

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**3 JULY, 2018**

[Time : 11-30]

(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 in proper form carrying out all the corrections and typing all the abbreviations in full and observing following instructions :

**[Marks : 30]**

- (a) Take the Name and Address of the Company in Centre, Block Capital Letters and underscore the same.
- (b) The items of 'Agenda' and 'Notes' should be in Block Style of paragraphs.

THE KRISHNA & SONS COMPANY LIMITED... 501, Mahatma phule road, Delhi 400 005.... date (Insert today's date) ...

Notice... The tenth Annual General Meeting will be held on Sunday, 7th October 2013, at 2.00 P.M. At the registered

office of the co. at-501, Mahatma phule road, Delhi to transact the following business.... Agenda....

1. To receive and adopt the Director's report and Balance sheet sheet P & L A/C for the yr. ending 30th June 2013...

3. To appoint Director in place of shir J.K. Somani who rotation by retires and being eligible offers himself for reelection... 2. To sanction the

declaration of a dividend as proposed by directions. shri s.k. soni Lande to appoint a director in place of

who retires by rotation the being eligible offers himself for re-election. 5. To appoint auditors for the yr. current and to fix their remuneration... 6. To reconsider and if

though fit to pass the following resolutions.. Delhi.. 25th September, 2013.. By order of the Bd. of Directors.. (c. Dhakane) secretary.

Note :

a) a member / to attend entitled and to vote is entitled to vote instead of himself a proxy need not be a member.

b) The dividend when declared will begin at the bank of India, Kings way, Delhi; Dividend warrants wl. be posted to

respective share-holders whose names stand on the register of member as on 31st March 2013. 31st March 2013

c) Notice is hereby given that the Register of members and the transfer books of the Co. will remain closed from 1st Dec. 2014 to 10-12-2015.

**Q.2)** Type the following statement vertically with effective display leading should be in block capital Letters. With indrline. Give leader dots.

**[Marks : 30]**

**STATEMENT SHOWING THE SALE OF  
CLOTHS AND SAREES IN DISTRICTS**

(Figures in Rs.)

Serial No.	Name of the District	Cotton		Tericot	
		Cloth	Sarees	Cloth	Sarees
1.	Latur ..	3,48,169	3,23,249	2,32,355	1,47,080
2.	Nagpur ..	92,390	85,026	54,691	30,283
3.	Jalgaon ..	83,090	75,970	56,249	40,330
4.	Aurangabad ..	5,38,218	5,00,040	3,37,522	2,11,856
5.	Nashik ..	2,45,826	2,29,906	1,40,957	74,583
6.	Ahmednagar ..	1,03,589	94,883	68,957	59,007
7.	Solapur ..	2,19,027	2,08,804	1,43,624	1,03,813
8.	Kolhapur ..	1,14,331	1,05,694	64,996	43,231
9.	Sangli ..	1,76,075	1,67,653	90,820	48,175
10.	Osmanabad ..	2,35,090	29,841	5,200	6,800