

Code No. **11 Y**

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

January, 2016

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.
2. Question numbers are also part of the matter to be dictated and should be read with special emphasis.
3. Marks allotted for questions are not to be dictated, but should be given out at the end of dictation.
4. Candidates should be asked to take dictation in phonographic style and elaborate the same in 3 hours and begin their answers to each question on separate sheet of paper.

QUESTION ONE :

Sealed Tenders in duplicate are invited from the registered First Class Contractors from the Executive Engineer, No. 1 PWD Division, Honnali Road, Shivamogga to construct a Twenty five Nos. Police Department Residential Quarters at $\frac{1}{4}$ Vinobanagara, Shivamogga / Estimated Cost of Rs. Five hundred Fifty five lakhs. Earnest Money Deposit ten percent of the

Estimated cost. Work to be completed in Twenty five months duration including rainy season, otherwise Earnest Money Deposit will be forfeited // by the $\frac{1}{2}$ Department. Tender documents can be had from the office during working hours on payment of Rs. Five thousand five hundred fifty (non-refundable) from twenty fifth November to Twenty first December two thousand Fifteen and completed tender /// applications $\frac{3}{4}$

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should reach the undersigned on or before Twenty Fifth December two thousand Fifteen. The Executive Engineer reserves the right to reject or accept any or all tenders without assigning any reasons.

PREPARE TENDER NOTIFICATION. (Marks : 20)

1 QUESTION TWO :/1/

M/s. Sindhu Cotton Mills Private Limited, P. B. Road Tumkur/ required Junior Assistants. Candidates should have passed degree from any recognized University. The preference will be given to those who have Computer knowledge. Three years experience in any reputed / concern or in similar capacity preferred. Age below thirty eight years. Selected candidates will get total salary of Rs. Twelve thousand five hundred per month, to be revised every year based on performance. In addition free accommodation // provided. Application should reach Manager

by Tenth December two thousand Fifteen. Applications to contain all the necessary certificates along with Demand Draft or Postal Order for Rs. Five Hundred and fifty in favour of the Manager, M/s. Sindhu /// Cotton Mills Private Limited, Tumkur. $\frac{3}{4}$

PREPARE AN APPLICATION AS A CANDIDATE.

(Marks : 20)

QUESTION THREE :

M/s Sowmya Electronics Private Limited, N. H. Road, Tiptur solicit esteemed presence on the occasion of the opening of their new Branch at Sharadanagara, Hassan Circle, /2/ Tiptur on twenty ninth November two thousand Fifteen at 11.00 A.M. Shivamogga M.P. Shri B. S. Yediyurappa declares open the new branch. Sri T. B. Jayachandra, Hon'ble Minister for Animal Husbandry, Government of Karnataka will be inaugurating the function, Sri G. Parameshwar, / Hon'ble Minister for Home, $\frac{1}{4}$

Government of Karnataka will be the Chief Guest.

PREPARE AN ATTRACTIVE INVITATION AS FROM THE GENERAL MANAGER, M/S. SOWMYA ELECTRONICS.

(Marks : 15)

QUESTION FOUR :

Secretary, Commerce Educational Institutions Association of Karnataka, Malleswaram, Bangalore,

$\frac{1}{2}$ complained that // Typists & Stenographers working in Government and Semi-Government Departments not being permitted to work as Examiners in the Commerce Examinations conducted by the Karnataka Secondary Education Examination Board, Bangalore. He also brought $\frac{3}{4}$ to the notice that some /// of the Heads of Departments particularly Public Undertakings are not treating the absence of the Typists & Stenographers on official duty as Examiners, same not being

adhered to. Commissioner for Education directs all the Heads of Departments in /3/ Government, 3 Semi-Government and Public Sector Undertakings to permit Typists & Stenographers to work as Examiners whenever their services required by Karnataka Secondary Education Examination Board and treat their absence period as on official duty without detriment to / the routine work to $\frac{1}{4}$ their offices.

PREPARE A CIRCULAR.

(Marks : 15)

QUESTION FIVE :

Mythri Motors, Shankar Mutt Road, Shivamogga invites applications for the post of Accountants, Finance and Accounts. Applicant should be a Chartered Accountant with good academic record. // Experience of $\frac{1}{2}$ minimum five years in senior capacity essential. Preference to those having worked in any accounts or financial organization.

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Applicant should be within 40 years of age, which is relaxable for scheduled caste, scheduled tribe and other /// backward caste candidates. Working knowledge of Computers essential. Incumbent will be incharge of entire Finance Department and will report direct to Managing Director, Mythri Motors, Shankar Mutt Road, Shivamogga. Apply within Twenty five days enclosing a recent /4/ photograph and copies of all concerned testimonials.

PREPARE AN
ADVERTISEMENT.

(Marks : 15)

QUESTION SIX :

Vinyas Brothers & Company,
No. eight hundred eighty eight,
P. B. Road, Near Old Bus Stand,
Davangere decided to hold twenty seventh Annual general body meeting at their / Registered office

at Basava Sadhana, Nehru Road, Shivamogga at ten thirty A.M. on Thirty first August Two thousand fifteen. Agenda ONE : Considering and adopting Directors Report and Audited Accounts for the year Two thousand fourteen and fifteen.// TWO : Electing new directors in place of those retiring by rotation system. THREE : Appointing auditors and fixing their salaries and duties of prescribed section for the coming year. FOUR : Any other subjects with the permission of the chair /// given due notice and it sent by members after fifth August Two thousand fifteen will not be included for discussion. Registers of the Company remain closed from sixth to thirty first August.

PREPARE MEETING NOTICE
OF THE COMPANY /5/.

(Marks : 15) 5