

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

January, 2019

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 :

Joint Director, Bureau of Economics and Statistics, Government of Karnataka, Bangalore, in letter dated tenth August Nineteen seventy-five, writes to Chairman, Karnataka Port Trust, Bangalore, that the Regional Accounts Committee set up by Government / of India to recommend Accounts system at State or Regional Level had recommended in its first report

certain tables to be prepared at state level. For preparation of such tables, information to be collected from panchayats, municipalities, // Taluk $\frac{1}{2}$ development boards, statutory boards, port trusts, departmental and non-departmental Enterprises of State Government. Therefore Chairman requested to forward, at an early date, Balance Sheet and annual Administration Report of Karnataka Port Trust for current

$\frac{3}{4}$ year, for compilation /// of required information to be furnished to the Regional Accounts Committee ; explanation to be furnished wherever necessary.

ISSUE LATTER FROM JOINT DIRECTOR OF THE BUREAU.

(Marks : 20)

QUESTION TWO :

The Chikmagalur Credit Co-operative Bank Limited
1 Chikmagalur arrange to hold /1/ its Fifty Five Annual General Meeting in the premises of Adichunchanagiri Engineering College auditorium at Hudco Colony, Chikmagalur on thirty first October Two thousand eighteen at Eleven A.M. All the members are
 $\frac{1}{4}$ to bring their identity cards / failing which those members will not be allowed to participate in the election process. Agenda for the meeting is as follows : to receive and adopt the Director's Report Audited Accounts for the previous

year, to declare // fifteen percent $\frac{1}{2}$ dividend for the members to elect new Directors for who retired last two or three months and any other matter with the permission of the Chair.

ISSUE A MEETING NOTICE AS SECRETARY OF THE CHIKMAGALUR CREDIT CO-OPERATIVE /// BANK LIMITED, $\frac{3}{4}$ CHIKMAGALUR. (Marks : 20)

QUESTION THREE :

Sealed Tenders are invited from class one contractors registered with State and Central Public Works Department for two jobs. One, laying four lane road between Thumkur City to Shimoga and /2/ two, concrete road to same $\frac{1}{4}$ road in selected reaches at total cost of Rs. Nine hundred crores. Application for issue of tender forms will be received up to tenth November two thousand eighteen and tender documents will be / $\frac{1}{4}$

issued from Eleventh November to twenty first November to thousand eighteen. The tender documents shall be received on or before fifteenth December two thousand eighteen up to four hours duly filled in all respects. Tenderers shall send $\frac{1}{2}$ a // crossed demand draft for Rupees One Lakh twenty five thousand only towards cost of tender documents and payable to Chief Engineer, Public Works Department, Krishna Raja Circle, Bangalore. The tender documents shall accompany a demand draft $\frac{3}{4}$ for /// Rupees Ninety five lakhs per job towards Earnest Money Deposit. The contractors should have executed works to the tune of Rupees one thousand crores at least during the last one year. The 3 tenders will be opened on /3/ Twenty third December two thousand eighteen at five P.M. in presence of available contractors. Chief Engineer Reserves right to

reject any or all tenders without assigning any reasons whatsoever. For further details, contact Chief Engineer. Public Works Department, / K. R. Circle, $\frac{1}{4}$ Bangalore.

PREPARE TENDER NOTIFICATION. (Marks : 25)

QUESTION FOUR :

Atharva Earth Movers Limited Company, No. Eighty five, Sampradha Building, M. G. Road, Bangalore invited applications for the post of Junior Assistant in Second Division Assistant Grade in pay scale // Rupees Twenty one $\frac{1}{2}$ thousand five hundred. Degree in any discipline with post graduation in any degree. Preference will be given to those who have computer knowledge and also knowledge of English Typewriting. Experience one year as a clerical /// work $\frac{3}{4}$ besides three years in computer work. Applications to be addressed

to Care of Box Ninety Nine Indian Express, M. G. Road, Bangalore within twenty five days.

PREPARE AN APPLICATION FOR THE POST AS A CANDIDATE.

(Marks : 15)

4 QUESTION /4/ FIVE :

Hon'ble Chief Minister of Karnataka in a special inspection drive, inspects various departmental works in the State in general and in the capital city Bangalore in particular. Major works reviewed are : One : Progress of fly overs / construction on Magadi Road and on Double Road. Two : Formation of Ging Rad. Three : Truck Terminals at Malleshwaram. Four : Establishment of Jindal Captive Power plant. Five : Power Plant

expansion at Raichur. Six : Cauvery Seventh Stage works // which ensures assured water supply to the entire city. Seven : Expansion of Inforamtion Technology Park. Eight : Bangalore Mysore Express Way formation. Nine : Establishment of Satellite towns. And Ten : Developments of Malleshwaram Play Ground. Pressmen who accompanied Hon'ble Chief Minister /// and lauded the Novel and thoughtful way of State Administration which tightened up all the Departments and pulled up every one in the State to commit himself to the State's overall growth.

PREPARE PRESS REPORT AS CHIEF MINISTER./5/

(Marks : 20)