

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**2 JULY, 2018**

[Time : 14-00]

(Total Marks for Sections I and II : 100)

**ENGLISH TYPEWRITING**

(40 Words Per Minute)

**SECTION - I**

[Time Allowed : 1 Hour]

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**Q.1)** Type the following Company Notice, 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 Company, Notice and Agenda in the centre and in Block Capital Letters.
- (b) Items of Agenda and Notes should be in 'Block Style' of paragraphs.

DEVYANI CO-OPERATIVE HOUSING SO., ---1028, Sant Nagar,

U.C. June ---- NOTICE ----- Notice is given hereby that the  
15th annual general meeting of the members of the U.C.  
Society wl. be held on Thursday, 9th June, 2015 at 10.00

U.C. hrs. in the Society's Meeting Hall 'Smruti Bhavan', to  
transact the following business :- ----- Agenda -----

(1) To read and confirm the minutes of the last AGM  
held on 7th June 2015. (3) To consider ~~the~~ & adopt the *del*

LB Profit & Loss A/c., ~~Balance Sheet & receipts and Payment~~ - *stet*  
accounts. (2) To receive & adopt the report of  
managing committee election. (4) To approve the budget  
estimates for the yr. 2014-2015. (6) To appoint

U.C. auditors / Legal Advisors. (5) To consider & adopt the  
appropriation of profit and to declare the dividend. *d*

(7) To consider & adopt amendment to bye-laws of the  
cooperative Society as proposed in the enclosure annexure. *del*

(8) By order of the Bd. of Dirs., ----- General Secretary, *enclosed*

-----Place : Pune ----- Date : 25th Apr. 2015.

NOTES : (2) Members ~~whare~~ are allowed to ask any questions *del*  
may do so in writing by submitting the same  
to the Socy. at least ~~8~~ days prior to the date  
of meeting. (1) If ~~their~~ is no quorum with in *sp.*  
half an hr. after the prescribed time, the  
meeting shl. be transacted at the said venue  
irrespective of the quarum. *sp.*

*Right*  
*#*  
(8) Any other business with the permission of the Chair.

**Q.2)** Type the following statement vertically and rule it up on the typewriter. Heading should be in capital letters and with effective display. **[Marks : 30]**

**STATEMENT SHOWING THE SALE OF  
CEMENT IN THE YEAR 2016**

(Fig. in Nos.)

Serial No.	Name of Company	North India		South India	
		March	June	March	June
1.	ACC ..	1,18,900	1,27,300	1,27,500	1,28,300
2.	Birla ..	28,200	1,28,500	1,27,400	1,28,300
3.	Ambuja ..	1,29,400	38,200	1,29,300	48,300
4.	Vasavdatta ..	1,28,300	1,58,400	29,300	1,28,800
5.	Binani ..	1,28,300	1,17,000	1,28,800	1,27,700
6.	Altratek ..	1,17,900	1,28,400	1,38,300	3,19,120
7.	Sagar ..	1,28,200	1,28,100	1,29,300	1,28,400
8.	J. K. White ..	1,45,100	55,568	1,23,100	39,500
9.	Koromandal ..	39,098	5,29,400	98,980	1,39,090
10.	Rajashri ..	1,28,800	1,38,500	1,27,700	34,000