

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

January/February, 2020

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, as marked.
2. Question numbers are also form part of the reading 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 :

Sealed tenders are invited by the Manager, Civil maintenance, Bharat Earth Movers Limited, Mysore from the first class or second class Registered Contrctor for loading, unloading and salvage clearance in Equipment Division.

$\frac{1}{4}$ Estimated cost of / work is five crore seventy five lakhs rupees. Earnest Money Deposit to be paid Rupees Five Lakh Fifty Five thousand. Work should be

completed within one year. Application for tender documents can be had on payment of rupees // two thousand five $\frac{1}{2}$ hundred non-refundable. Completed tender documents accompanied by Income Tax Clearance Certificate, Solvency Certificate should reach on or before Twenty fifth September two thousand nineteen. The tenders will be opened on the same day at/// $\frac{3}{4}$ five thirty p.m. in the presence of

willing tendes or their representative. Terms and conditions to be prescribed from time to time by the Company. Earnest Money Deposit will be refunded to the unsuccessful tenderers.

PREPARE A TENDER
1 NOTIFICATION /1/
(Marks : 20)

QUESTION TWO :

Sree Vidyabharathi Women's College Day at Bellary. Honorable Minister of State for Women's and Children's welfare, Government of Karnataka stated education must equip women for life. She said combination of traditional and
 $\frac{1}{4}$ modern system / of education is a must and imported solutions will not answer problems of the country. Education should equip women to be independent while safeguarding their culture. Crores being spent under new twenty-point Economic programme to support
 $\frac{1}{2}$ job-oriented courses to // prepare

women for employment. How could the objective of equal status for women be achieved in our country unless girls were given opportunity to become educated and take up Vocational Training programmes.

Women can fare much better /// $\frac{3}{4}$
than men in every field of public life. They only need opportunities. Professor Smt. Anitha Ravi garlanded. Smt. Shashikala Jolle, Minister of state Women's and Children's welfare. Sri Vinyas. R. Thigundi, Chairman, state Social welfare Board, Chief Guest. College principal read /2/ Annual Report. 2
Smt. Suvarna Devi Shenoy, Association Secretary proposed Vote of Thanks.

PREPARE A PRESS REPORT
AS A REPORTER. (Marks : 20)

QUESTION THREE :

The Davangere Co-operative Bank Limited, Davangere invites application for the post of

$\frac{1}{4}$ Stenographer. Pay scale / rupees
 Thirty Five Thousand five Hundred
 and fifty to rupees Sixty Eight
 Thousand Five Hundred and
 fifty plus other allowances
 including special pay, dearness
 allowance, house rent allowance,
 city conveyance allowance.
 Qualification prescribed, First Class
 $\frac{1}{2}$ degree from any// recognized
 univesity. Senior Grade Kannada
 and English Shorthand and Senior
 Grade Kannada and English
 Typewriting Examinations.
 Preference will be given to those
 who with knowledge of computers,
 with at least three years'
 experience. Working knowledge of
 $\frac{3}{4}$ computer is/// essential.
 Knowledge of English is also
 essential. Age limit : Above eighteen
 years and below thirty five years.
 For inservice candidates, age limit
 is relaxable up to forty years.
 Candidates should enclose certified
 Xerox copies of all testimonials

in /3/ support of their qualification 3
 and experience. Applications to
 reach the Managing Director of the
 Bank before twenty fifth December
 Two thousand Eighteen.

As a suitable candidate for
 the above post and claiming
 relaxation of age limit on / the $\frac{1}{4}$
 ground that you are an in-service
 candidate.

PREPARE AN APPLICATION
 AS A CANDIDATE. (Marks : 20)

QUESTION FOUR :

Malenadu Development
 Board, Sagar Road, Balehonnur
 decides to hold its forty third
 annual General Body Meeting at
 their registered office in Udupi, // $\frac{1}{2}$
 at Eleven A.M. on twenty sixth
 December, two thousand nineteen
 to transact the following business.
 To discuss the annual audited
 accounts and auditors report and
 balance sheet, consider and adopt
 the report of the factory for

$\frac{3}{4}$ the /// previous year, to declare dividends : to appoint Auditors for the current year and fix their remuneration ; elect a Director who retires by rotation but eligible for re-election ; Any other subject of importance with the permission of the chair./4/ A member entitled to appoint proxy on his behalf ; Register of Member closed from first to tenth March. Payments of dividends made to members whose names appear on register before closure of books. Members are requested / to quote their bank account number.

PREPARE NOTICE OF MEETING. (Marks : 20)

QUESTION FIVE :

From Hunasuru Vidhana Sabha Constituency you wish to contest for a seat in Vidhana Sabha as Bharathiya Janatha Party

candidate to be held on Fifth December // Two thousand $\frac{1}{2}$ Nineteen. To improve economic position, burden of taxation to be reduced, best use of natural resources, waste to be avoided your motto. Solve the unemployment problem, solve the Drinking water supply problem in overall constituency,/// maximum $\frac{3}{4}$ freedom, minimum control, and intelligent planning. Hunasuru Vidhana Sabha Constituency has two lakh seventy five thousand voters. Physically impossible to meet everyone personally. Support solicited.

PREPARE AN ELECTION MANIFESTO AS A BHARATHIYA JANATHA PARTY CANDIDATE HUNASURU. /5/

(Marks : 20)

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