

Model

Code 1642 - B

IV SEMESTER DIPLOMA EXAMINATION IN SECRETARIAL PRACTICE

SHORTHAND ENGLISH IIPAPER

PART - B

Maximum Marks : 75

Time of Dictation:

Time of Elaboration: 2 hrs

Qn. No. 1. Vimal Textile Corporation, Post Box No.35, Mahatma Gandhi Road, Ernakulam, is in need of Secretary for their Industrial Relation Department. Should be a Commerce Graduate with good academic / career and Diploma in Secretarial Practice or equivalent qualification. Those with experience in larger textiles units will be preferred. In addition to salary the post carries benefits such as house// rent allowance , conveyance allowance, Provident Fund, Pension and bonous as per company rules. Should be able to handle correspondence independently. Applications giving full details of education, age, experience, and present// /salary should reach the Personal Manager within ten days.
Draft Advertisement.

Qn.No.2. The Accounts Officer, Central Cashew Research Institute, Bangalore invites Sealed Tenders from the registered Civil Contractors for the work(1) of constructing a building for the Account Section of the institute. Approximate cost of Rs.10 lakhs. Earnest money Deposit Rs. Fifty thousand. Tender forms can be obtained from the/ Accounts Officer on payment of Rs.500 only in the form of crossed Indian Postal Order. Last date for receipt of tenders is up to 4pm. On 10th March and// the tenders will be opened on the same day at 5 pm. In the presence of tenderers The Accounts officer reserves the right to accept or reject and or all tenders/// without assigning any reason. Draft Tender Notice.

Qn.No.3. The Executive Engineer, Public Works Department, Alappuzha writes to Superintending Engineer P.W.D., Thiruvananthapuram regarding construction of over bridge(2) starting from Sea View junction to Railway Station Road. As per sanction order dated 1st June 2015 quotation were invited, Accordingly quotations received from 20 tenders. A comparative statement of/ quotations enclosed. Out of these Messers. Good Luck Construction Company, Kollam were recommended for acceptance as they had quoted very low price. Previously they have carried out construction work of bridges //satisfactorily near Alappuzha Bye Pass. They assured to complete the work within one year. Approval of the Superintending Engineer is requested to *entrust* work to Good Luck Industries only after/// which necessary orders could be issued to the tendered *Draft an official letter*

Qn.No.4. National Women's College Day Celebration at Women's college Thiruvananthapuram. Hon'ble Minister of Health , Smt. K.K. Shylaja stated education *is* must equip women for life. She said combination of traditional and modern system of education 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 Educational Policy programme to support 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 than men // on every field of public life. They only need opportunities. Professor Lekha garlanded Mrs.K.K. Shylaja, Minister of Health . Chairman, State Social Welfare Board, Chief Gust. College Principle read // Annual Report, Association Secretary proposed Vote of Thanks. Prepare a press report.

Qn.No.5. The Twelfth Annual General Meeting of Issebella Medical Equipment Company Ltd., Aroor will be held on // Sunday 3rd April 2016 at 3.p.m. at the Registered Office of the Company , A.S.Road Aroor, to transact the following business; consider, // Directors Report and audited accounts for the year ended 31st March 2015. Declare dividends. Elect two Directors in place of those retiring by rotation. .To approve Budget Estimates and (4) any other important subjects for which due notice has been given. Share transfer book to be closed up to end of month. Draft meeting notice (4/4)