

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

2 JULY, 2018

[Time : 09-00]

(Total Marks for Sections I and II : 100)

ENGLISH TYPEWRITING

(40 Words Per Minute)

SECTION - I

[Time Allowed : 1 Hour]

Q.1) Type the following Notice of the Society carrying out all the corrections and typing all the abbreviations in full and observing the following instructions :

[Marks : 30]

- (a) Take the heading of the 'Society', 'Notice' and 'Agenda' in the centre of line with Capital Letters and with effective display.
- (b) Use 'Block' style of paragraphs for serially arranged items of agenda and notes below.

Kalpitaru Seva Sahakari Society, Nutan Chowk, Tiwasa, Dist. SP.
Amravati 444 709. --- Notice --- Notice is hereby given U.C.
that the Annual general meeting of the Shop Division, will
be held on Sunday the 18th Aug., 2015 at 10.00 a.m. ~~be held~~ del.

business :- --- Agenda--- 3) To read and confirm the
audited state of Income and expenditure and the balance cap
sheet for the year. --- 1) To read and confirm the minutes
of the General Body Meeting held on the 14th July, 2015. ---
5) To consider the amendment proposed to Clause 11 of the Trs.
constitution and pass the Spl. Resolution. --- 4) To read and
note the budget estimate of the Society & the next financial for/
year. --- 2) To read and adopt the report of the Gen. Secy.

SP.
2013-14 for the 1999-2000 together with the reports of the Heads h year
of the Society various Units. --- 6) To decide the committee
Report regarding the selection of our ~~players to the Regional~~ del.
del. Manager and ~~peon~~ Clerk. --- 7) Any other Business with the
del. ~~permission of the chair.~~ --- By order of the Bd. of Directors
Gen. Secretary --- Tiwasa --- dated 2nd Aug. 2015

Notes : 2) Member can ask any question by submitting the
same to the Secy. at least 6 days before the day of the 9
meeting. (1) If there is no quorum within an half hr.
after the prescribed time, the meeting sh. stand adjourned
up to 11.00 a.m. on the same and the agenda of the meeting day
shl. be transacted at the said venue irrespective of the
quorum. L.C.

Q.2) Type the following statement and rule it on the typewriter. Heading should be in Block Capital Letters with underline and with effective display. Use the paper vertically : **[Marks : 30]**

STATEMENT SHOWING THE SALE OF COMPANY PRODUCTS

(Figures in Rupees)

Serial No.	Months	Factory	Wood	Liquid Wood	
		Bolts	Bolts	Bolts	Bolts
1.	January ..	4,588.00	5,435.00	3,678.00	2,173.00
2.	February ..	3,256.00	4,322.00	4,178.00	789.00
3.	March ..	2,155.00	428.00	725.00	5,348.00
4.	April ..	745.00	3,247.00	4,396.00	2,635.00
5.	May ..	3,245.00	6,178.00	5,167.00	3,478.00
6.	June ..	2,786.00	4,234.00	598.00	2,567.00
7.	July ..	3,756.00	3,536.00	2,657.00	4,278.00
8.	August ..	5,678.00	4,786.00	4,324.00	3,314.00
9.	September ..	4,867.00	5,345.00	3,214.00	6,245.00
10.	October ..	7,342.00	435.00	312.00	4,378.00