

Code No. 034 (1)

COMMERCE EXAMINATIONS.  
ENGLISH TYPENITING  
SENIOR GRADE

II<sup>nd</sup> PAPER

Timing 1½ Hours  
Max. Marks: 100

January/February, 2020

Instructions to Candidate

- 1) Begin Each answer on a separate sheet of paper
- 2) Typewrite only on one side of the paper
- 3) Expand all abbreviations, correct all miss -  
Spelling and punctuate wherever necessary
- 4) Use pen or pencil to draw vertical line in  
Section - I.
- 5) Arrange the answer sheets according to question  
Serial number.
- 6) Special attention should be paid to neatness  
and accuracy.

== 0 ==

Q.No.1. Type the following Statement in proper form punctuate figures. Draw vertical lines by pen or pencil.

Statement showing the number of the Technicians trained and untrained in Residential and Non-Residential (during) School the year 2014-15.

SL No	District	Trained in		unTrained in	
		Residential School	Non-Residential School	Residential School	Non-Residential School
				8195100	
1	Bangalore	85,800	36,790	58,790	78,940
2	Belgaum	34,961	53,383	25,500	32,389
3	Bellary	86,295	34,920	52,378	44
4	Bidar	56,240	59,862	69,213	54,682
5	Bijapur	39,705	48,312	83,836	33,533
6	Dharwad	56,351	37,346	27,409	58,735
7	Gulbarga	13,254	56,238	39,712	58,176
8	Hassan	94,538	57,735	28,271	29,000
9	Kolar	87,261	78,411	85,000	43,681
10	Chickmagalur	76,435	58,261	60,237	38,201
11	Madikeri	58,312	Δ	19,785	53,432
12	Mandya	25,323	87,432	87,933	32,701
13	mysuru	20,577	85,400	37,500	78,328
14	Raichur	38,510	40,251	89,650	

Δ 57954

These are the provision list and the figure above indicated.

MARKS: 25

Q. no. 2 Type the following Balance Sheet in proper form. punctuate figures. Draw vertical lines by pen or pencil.

RAJESH READYMADE GARMENT  
KOLAR.  
Balance Sheet as on 31st March 2012.

Liabilities	Rs.	Assets	Rs.
Share Capital	8,000	Cash in <del>at</del> hand	2,000
Reserve Fund	4,000	Cash at Bank	2,000
Short Term Loans	5,000	Debtors receivable	3,000
Bills payable	1000	Sundry debt.	5000
Outstanding rent	2000	Tools	5000
Outstanding wages	5000	Plant and machinery	2000
Loans on mortgage	8000	Land and Building	10000
Income Received in advance	1000	Furniture and fitting	5000
Liabilities for expenses	3000	Misc.	3000
Advertisement	1000	Good will	2000
Secured loan	3000	Clabing stock	1000
Unsecured	1000	Prepaid expenses	1000
		Other Income	1000
	42,000		42,000

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Auditor.

MARKS: 15

SECTION: II

Page - 4

Code No: 03y(1)

Q. No 3.

Type the following Business letter in prose form  
Expand all abbreviations, correct all mis-spellings  
Take two carbon copy.  
one

Letter No. AIG/53/09. Telegram "Hindustan, Telephone 24453226  
Address to PUSHPA AGENCIES, HSS Road Bangalore.  
From Managing partner, HINDUSTAN ELECTRONIC CO.  
No. 116, 3rd Block, Jayanagar, Bangalore dated 6/11/2010  
Dear Sir, XX

Expand  
the

With reference to the above. I am in receipt of  
your letter dated 10-11-2010. You have requested  
about the electronics items for your know shop  
we have ten years of experience in this field  
business and happy to inform you that complaints  
received from our customers or considerable  
very low regarding electronic equipments sold  
by us. We are dealing all branded and  
local electronics goods. Our will person  
service take a keep interest in every  
purchase. The items are delivered and  
serviced by us and also we undertake  
Maintenance contract of products. A wide range  
of flat colour Televisions all reputed  
brands, fan, refrigerator, washing machine DVD  
players and home theatres etc are available.

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N.P  
Thank

Class  
up

XX Sub: Enquiry about the  
Electronic items.

... 5.

N.D  
Q We are extending our business in some of the major districts shortly. As the first step we are planning to open our new offices at ~~the~~ Shravanabelagola and Hassan. I am taking this opportunity to ask you to make convenient to visit our Show room. If you wish to meet our company, the Manager will do the almost arrangements.

el.  
Regarding Supplying of Electronic Items, we request you to please place the order before November because the ~~world~~ World cup cricket is fast approaching and demand for the television sets will be more this will help us to supply your requirements as early as possible. We wish to inform you that you <sup>have</sup> to pay 50% of the order in advance and the remaining after taking the purchase delivery. You will get 20% discount on all items. We deliver the goods at your doorstep and it is for our Shravanabelagola to Hassan. We trust you fully appreciate our Sincere endeavour to give only the best make to the clients and Co-operate with us.

Thanking you

for Y/T.

(Baby)  
Managing Partner

MARKS: 30

SECTION: II  
Q. No 4.

Code No: 034(D)

The following OFFICIAL MEMORANDUM is prepared from. Expand all abbreviations. Correct all mis-spellings. Take one Carbon Copy.

O.M. No. S-3/NCE/190/HG/18-19, dated 25-6-2019  
Government of Karnataka, Office of the Director (NCC cell)  
18, Cunningham Road Bangalore

OFFICIAL MEMORANDUM

Sub-Deputation of Home Guards to NCC.  
Department is vacant Group D. post  
Bengaluru

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Ref:- The Govt Lett No ED 26/2014, dt. 24-6-15  
and ED 54 2006 dated 08-03-2018.  
The Commandant General Home Guards  
Ltr. No 102/01/20. Dt. 24-06-2019.

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of admission

As per the Letter reference (1) above, Govt. has authorized national credit corps. call to out source the service of Group D. employees. Accordingly, on the request of the NCC. Dept., the Director General of Police and Commandant General, Home Guards and the Director Civil Defence, Bangalore, has deputed 58 Home Guards to the NCC. Dept. for employment in the vacant post of Group D. as per rtr (2) above. The Directorate of Home Guards has sent the list to the concerned local Home Guards Units for Home of deputation. Guards from the respective

Present.

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SECTION: II  
Q. NO. 4 cond.

Page 7.

Code No: 03y (D)

Local Units. Hence only authorized member of personnel as mentioned below may be deputed to the respective group headquarters Units.

Expand  
Admin

The Group Cdr. Commanding officer are hereby authorized to draw the total amount ~~per~~ personal as quoted in the Sanction order of the Director General of Police and Commandant General Home Guards and Director Civil Defense, Bangalore referred at (2) above for a period of three months only with effect from 01-03-2019 to 30-09-2019. The expenditure on this account shall be under met the budget head 2204-00-102-1-01-034 Contract/Outsource for the year 2019-20.

Traffic

para

// Monthly Statement regarding Salary paid, attendance Extract, duty report etc. should be sent to the concerned Commandant, District Home Guards and State cell. Instructions issued in this OM and terms and ~~the~~ conditions specified in the letter referred at (2) above, be strictly adhere to.

u.c.

a

u.s.

4. The Home Guards should be in the Uniform during the duty hours.

MARKS: 30

(Ani Joy)  
Administrative Officer (I/c)  
Deputy Director General sec.