

Code: 054 (C)

COMMERCE EXAMINATIONS

English Typewriting - Junior Grade
II paper

Time: 1½ Hours
Marks: 100

January, 2019

INSTRUCTIONS TO CANDIDATES

1. Begin each answer on a separate sheet of paper.
2. Type only on one side of the paper.
3. Expand all abbreviations and correct mis-spellings and punctuate wherever necessary.
4. Arrange answer sheets according to SL NOS of questions.
5. Use pen or pencil to draw vertical lines in Section-1.
6. Special attention should be paid to neatness and accuracy.

Question-I. Type the following Statement in proper form punctuating figures and draw verticle lines with pen or pencil.

Statement showing the details of Text Books Distributed by Mysuru printers and publishers, Vinoba Road Mysore dg. The yr. 2015 to 2016 in some of districts in the Karnataka state. \otimes 12,000

Sl. No.	Districts	Sociology	Science	English	Kannada
1	Bangalore	15,300	16,400	16,300	15,100
2	Mysuru	14,300	16,550	16,000	14,600
3	Mandya	15,100	14,000	13,600	12,000
A	Coorg	16,200	12,000	12,700	12,500
5	Chamarajanagara	17,600	16,000	12,000	14,000
6	Mangalore	10,000	15,100	10,900	12,100
7	Hassan	14,000	15,000	12,400	14,000
8	Tumkur	12,000	14,500	12,000	13,400
9	Kolar	15,000	13,600	14,100	15,000
10	Chitradurga	16,500	XX	15,000	13,900
11	Belgaum	17,000	13,000	14,500	12,000
12	Shimoga	14,800	14,000	15,400	13,600
13	Bijapur	15,400	15,600	\otimes	14,800
14	Gulberga	14,000	15,500	13,000	12,500

NOTE: The above Mentioned figures are not actuals and only Provisional. \otimes 12,000

Marks: 40

Question No. 2.: Type the following Business Letter in proper form. Expand all abbreviations and correct mis-spelling take ONE Carbon Copy.

Letter From Seema, proprietor, SEEMA FASHION FABRICS, (Manufacturer of Children Dress materials), Railway Station Rd. Bahaveshwarapuram, Krishnarajahagar, Telegrams: "SEEMA" T-Phone: 0321-2254828 addressed to M/s. Shety Salaman Fashion, Udayagiri, Mysore. Ltr no. 1234/2.

Capt.

D/ Madam,

Subject: - Supply of the Childrens Dress materials.

Thank you for yr. letter of yesterday. We are enclosing with this letter a complete list of the dresses we can at present supply for children of the ages you name. We will see th. we are able to offer a very satisfactory number of sizes and colours. We regret that pictures of the dresses are not supplied with the list, but we can send pictures in the colour of any particular lines in wh. you are interested. These pictures must, however be returned with your order, and we cannot send out goods until the pictures have been returned in this way.

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Del. 10 As their cost is very high. with regard to u-c
to your question about the time we require for
delivery of goods, we must point that as a
general rule, delivery is made within one week Start
from receiving an order.

2-c As for your other question, the answer is
that we generally deliver goods to the nearest
Railway Station. In cases where customer lives
at a considerable distance from a station
however, we mark the goods for special delivery
at the house. There is no additional charge
for this as this ~~Fabric~~ company carries del.
the cost.

Thanking you,

Yours faithfully,

FOR SEEMA FASHION FABRICS,

SEEMA, - del
proprietor.

30 MARKS

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Question-3. Type the following official letter in proper form, expanding all abbreviations, correcting mis-spellings take ONE carbon copy.

GOVERNMENT OF KARNATAKA

No. FD 16/SRP 2012.

Karnataka Govt. Secretariat, ^{Expanded}
Vidhana Soudha,
B.lore dated 7th May 2012.

From

The Deputy Secy. to Govt.
Finance Department,
Vidhana Soudha,
BANGALORE.

TO

The Deputy Commissioner,
Chief Executive Officers (ZPA) of
all Districts.

Sirs,

Subject: Stagnation increment exercise of option to continue in the scales of pay of the lower post extension of time limit.

The Karnataka Administrative Service Officers Association as also [similar] made a request for further extension of the time limit option for stagnation increment. U.C
U.C government are pleased to extend the time limit for giving option by the Government Servant who have reached the maximum of the fixed scale of pay or

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Selection Time Scale of pay under the (KCS) (GBA) Rules 1983. [2. Senior Scale of pay under the KCS (Automatic Grant of Spl. promotion to Senior Scale of pay) Rules 1991. And who or granted selection time scale of pay, senior scale of pay or are promoted to higher post on or after 1st.4-1996. Expend before accrual of Stagnation increment continue to in the scale of the lower post or selection time scale or senior scale of the case may be until they get Stagnation increment further period up to 31st July 2012 or until further orders wh. ever is earlier.

u-c
3. The Heads of Departments should bring the contain of this orders to the notice of all concerned immediately for necessary action.

yours faithfully,

30 MARCH

SUNDHARARAJA,
D/Secretary to Govt.
Finance Department.

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