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Part III — Vocational Subjects
OFFICE SECRETARYSHIP — Paper I

**(Common for both Vocational Subjects and Vocational Component
under General Stream)**

Time Allowed : 2½ Hours]

[Maximum Marks : 150

TYPEWRITING — ENGLISH

(Practical)

PART - A

Time : 15 Minutes]

[Marks : 50

Typewrite the following in DOUBLE LINE spacing with a margin of 10 degrees.
Special attention should be paid to *accuracy* and *neatness*.

Nationalisation, which is of course a socialist policy, has been pursued in our country by the ruling party in the centre as its objective has been establishment of a socialistic pattern of society in India. For over two decades, control over the commanding heights of the economy was considered necessary. Particularly in a poor country where it is extremely difficult to mobilise adequate resources for development, it was necessary to reduce inequalities between different regions and groups. The result was nationalisation of banking industry

in July, Sixtynine. In that year, fourteen major banks which held deposits exceeding fifty crores of rupees and in Eighties, six more banks which held deposits exceeding two hundred crores of rupees were nationalised.

The main objectives of bank nationalisation have been removal of control by a few, provision of adequate credit for agriculture, small scale industries and exports, encouragement of new classes of entrepreneurs and giving professional bend to the bank

[Turn over

management. After nationalisation, the credit policy of the banks has undergone a major change. Wide ranging systems of guarantees were required by the banks before nationalisation for financing trade, small business, minor industries, small farming and self-employed sectors. The banks are now maintaining a closer touch with State Governments in order to get the best out of the monetary system for the good of the public without departing from sound principles of prudent financing. In lending against stocks, the banks are asked to be vigilant and ensure that allocation for cornering of shares or goods in short supplies do not arise. Representation has been given on the Board of Directors of the nationalised banks to small scale industrialists, workers, farmers and bank employees.

Nationalisation of banks has placed thousands of crores of rupees at the disposal of the Government as additional resources. A substantial part of this can be used to finance plan projects. The Government has made necessary

arrangements to develop the requisite banking infrastructure to make credit easily available for export purposes. Many banks have created export cells, small scale industry advisory panels and opportunities have been offered to unemployed technical graduates to get self-employment.

However, this move is not free from criticism. Except for political considerations, there was hardly any justification when social control of banks was working satisfactorily. Moreover, the Reserve Bank of India started securing enormous control over the banking system through various measures to serve the purpose of nationalisation of banks. The charge that private banks did not show enough social awareness in making credit allocation was not sound, as the gap was filled with the setting up of National Credit Council. If it is presumed that the resources are available for the Government, the private sector will definitely suffer from the lack of additional financial resources.

Typewriting

Part 'B' & 'C'

Time: 2 hrs 15 mts.

Q.1:

Maximum marks 100 Marks: 20.

Type the following statement and rule it up:

All caps: // Small-scale industries Development Corporation. Ltd.

Madras:

Statement showing loan: sanctioned during the last four years to new industrialists (small-scale)

Serial number	Name of the District	Loan sanctioned				₹
		1998 - 1999	1999 - 2000	2000 - 2001	2001 - 2002	
Stat 1.	Ramanathapuram	2157.62	2472.29	2915.64	3242.106	₹
Paunpon 2.	Palani Theval Thinnaganai	2436.38	2812.62	3412.72	3428.64	₹
4.	Madurai	4492.46	5412.62	5896.34	6214.65	
041872 3.	Coimbatore	4896.39	5824.68	5418.76	7411.42	
5.	Kanyakumari	1412.82	1819.87	2427.62	2816.92	
3124.18 6.	Chengai Anna	2627.36	3184.62	3418.90	3824.50	
7.	Periyar	1214.38	1462.25	1734.60	2172.75	
2 8.	Salam	2924.63	3412.20	3722.60	4124.62	₹
9.	Shamapuri	1002.16	1247.36	1462.72	1864.20	

Marks: 25"

Q II

Type the following BALANCE SHEET in proper form on two separate sheets of paper so as to match and rule up:-

All
ops //The Janiladu state farms Ltd
Madras-5Co^o
- corporationBalance sheet as on, 30th March - 2002Liabilities

Share Capital: Authorised

30,000 equity shares of Rs. 1000/- each

Rs.
2,00,00,000.00

Subscribed and Paid up:

10,296 equity shares of Rs. 1000/- each

1,02,96,000.00

Reserves & Surplus: 85,222-77

Capital Reserve:

Secured loans

2,77,41,911.02

Unsecured

58,61,202-26 16

Current Liabilities & Provisions:25,24,748 26Current
liabilities

Total

Rs. 3,62,59,484-27 4

4,62 2

Assets

	Fixed Assets	Rs.
	Jobs in Progress	91,96,784.00
Rs	Capital	-
	2	1
	Investments	4,600.00
	Current Assets, Loans & Advances:	
	A. Current Assets	65,77,198.46
2,57,292.25	B. Loans & Advances	
	Miscellaneous Expenditure:	
	(To the extent not written off)	-
	Profit & Loss a/c:	
	Balance as on 1.7.88	4,80,87,798.79 stet
2,84,44,891.58	Loss for the year	1,03,57,112.77
	Total	<u>4,62,59,484.27</u>

All caps // Auditory Report

We have audited the above Balance sheet and the report that in opinion ours, it gives a true and fair view of the state of affairs.

Ravi & Chandran 22

Chartered ~~Accountants~~ Chartered Accountants.

20th March 2002

ts Madras. 2

Q. III type the following NOTICE in the proper form:-

Caps. // Bal dev. & Co., Ltd. . . .

Regd. Office
42, Jeppakulam st.,
Madurai.

Notice

Caps
U.C

the shareholders of the above
Co. informed are hereby th. the 20th
Annual Meeting General of / Corp
company will be held at its own
Regd. office on Saturday the 30th
Dec. 2002 at 9.00 a.m to transact the
following business:-

- 1. To adopt / audited stt. of
a/c. for / yr. ended 30th June
2001 & the Directors Report there on.

2. Declarations of Dividend.

3. Election of office general

(By order of / Ed)

Directors

R. Balasingh,
Secy.

Madurai, Dec.
7th May 2002

Qn. IV

Type the following OFFICIAL LETTER in proper form.

Govt. of Tamil Nadu

11 caps

Letter no.
44895/21/02

Agriculture Dept.

← ← ← from.

} Shri. K. Nagarajan. I.A.S.
} Secretary to government.

← 20

} The Director of Agriculture,
} Chepauk, Madras 600 00 40

15

UC

Dated, Fort. St. George, Madras
the 30th Feb. 2002.

Sir

1 number of

Sub: Tractor control order - Allotment
of more tractors - regardingRef: yr. letter No. 28420/A-E-III/86-4,
dated /20th Dec. 2002

Stet.

W.r.t / letter cited, I am to inform you as follows.

2. The Tractor control order now only in force

only 2

deals with 2 agricultural certain specific models of
tractors which are to be supplied to the agriculturists at

O.P

their 2

subsidised price for 2 agricultural operations. In recent
months there has been more and more demand from
the farmers for the supply of these types of tractors. The

well 2

manufacturers of these tractors and aware of this demand

and they are taking necessary steps to meet the

Increase
in

N.P.

demand. // 3. Under / Ocs, I am to state that no

further action seems necessary to urge the manufacturers

these 2

to Increase the production of 2 tractors.

U.C

As regards the methods of distinction of these tractors, kind attention is invited to orders issued in G.O. ms.no.424, Agriculture dated/24th Aug. 2002.

yours faithfully,
(C. Nagarajan) / caps.
Secretary to Government.

PART - C

V. Answers should be typed and not handwritten :

Answer any ten of the following questions :

10 × 2 = 20

1. Write on the kinds of Typewriters. Which typewriter is used for camp purposes ?
 2. What is the kind of keyboard followed in now-a-days ?
 3. What are the reasons for jerky movement ?
 4. What are the uses of the base board and metal cover ?
 5. Name the two dogs in your typewriter.
 6. Name any four Non-character keys.
 7. How is the carriage tension communicated to the carriage ?
 8. Write on the cleaning and oiling of instruments.
 9. How will you protect the cylinder from damage ?
 10. Write on the Type Heads.
 11. What are the uses of the window envelopes ?
 12. How do you preserve the stencil paper after use ?
 13. Write on the instruments for writing on a stencil.
 14. What are the uses of the Drum handle ?
 15. Write on the advantages of the Duplicator.
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