

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**4 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 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 with effective display
- (b) Use 'Block Style' of paragraphs for serially arrange items of 'Agenda' and use 'Hanging Style' for 'Notes' below.

Dnyaneshwar Housing Board. --- Reg. office - 387/1, B

Lalbahdur chouk, Akkalkot, Dist - Solapur

NOTICE ----- The Annual General Meeting of the Board will be held on Sunday, the 20th November 2015, at 5-30

P.M. in the "Ambson Hall" of the Board on the

Shashtri Road, premises to transact following the business : ----- Agenda ---

Jasms.

1. To read & confirm the minutes of the General Body Meeting held on the 20th of October 2015

printed elsewhere in this report page No. (3).

5. To consider the proposed amendment to clause, 4 of the constitution and pass the spl. Resolution.

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VC

VC

2. To read and adopt the report of the general secretary for the Yr. 2005-2006

2013-14

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together with reports of the heads of the board

CC

various units. 3. To read and pass the audited statement of Income and Expenditure and the Balance sheet for the yr. 2013-15, together with statements of Income & expenditure of various units.

4. To read and note the budget estimate of the Board for the

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del.

year for the year 2015-16.

spl.

6. Any other business with the permission of chair.

Jasms.

General Secretary,

place : Pune.

date : 21-10-2015.

NOTES:

2. Members can ask any question by submitting the same to the secretary at least 7 days before the day of meeting.

1. If there is no quorum within half an hr. after the prescribed time, the meeting shall 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 with effective display, same on typewriter or in ink. **[Marks : 30]**

**STATEMENT SHOWING SALE OF CHADDARS**

(Fig. in Rupees)

Serial No.	Years	Osmanabad		Solapur	
		Single	Double	Single	Double
1.	2004-2005 ..	70,000	40,000	50,000	63,875
2.	2005-2006 ..	1,10,000	1,08,000	1,02,000	1,00,800
3.	2006-2007 ..	1,01,000	1,02,000	1,03,000	90,000
4.	2007-2008 ..	45,000	54,000	85,000	63,000
5.	2008-2009 ..	60,981	63,000	55,000	67,000
6.	2009-2010 ..	1,21,650	1,14,350	1,01,320	1,10,220
7.	2010-2011 ..	85,00	98,000	89,000	92,000
8.	2011-2012 ..	2,01,000	2,10,000	1,98,000	1,85,000
9.	2012-2013 ..	89,500	39,356	14,000	71,920
10.	2013-2014 ..	1,53,000	1,32,000	2,54,000	2,30,250