

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**3 JULY, 2018**

[Time : 09-00]

(Total Marks for Sections I and II : 100)

**ENGLISH TYPEWRITING**

(30 Words Per Minute)

**SECTION - I**

[Time Allowed : 1 Hour]

---

**Q.1)** Type the following Letter in proper form :

**[Marks : 30]**

**M/S. SHREYA SALES SERVICE**

278/1, Ghorpade Peth,

Pune-411 002

Ref. No. : RIL/SH/241-14-15

Date : 11th December, 2016

To,

The Sales Manager,

Gokhale Industries Ltd.,

Pune-Satara Road,

Katraj - 411 042

Subject : Sale of Secondhand Machinery

Reference : Your letter No. ASS-II-776, dt. 28th November, 2014

Dear Sir,

We are in receipt of your tender Letter in response to our advertisement in "Daily-Ekmat", inviting tender for the sale of old Air Coolers.

We have appointed a sub-committee to scrutinise all the tenders and approve a suitable one. All the rights are rested with the committee. All the tenders will be opened on 31st December, with representative. The tender of highest price will be accepted. The decision and the committee will be final.

It however, goes without saying that if your quotation is the highest one, it may be accepted. However we will inform you about the actual position of your tender only after 31st Dec.

Thanking You,

Your's faithfully,  
for, Shreya Sales and Service,

Secretary,  
Ajay Sabnis

Encl. : Nil.

**Q.2)** Type the following statement with effective display.

**[Marks : 30]**

**STATEMENT SHOWING RAIN FALL IN VARIOUS STATES**

(Fig. in mm.)

Serial No.	State	1995	2000	2005
1.	Jammu/Kashmir ..	345.4	321.7	339.8
2.	Assam ..	106.6	116.5	125.4
3.	Andhra Pradesh ..	95.6	84.5	92.5
4.	Uttar Pradesh ..	132.6	143.6	156.5
5.	Madhya Pradesh ..	66.5	83.5	95.5
6.	Maharashtra ..	87.6	98.7	99.9
7.	Kerala ..	332.5	442.8	504.7
8.	Karnataka ..	98.0	65.9	97.8