

Second Year

OFFICE ASSISTANTSHIP**Second Year (P.C. 208/71)****Subject : Shorthand Paper - I****Time : 3 Hours****Max. Marks : 50****Section - I****(1 x 10 =10 Marks)****1. Write the following passage in Shorthand**

I Would like Honorable Member to know one thing and this is a very important thing. One important aspect of the industrial policy is that we want the industries in our county to live today for tomorrow to come. We do not at all want that our industries should live in yesterday. For this one very important thing is that we must keep on updating technology. Initially, may be, we have to have transfer of technology. But in the process of transfer of technology and distributing the technology, what is very important is, we must give to priority to R & D in our own country because our major interest lies there. As our friend have mentioned about South Asia, it is one economic region. In fact, he knows is that from the strategy point of view we want the friendly countries to get as must help as they want in this matter for mutual economic development. we do not want clashes to be there. We want complementarities to develop. What we wanted is the advancement in technology and in this respect our Government gives the top must importance to the transfer of technology in such a way that there is a transfer of software.

2. Write the following passage in shorthand

A start is made, but a long way to go. The slew of decision taken by the Manmoham Singh Government in the past two days from the diesel price hike of roughly 11-12 percent, reduction in the number of subsidized LPG cylinders per family, the permission for foreign direct investment in multi brand retail and aviation, and the partial disinvestment in four public sector companies in reflects it urgency to show the country and the world that there is no policy paralysis, boost industrial sentiment and renew the climate for increasing international investment. This is welcome but the govt. still has a long way to go put in place measure that will strengthen the

supply system sharpen its delivery system, plug leakages and tackle corruption with alacrity. The subsidy issue, necessary to tackle the fiscal deficit, is far from dealt with. The hike in diesel price will make do dent in the government's fiscal deficit where fuel subsidy account for around Rs.68,480 crore. As long as the fiscal deficit remains as high as it is , inflation will be high, interest rate will be stay high .This cannot be good for investment. The FDI in aviation will certainly benefit India's airlines and put less pressure on the banks that are burdened with non-performing assets of airline companies.

3. Write the following passage in shorthand.

I thank you for your cordial welcome and for the nice things you have said about me .I have always regarded myself a humble worker in the vast army of en and women who took part in the great nationals struggle for independence under the leadership in Mahatma Gandhi. My contribution has been made possible because of the co-operation and good will. My present job as the Head of the State of Andhra Pradesh will, I am sure, give me opportunities of service to the citizens of the state. I must first of all congratulate you on the beautiful in setting in which your school is situated and also on the measure of success you have achieved in training these young student properly. It is no wondered therefore that your school has been attracting successive Governer's to pay visit to it. It must also congratulate the school children and the staff on the smart turnout and the excellent parade and I am glad that so many of the children have the privilege of getting trained in this school. The entertainments that I have been witnessing this morning by these boys and girls have been really enjoyable.

4. Write the following passage in shorthand

It does not suggest a shit to the private sector. We are committed in principle to the public sector. Now what is the main spirit of the resolution ? Sir, I very much appreciate it . If extend the term "Public" sector to some extent, as suggested by Mr.Raju to include all establishment where the Government invest some money or is going to invest money, then they call be all brought under the expression "Public-enterprises" so that they cover a greater area. If we look at all these, the picture is so disheartening the activities of the public sector and also other enterprises of the Government. We are only satisfied with some jungle of figures, some jungle of statistics. I am afraid we do not go deep into the question. So this resolution give the scope to go in the entire picture of the

public sector enterprise and if may say so, in future at least the Government and Members of Parliament can participate in setting right the srot that has set in to see home they can improve situation. It is in our knowledge for the last few year since the transfer of power.

5. Write the following passage in shorthand

I say that there will be a University in New Delhi; it will not be without colleges of the necessary facilities. I take it that it will mean a good and big expansion in New Delhi where quite a large number of student populations resides. Some of them travel eight of nine miles every day though the transport question is a big question in Delhi. They have to stand for long hours in queues to get into the buses. That is a big problem. It is the duty of the Central Government as also the Delhi University which is said to be national university under the Central Govt. to give admission to all student who want to go for higher studies . Till recently the Punjab University was conducting evening classes and conducting examinations, but this facility has now been removed because the Delhi University did not want that its jurisdiction should in any way be infringed by allowing any other University to exercise the power that should be exercise by it. With the increase in the number of students and the closing of the evening colleges, the problem has grown bigger. So, the starting of the correspondence course is quite welcome.

6. Write the following passage in shorthand

When Pandit Nehru was the Prime Minister, the joint sector came into existence. i.e. during Pandit Nehru's time that is during the time when the last industrial Policy decision was taken. In the joint sector also car is the one thing which has never been taken in the public sector. It was never allowed to be taken in the public sector. By whom I would like to remind my friends that it is very well known that there were many people who wanted Shri Gandhi to have the advice from the Birlas but because of various political reason including the advice from my friends from the Communist Party, who said that anything can be done in this country with anybody's assistance but never get into the hands of the Birlas. That is one of the reason why Shri Sanjay Gandhi had to keep himself away from all these project and that is the reason why the project is suffering today. We have to

look into all these things. It is good simply saying that this project is suffering today. We have to look into all these things. It is no good simply saying that this project is a junk.

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1. The first part of the question is to identify the correct answer from the given options. The options are:

(A) 100% (B) 50% (C) 25% (D) 12.5%

The correct answer is (A) 100%.

The second part of the question is to identify the correct answer from the given options. The options are:

(A) 100% (B) 50% (C) 25% (D) 12.5%

The correct answer is (A) 100%.

2. The first part of the question is to identify the correct answer from the given options. The options are:

(A) 100% (B) 50% (C) 25% (D) 12.5%

The correct answer is (A) 100%.

The second part of the question is to identify the correct answer from the given options. The options are:

(A) 100% (B) 50% (C) 25% (D) 12.5%

The correct answer is (A) 100%.

✓ ۱. در صورتی که در یک شرکت کار می‌کنید و می‌خواهید به شرکت دیگری بروید، باید با مدیران خود صحبت کنید و از آنها بخواهید که شما را معرفی کنند. این کار می‌تواند به شما کمک کند تا در شرکت جدید به راحتی کار کنید.

۲. اگر می‌خواهید به شرکت دیگری بروید، باید با مدیران خود صحبت کنید و از آنها بخواهید که شما را معرفی کنند. این کار می‌تواند به شما کمک کند تا در شرکت جدید به راحتی کار کنید.

۳. اگر می‌خواهید به شرکت دیگری بروید، باید با مدیران خود صحبت کنید و از آنها بخواهید که شما را معرفی کنند. این کار می‌تواند به شما کمک کند تا در شرکت جدید به راحتی کار کنید.

۴. اگر می‌خواهید به شرکت دیگری بروید، باید با مدیران خود صحبت کنید و از آنها بخواهید که شما را معرفی کنند. این کار می‌تواند به شما کمک کند تا در شرکت جدید به راحتی کار کنید.

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Section - III**(1 x 10 = 10 Marks)****13. Write the following passage into 150 words**

Mr. Nehru said that India needed a big plan because it was only through major projects; they could hope to develop the country. There might be a serious crisis if, all the end of the Third plan, there was shortage of steel. Some of the power produced should be reserved for rural areas. Referring to the progress of the plans, Mr. Nehru said that during the last ten year of the two plans, many things have been done here in spite of failure in some places. It may be truly said that a foundation for rapid progress in future has been well laid. Referring to education, Mr. Nehru said it should be made available to every student of merit. The base of the ideal of equality was education. He commended the Madras scheme of mid-day meals for children attending schools and suggested that other States could adopt it with suitable notification. He emphasized available to every boy and girl of merit. Both at the school and college stages, they should have schemes of scholarship to student on a big scale for giving opportunity to those intellectually an otherwise fit to take advantage of them. While the plan should keep this in view, they should see that in the persuit of regional development they might not be impeded in the general development of the country at large. It was well recognized by people who had given deep thought to the problem that it was only through major public enterprises that the country could go ahead fast. The question of private of private and public sector was more theoretical and the test to be applied was what was advantageous to the nation. They were not interest in private fortunes being made because these increased inequality among the people of India. Both of public and private sectors had a definite place but the public sector fitted in with the general planned economy. The private sector had also to fit in and was not to be run on lines which created concentration of wealth. The whole concept of planning was a concept in physical terms. However, both the financial and physical approaches had to be borne in mind. While resources might limit them the whole development programme was intended to create additional resources and if they went ahead fast enough, additional resources might be created. The Prime Minister spoke of the importance of spreading education and said that the question of higher education, especially technical education should be receive greater attention. He said that at

present they did not trap the large reservoir of people who may not only to profit by higher education but be an advantage to the State.

14. Write the précis to the following passage into 150 words

I am glad of this opportunity to address you. During the last three years I met many of you, both in the Civil and Defence Service of this country. I have addressed you, discussed many matters with you and worked in close touch with some you. If I had my way, I would have like to meet more of you so that we might know each other better; for we are worker in the common cause so much depends upon the degree of our mutual understandings. Many have praised you greatly and many have sometime unfairly criticized you That was natural in the circumstances and its possible to find most of just room for praise and room for criticism. Most of you have had to adopt yourselves to new conditions of work within years I have known you, I have appreciated the way you have adopted yourselves to new conditions. Most of you have to work much better than before because their situation demand hard work; you have applied yourselves to this work with good will and a desire serve this country of ours which has at last achieved its freedom. Those of you who are in the Defence Service have to face many trials and have stood a hard test successfully. You have thereby gained the praise of your countrymen. You have gained something even more and that is self-confidence and faith in your selves and your case. Not only the men of the Defence Service but all of us, whatever the capacity we have worked in have stood the test of our faith and capacity during this early period of our freedom. Just at the moment when all our services as well as much else in the country had been split up difficulties faced us all brining death and suffering to many human beings. While facing them we set about re-building the structure that had been partly damaged. Let us not praise ourselves for what we did, for so much remains undone. But let us at least recognize our achievements, for they are not less important. I is difficult for all of us to adopt ourselves to changing conditions and even when we do physically the mind lags behind. It just as difficult for others to develop the discipline that freedom demands. This process must normally take time. You have succeeded in a large measures. Every thinking person knows that the running of a modern Government requires the machinery of highly organized, efficient and loyal services.

15. Write précis for the following passage into 150 words

In my view the objectives of education are three, two of them relate to the life of the individual and the third is concerned with his collective life. Its first objective is to enhance the power and capacity of reason of the individual given to him by nature. The reason is a gift made by nature to Iman at the time of his

birth. But in its original form, its capacity and power are extremely limited. The education makes his reason so powerful and capable as to understand the nature of his own personality and that of the world around him and while living in it to direct his life in the right channel. The second objective of education is to train the senses of every individual human being as to enable him to employ them for satisfying all his physical and other needs. While knowledge is essential for a proper employment of these organs, their practical training is also necessary for the same purpose. The third purpose of education is to train the individual to enable him to live and work with his fellow beings. Whether a person likes it or not, he has to live in society. Collective life is inevitable and it is also necessary that every individual should be fully conversant with the art of collective living. In the past there was no necessity of an effort to achieve these three objectives or to maintain a balance of them. But today it has become necessary to realize these objectives in his life. So, it is that in the past people have been feeling in all parts of the world the urgent necessity for fundamental changes in the existing educational system. In our country there has been no change in the sphere of education. People here have no doubt been thinking about this problem but I am afraid that so far there has been not outward effect worth mentioning of such thinking. It is true that our educational institutions are fulfilling the first objective of education, but they are doing almost nothing to realize the other two objectives of education. We have hardly any educational institutions where an effort is sincerely made to make the individual efficient in manual work to enable him to earn his own labour sufficient wealth to meet all his needs. The result is that even those of our graduates who are quite good at talking are now finding difficulty in making a place in life and often have to drink the bitter cup of failure. We are in need of a large number of skilled workers as compared in more scholars. We have to work right from how to realize these three objectives and so we need today hundreds of thousands of skilled technicians.

16. Write the précis to the following passage in 150 words

Dear Friends, I am very glad that we are all meeting here on this happy occasion, and I am also glad that I am asked to address you. Now that you are all conferred with degrees. I wish you success in your life. At present there is a general complaint that the universities are failing to produce able young men and women who can serve the country without self interest. I have been a teacher for over forty years of my life. Being acquainted fully with the functioning of universities, I would like to explain clearly the real factors that are responsible. University is essentially a corporation of teacher and student. The relations between the two have been of a scared character. The kind of education that we provide to our youth is determined mostly by the kind of men and women we

secure as teachers. At present the condition of teacher is deplorable. They are not placed above want. The university teacher should be so paid as to enable him to live in comfort, if he is to devote himself to learning, teaching and research. As they are low paid, best intellectuals are seeking attractive job elsewhere and they are not willing to act as teachers in universities. Every attempt should be made to draw a good number of able persons into the teaching profession. I hope the university service will become as attractive as the India Services, for that is the only way to recruit and retain some of the ablest person for the universities. It is also necessary to select such of the person as teachers who have love for the subject they have to handle. Securing of a few able teachers is not sufficient. The number must be proportionate to the number of students. The accommodation in colleges is insufficient. A class room which can normally accommodate thirty students has now to accommodate five times the normal number students. It is no doubt true that such overcrowding is not conducive to the students to get adequate tuition or moral guidance. Some of these educational institutions have become commercialized and adopt the shit system as in factories. These circumstances do not allow students to express themselves i.e., to take part in games etc, and to have real contact with the teachers, which is much better than a long course of study. It is therefore necessary that our colleges should have restrictive admissions, have adequate staff, and there is a living communication across the table with a wise teacher. Another great factor that detracts the attention of students from there is politics. Though all politicians agree that student should not be dragged into politics at tender age, yet in practice students are being used at achieve their goals.

17. Write the précis to the following passage into 150 words.

The Role of the University. I shall first deal with the problem of education and employment. I believe that the present system of university education, both in its content and its methods does not give any special training for employment except for white collar jobs. The number of white collar job especially of a non-professional or non-technical character, is limited. One has to make it clear to the university entering student community that the demand of white collar employment is becoming less. They should not therefore waste their time and money in getting University education. Even white collar jobs should be made more easily available to young men and women who have completed their secondary education. They should be much greater change, of course, at the University and college levels, which should be employment oriented character. Finally University students must be given opportunity to do some practical work, manual or otherwise. When they finish their education, they will not just become seekers a job, but start new economic activities on their own. If these suggestion

are carried out the prospects of rising unemployment among graduates will diminish, if not disappear altogether. Meanwhile, of course, urgent steps are necessary dealing with the back log to graduate unemployed the second question on which I want to say a few words is the vexed problem of student unrest. This is not just an Indian phenomenon, but of the entire world. They find that our professions rarely coincide with our actual way of life and work. They find us out of date in our knowledge, ideas and social attitudes. This is a conflict between generations, where the young stand for participation in both decision making and implementations. Speeches on discipline are no solution. What is required understands on the part of the old of the desires and values of the young. It is only friendship and affection that can bring during student discipline. More attention needs to be paid to the physical problems of student welfare and education, such as textbooks, libraries and hostels. It is also necessary to provide more opportunities for student teacher communications and dialogues. Finally, I would like to say something about academic standards. I know that our academic standard are undergoing changes because of increasing numbers, changes in the media of instruction and inadequate educational facilities. Our teaching methods have to change with the lecture system by seminars and tutorials. More rapid progress has to be made in the production of high quality textbooks. The examinations system has to be reformed. The evaluation must find a place for internal assessment. Our graduates constitutes the bulk of what may call the elite in our society.

18. Write the précis to the following passage in 150 words.

Dear Friends, I am happy to be here and speak to you a few words on this important occasion of the Annual Convocation of the University. I offer my congratulations to the graduates of the year who, by active work and disciplined effort have attained their degrees, and some of them have achieved distinctions also. Your University has had to face many difficulties of an unexpected character. After partition you had to perform practically a New University. shifting your teaching departments to different centers and starting new professional institution's. Naturally, your colleges have suffered from overcrowding, bad housing, ill-equipped, and inadequate staff. These difficulties affect the maintenance of high standards. Yet the work which you have done in very difficult circumstances must be to you a matter of pride and satisfaction. I hope that in the new capital, whose building has attracted attention far and wide, the University will have its permanent head-quarters with enough accommodation for its growing needs. Your Chancellor has had great interest in University education and his experience will be of considerable help to you in your attempts to develop the teaching side and exercise adequate supervision over the affiliated colleges. Buildings and equipment are not all. Good teachers who are interest in the welfare of the

student, who have enthusiasm for their subject and are able to impart it to the pupils they form the central frame work of a University. Our commercial minded generation reserves its respect for those who make money and so the best ability is drawn into administration, business and the learned profession. We have to realize that the kind of education we provide for our children is determined overwhelmingly by the kind of men and women we secure as teachers. The low esteem in which teachers are held is the most eloquent evidence of the malady from which our society suffers. We must the right type of men for the teaching profession, and not the in component and the Unambitious, Respect for teachers cannot be ordered. It must be earned. The next few years will be a testing time more serve and more exacting that we have known for many years. Political freedom which we won at much cost and sacrifice is only an opportunity. It is not fulfillment. If we are to develop a strong democracy, political social economic it is necessary for us to work hard and work unitedly. The ideals imposes on us a sacred responsibility. Men are not made democratic by the mere formulation of ideals in the constitutions. They are not made good exhortation. Great ideals of justice, equality, fraternity and freedom which we have inscribed in our constitution must be woven into the social fabric.

Section - IV

(1 x 10 = 10 Marks)

Answer the following Questions

19. (a) Define consonants (b) Define vowel.
20. (a) What is a diphthong ?
(b) Explain the grammalogues
21. (a) What is right semi-circle ?
(b) Explain about circle S.
22. (a) What are initial hooks ?
(b) What are final hooks ?
23. (a) What is a roop st ? (b) What is large circle ?
24. (a) Write about triphone
(b) What do you know about upward.

Section - V

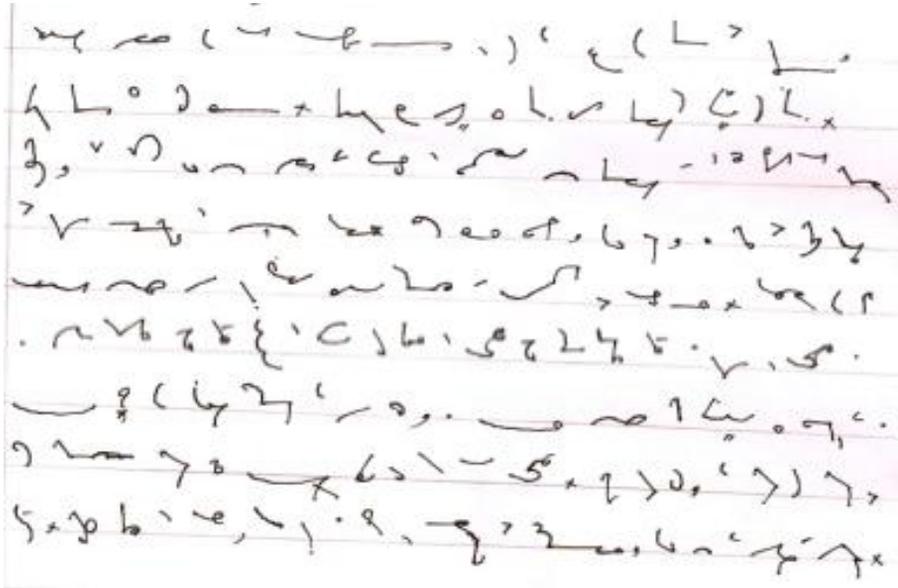
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| Record | 5 Marks |
| Viva | 5 Marks |

OFFICE ASSISTANTSHIP**Second Year****MODEL QUESTION PAPER****Subject : Short hand****Paper - I****Time : 3 hours****Max. Marks : 50****Section - I****1 x 10 = 10 Marks****3. Write the following passage in shorthand.**

I thank you for your cordial welcome and for the nice things you have said about me .I have always regarded myself a humble worker in the vast army of men and women who took part in the great national struggle for independence under the leadership in Mahatma Gandhi. My contribution has been made possible because of the co-operation and good will. My present job as the Head of the State of Andhra Pradesh will, I am sure, give me opportunities of service to the citizens of the state. I must first of all congratulate you on the beautiful in setting in which your school is situated and also on the measure of success you have achieved in training these young student properly. It is no wonder therefore that your school has been attracting successive Governor's to pay visit to it. It must also congratulate the school children and the staff on the smart turnout and the excellent parade and I am glad that so many of the children have the privilege of getting trained in this school. The entertainments that I have been witnessing this morning by these boys and girls have been really enjoyable.

Section - II**1 x 10 = 10 Marks**

7. Write the following passage in english



Section - III

(1 x 10 = 10 Marks)

18. Write the précis to the following passage in 150 words.

Dear Friends, I am happy to be here and speak to you a few words on this important occasion of the Annual Convocation of the University. I offer my congratulations to the graduates of the year who, by active work and disciplined effort have attained their degrees, and some of them have achieved distinctions also. Your University has had to face many difficulties of an unexpected character. After partition you had to perform practically a New University, shifting your teaching departments to different centers and starting new professional institutions. Naturally, your colleges have suffered from overcrowding, bad housing, ill-equipped, and inadequate staff. These difficulties affect the maintenance of high standards. Yet the work which you have done in very difficult circumstances must be to you a matter of pride and satisfaction. I hope that in the new capital, whose building has attracted attention far and wide, the University will have its permanent head-quarters with enough accommodation for its growing needs. Your Chancellor has had great interest in University education and his experience will be of considerable help to you in your attempts to develop the teaching side and exercise adequate supervision over the affiliated colleges. Buildings and equipment are not all. Good teachers who are interested in the welfare of the student, who have enthusiasm for their subject and are able to impart it to the pupils they form the central framework of a University. Our commercial minded generation reserves its respect for those who make money and so the best ability is drawn into administration, business and the learned profession. We

have to realize that the kind of education we provide for our children is determined overwhelmingly by the kind of men and women we secure as teachers. The low esteem in which teachers are held is the most eloquent evidence of the malady from which our society suffers. We must the right type of men for the teaching profession, and not the in component and the Unambitious, Respect for teachers cannot be ordered. It must be earned. The next few years will be a testing time more serve and more exacting that we have known for many years. Political freedom which we won at much cost and sacrifice is only an opportunity. It is not fulfillment. If we are to develop a strong democracy, political social economic it is necessary for us to work hard and work unitedly. The ideals imposes on us a sacred responsibility. Men are not made democratic by the mere formulation of ideals in the constitutions. They are not made good exhortation. Great ideals of justice, equality, fraternity and freedom which we have inscribed in our constitution must be woven into the social fabric.

Section - IV**1 x 10 = 10 Marks**

Answer the following Questions

19. (a) Define consonants
(b) Define vowel.

Section - V**Record****5 Marks****Viva****5 Marks**

Note : The Serial numbers of the questions mentioned above are the serial numbers in question bank. In practical examiantion only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

OFFICE ASSISTANTSHIP**Second Year****PRACTICAL SCHEME OF VALUATION****Subject : Shorthand****Paper - I****Time : 3 hours****Max. Marks : 50**

Section - 1. Deduct for every mistake deduct one fourth mark	10 Marks
Section - 2. Deduct for every mistake deduct one fourth mark	10 Marks
Section - 3. For allotting the heading	1 Marks
Award marks for précis of 15 words	9 Marks
Section - 4. (a) Award 5 Marks for matter	5 Marks
(b) Award 5 Marks for suitable outlines	5 Marks
Section - 5	
Record	5 Marks
Viva	5 Marks

OFFICE ASSISTANTSHIP**Second Year (P.C. 208/72)****Subject : Accountancy & Tally II****Paper - II****Time : 3 Hours****Max. Marks : 50****Section - I****(1 x 8 = 8 Marks)**

1. Write and Demonstrate the procedure of creating a company.
2. Write and Demonstrate the procedure of creating a company.
3. Write and Demonstrate the procedure of creating a company.
4. Write and Demonstrate the procedure of creating a company.
5. Write and Demonstrate the procedure of creating a company.
6. Write and Demonstrate the procedure of creating a company.

Section - II**(1 x 8 = 8 Marks)**

7. Write and Demonstrate the procedure of creating a ledger under the group of Direct expenses.
8. Write and Demonstrate the procedure of creating a ledger of a customer named Rajeev in appropriate ledger group.
9. Write and Demonstrate the procedure of creating a ledger of a vendor named Reliance Industries in appropriate ledger group.
10. Write and Demonstrate the procedure of creating a ledger of a bank named SBI in appropriate ledger group.
11. Write and Demonstrate the procedure of creating a ledger of a sales customer 'Manohar' in appropriate ledger group.
12. Write and Demonstrate the procedure of creating a ledger under the group Direct income.

Section - III**(1 x 8 = 8 Marks)**

13. Write and Demonstrate the procedure of creating a payment voucher in tally.
14. Write and Demonstrate the procedure of creating a receipt voucher in tally.

15. Write and Demonstrate the procedure of creating a sales transaction in tally.

16. Write and Demonstrate the procedure of changing the date of a sales transaction as today's date.

17. Write and Demonstrate the procedure of creating a purchase voucher in tally.

18. Write and Demonstrate the procedure of creating a receipt voucher.

Section - IV

(1 x 8 = 8 Marks)

19. Write and Demonstrate the procedure of displaying the list of all ledgers in tally.

20. Write and Demonstrate the procedure of displaying the ledger report of any customer.

21. Write and Demonstrate the procedure of displaying the balance sheet report of the company.

22. Write and Demonstrate the procedure of displaying the profit and loss report of the company.

23. Write and Demonstrate the procedure of displaying the cash flow report in tally.

24. Write and Demonstrate the procedure of displaying the trial balance report of the company.

Section - V

(1 x 8 = 8 Marks)

25. Write and Demonstrate the procedure of displaying the Fund flow statement in Tally.

26. Write and Demonstrate the procedure of displaying the Cash flow statement in Tally.

27. Write and Demonstrate the procedure of displaying the Sales register in Tally.

28. Write and Demonstrate the procedure of displaying the Purchase register in Tally.

29. Write and Demonstrate the procedure of printing the balance sheet in Tally.

30. Write and Demonstrate the procedure of printing the Profit and Loss Statement in Tally.

OFFICE ASSISTANTSHIP**Second Year****MODEL QUESTION PAPER****Subject : Accountancy & Tally - II****Paper - II****Time : 3 hours****Max. Marks : 50****Section - I****1 x 8 = 8 Marks**

5. Write and Demonstrate the procedure of creating a company.

Section - II**1 x 8 = 8 Marks**

11. Write and Demonstrate the procedure of creating a ledger of a sales customer 'Manohar' in appropriate ledger group.

Section - III**1 x 8 = 8 Marks**

17. Write and Demonstrate the procedure of creating a purchase voucher in tally.

Section - IV**1 x 8 = 8 Marks**

22. Write and Demonstrate the procedure of displaying the profit and loss report of the company.

Section - V**1 x 8 = 8 Marks**

29. Write and Demonstrate the procedure of printing the balance sheet in Tally.

Record

5 Marks

Viva Voce

5 Marks

Note : The serial numbers of the questions mentioned in are the serial numbers in question bank. In practical examination only the serial number of the questions will given, the examiner shall decode it with question bank and give the questions.

OFFICE ASSISTANTSHIP**Second Year****PRACTICAL SCHEME OF VALUATION****Subject : Accountancy & Tally II****Paper - II****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV, V****(1 x 8 = 8 Marks)**

- | | | |
|----------------------|---|---------|
| 1. Writing Procedure | : | 2 marks |
| 2. Demonstration | : | 6 marks |

Section - V

- | | | |
|---------------|---|---------|
| Record | : | 5 Marks |
| Viva | : | 5 Marks |

OFFICE ASSISTANTSHIP**Second Year (P.C. 208/73)****Subject : Office Management****Paper - III****Time : 3 Hours****Max. Marks : 50****Section - I****1 x 8 = 8 Marks**

1. Briefly explain the principles of Management.
2. State the functions of Office Management.
3. Explain the activities of modern office.
4. State the functions of office.
5. (a) Define modern office
(b) Define officer work
6. Draft a letter enquiring about the different types of Office Furniture with their specifications rate and other terms of conditions.

Section - II**1 x 8 = 8 Marks**

7. State the characteristics of office organization.
8. Define the steps in organization management.
9. State the principles of formal and informal organization.
10. State the difference between management and administration.
11. What are the functions of Administrative Office Manager ?
12. State the importance of communication and effective communication.

Section - III**1 x 8 = 8 Marks**

13. State the principles of good office accommodation.
14. What are the components of office environment ?
15. (a) State the characteristics of office lighting
(b) Types of lighting system
16. (a) What are the different methods used for proper ventilation

- (b) Types of artificial ventilation
17. (a) State the method of selecting furniture for office
(b) Name the different type of furniture used in office
18. Draft a letter to your principle for issue of Bonafide certificate stating reasons.

Section - IV**1x 8 = 8 Marks**

19. State the Objects of Office Management
20. (a) Name the machines used in Modern office
(b) Name the miscellaneous machine used in modern office
21. Name the different types of Typewriter.
22. State the factors for selection of machines.
23. State the different types of Addressing and Mailing machines.
24. State the different methods of Organizing correspondence.

Section - V**1 x 8 = 8 Marks**

25. Define records. State the classification and importance of records
26. (a) Draw a diagram of horizontal filing
(b) Draw a diagram of vertical cal filing.
27. (a) State the different methods of filing.
(b) What is Indexing ? State the different methods of Indexing.
28. Briefly explain the different methods of purchasing stationery .
29. Draw a format of Stationary methods of purchasing stationary.
30. Draw a letter to your Principle for sanctioning leave for 1 week to visit your parents.

Section - VI**Record****5 Marks****Viva****5 Marks**

OFFICE ASSISTANTSHIP**Second Year****MODEL QUESTION PAPER****Subject : Office Management****Paper - III****Time : 3 hours****Max. Marks : 50****Section - I****1 x 8 = 8 Marks**

3. Explain the activities of modern office.

Section - II**1 x 8 = 8 Marks**

10. State the difference between management and administration.

Section - III**1 x 8 = 8 Marks**

14. What are the components of office environment ?

Section - IV**1 x 8 = 8 Marks**

23. State the different types of Addressing and Mailing machines.

Section - V**1 x 8 = 8 Marks**

30. Draw a letter to your Principle for sanctioning leave for 1 week to visit your parents.

Section - VI

Record

5 Marks

Viva

5 Marks

Note : The serial numbers of the questions mentioned in are the serial numbers in question bank. In practical examination only the serial number of the questions will given, the examiner shall decode it with question bank and give the questions.

OFFICE ASSISTANTSHIP**Second Year****PRACTICAL SCHEME OF VALUATION****Subject : Office Management****Paper - III****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV, V****(1 x 8 = 8 Marks)**

- | | | |
|------------------|---|---------|
| 1. Introduction | : | 2 marks |
| 2. Demonstration | : | 4 marks |
| 3. Conclusion | : | 2 marks |

Section - VI

- | | | |
|---------------|---|---------|
| Record | : | 5 Marks |
| Viva | : | 5 Marks |