440
stet 8	Nerve Hook	30300	39660	39750	32960	33560
9	Lancet	39580	32870	32330	39740	38960
10	Retractor	27500	27600	27240	27230	27620
11	Scissors	42400	42 218	42560	43630	44900
520 12	speculum	43020	43100	43150	44510	43050
13	Trocars	40050	40320	40090	40200	40300
14	Tissue expanders	32880	32620	32960	32570	32250
* 15	Towel/clamp	29600	29540	28250	28890	28660

MARKS: 25

... 3 ...

Section. I Page 3 Code NO: 034 (A)
 Q.No: 2 Type the following Balance sheet in
 Proper form. Punctuate figures. Draw vertical lines
 with Pen or Pencil

Capd // Subhiksha Rural Development Co-operative Bank Limited
 Suvarna Soudha Road, Belgaum.
 Balance sheet as at 31.03.2017
 ₹ 99,900

Liabilities	Rs.	Assets	Rs.
Customers deposits	₹ 19560	Fixed Assets	60,000
Derivatives		Loans to customers	58000
other (Liabilities) Trade	52000	Securities for sale	16000
Taxes	17840	Loans to other Banks	49200
misc.	8900	Cash at Canara Bank	25000
Reserve and Surplus	26000	Investments fund	21500
Borrowings	28000	Advances	△
Total	2,52,200	Total	2,52,200
		△ 22,500	

AUDITORS' CERTIFICATE
 Having audited the books of accounts, for the year
 ended 31st march 2017, we certify that the
 Balance/Sheet exhibits the correct state of affairs
 of the Bank.
 Chartered Accountant.

MARIS: IS

Q. No: 3: Type the following Business letter in Proper form. Expand all abbreviations. Correct all mis-spelling. Take ONE Carbon copy.

Letter No. AA 135/16. dated 15.11.2016 from
 Ashwin Associates, KSR Road, Hampanakatta,
 mangalore to M/s. Mayank Legal Consultants,
 Rishab Complex, Polali Temple Road, Dantwal.
 Legal
 D/s,

Req: Agreement for Legal Services.

Thank you for choosing our firm for your legal services. We look forward to working with you. We want to handle your legal matters promptly and effectively, and we hope you will let us know if there is any way we can improve the service we provide. As our client, before taking any major step we ask for your instructions on how you want to proceed. We usually ~~make~~ give an advice, but the final decision will be yours. We will then provide the legal services nec. to carry out as per your instructions. We can make ~~up~~ ^{no} guarantee about the outcome of your matters, but we will give you the best legal services we can. You should be aware that winning your case in court does not necessarily mean you will actually recover the money from the court.

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Q. No. 43 contd.

If the defendant is impolite, further proceedings may be needed to recover the money. ←

RO

PP

In sum cases recovery may not be possible, even after further actions are taken. Two way communication will be very important in our relationship. If you ever need details of what we are doing, please call or make an appointment for meeting and any information that might help us to handle your matter, please let us know. We will report to you from time to time by letter, telephone or in person and send you the copies of documents. For further facts of a document or mail you receive from us, please call us right away. It is your duty to keep us informed of any change in your mailing address or phone number. However, if either of us decides to end our alliance, we will expect you to pay all outstanding before bills before we release your file.

~~XXXX~~ DIRECTOR

Yours faithfully
for - - - -

ASSOCIATE ~~XXXX~~

MARKS: 30

Section-II

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Code No: 034(A)

Q. No. 4: Type the following CIRCULAR in proper form
Expand all abbreviations, correct all mis-spellings &
type in Double line spacing. Take ONE carbon copy.

Govt. of Karnataka
Transport Department

Office of the Commissioner,
Transport and Safety,
Shanthi Nagar,
Bangalore, dt 1.2.2018

No. CT/PR-92/2017-18

CIRCULAR

Sub: Legal acceptance of Driving License,
Registration Certificate presented thro.
Digilocker platform.

The Ministry of Electronics and Information
technology, has framed a Digilocker authority
through Notification dated 21.07.2016. This is $\frac{1}{2}$
of the key initiatives under the Digital India
programme. A beta version of the same has been
already released and is aimed at minimizing the
usage of physical documents and enable sharing
of E-documents across agencies. It has launched
the Digilocker platform, which is a digital
share of documents and certificates issued to a
citizen, linked to their number AADHAR.

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Q. No: 4, Contd.

Expand

It has now the facility to get DL and Registration Certificate by way of its integration with the Ministry of Road Transport. These digital copies available on Digilocker are mandated as

N.P

original documents as per the Act 2000. [Further to this, e-Governance Department as now linked the State Transport Department with Digilocker, which will enable citizen to download as the same is linked to their identity has been legalised with the help of and AADHAR Department database.

Close up

the gate way will identify the address of the repository where their document is stored based on the URL and will fetch them from that source.

retain abbreviation

In order to sign up, a resident should have Aadhar linked with his mobile number. ←

R.O

The resident can share private documents with requesters by sharing a link to their email address. Today the use of this app becomes popular. [Hence, the Transport Department now

F.P

documents that the notifies downloaded into their Digilocker would be deemed to be the original certificates and to be treated on par with records issued by the Dept. in the form of Smart Card or Paper form. However, the above order does not apply to cases where documents have (be to) seized as per the motor vehicles Act and rules.

Commissioner

MARKS: 30

Transport and Safety

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