

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

3 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]

- Q.1)** Type the following Notice carrying out all the corrections and typing all the abbreviations in full, and observing the following instructions : **[Marks : 30]**
- (a) Take the head of the Society, 'Notice' and 'Agenda' in the centre and in Block Capital Letters and with effective display.
 - (b) Items of 'Agenda' and 'Notes' in 'Block' style of paragraphs and in serial order.

Sadguru co-operative credit Society, ---5001, /amarthnagar, cap.
Station Road, Solapur---Notice---Notice is here } by given th.
the 21st AGM of the members of the Society will be held on
thursday, 21 June, 2013 at 5.00 p.m. in the Society's

'Prerna Conference Hall } to transact the following business:

--Agenda---(2) TO receive (adopt) and the report of the
Committee Managing, Internal a ~~statutory-auditors-Reports~~, stext

(1) To read and confirm the minutes of the last Annual
General Meeting held on 7th June 2012. (8) To transact
any (business) other with the permission of the Char. (9) To st.
declare the result of the election of the Managing Committee.

(3) To consider And adopt the P & L A/c. the B/S. Receipt
& Payment Accounts. (4) To approve the budget estimates
for the yr. 2013. (6) To appoint Auditors/Legal Advisors.

(5) To consider and adopt the Appropriation of Profit and
Loss Account to declare the dividend. (7) To consider &
adopt Amendment to (bye-laws) of the Socy. as proposed in
the enclosed annexure. ---By order of the Bd. of Directors---
Gen.Secy.---Solapur---date: 18th May 2013.

Notes:

(2) Members are allowed to (any) ask question by submitting
them to the Secretary atleast 8 days prior to the date of
the meeting. (1) If there is no quorum with } in half an hr. after
the prescribed time, the meeting sh. stand adjourned upto
5-30 p.m. on the same day and the agenda of the meeting shall
be transacted at the said venue irrespective of the quorum.

Q.2) Type the following statement vertically and rule it on the typewriter or in ink with effective display. Use leader dots wherever necessary. **[Marks : 30]**

STATEMENT SHOWING CLASE OF GLASS-WARES

Serial No.	Items	Factory Shop		City Shop	
		First quarter	Second quarter	First quarter	Second quarter
1.	Jugs ..	815.50	715.50	695.00	710.25
2.	Flower Pots ..	715.25	625.25	510.50	515.00
3.	Bolws ..	911.40	817.40	920.50	880.40
4.	Mugs : Yellow ..	702.00	561.50	500.00	417.25
5.	Mugs : Redish ..	811.60	721.25	615.25	715.50
6.	Dishes : Small ..	1,125.25	1,019.60	1,110.50	1,120.50
7.	Dishes : Big ..	1,424.50	1,390.60	1,163.40	1,212.40
8.	Cups and Saucers ..	1,235.50	1,435.50	1,010.20	1,110.40
9.	Glasses : Small ..	2,250.50	1,870.00	1,111.50	1,563.40
10.	Glasses : Big ..	1,832.40	1,411.40	2,113.00	1,059.00