

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

6 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]

Q.1) Type the following Company Notice carrying out all the corrections and typing all the abbreviations in full 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) 'Agenda' word should be spaced capital.
- (c) Use Indent Style of paragraphs for serially arranged items of 'Agenda' and use 'Block Style' for 'Note' below.

SOLAPUR MERCHANTS CO-OPERATIVE BANK LTD., Regd. Office:

'Snehprabha' V.I.P. Road, Solapur-413003---Notice to *Caps*

Caps Members---Notice is hereby given th, the 8th Annual Gen.

meeting of the Members of the Merchants Bank, Solapur

wl. be held on Sunday the 20th July 2014 at 4.00 p.m.

at Solapur in the meeting hall of the Bank to transact

the folg. business:----Agenda----1. To read and consider

last the minutes of the ~~lost~~ AGM held on 30th April 2013. *in full*

cap 5) To appoint ~~auditors~~ and fix their remuneration.

4) To appoint a Director in Place of Shri. D. K. Patil

who retires by rotation and being offers himself of

- reappointment. 3) To declare a dividend on the shares

preference of the Company from the date of allotment

U.C till ~~November 30, 1012~~, and on equity shares of the *2012*

2012 Bank for the yr. ~~1012~~. 2) To receive, consider and

adopt the audited B/S as at and the profit and loss

A/c for the year 2012. 6) Any other business with

the permission (the) of Chair.---By order of the Bd.

of Directors---Chairman---Solapur, Date 23rd Nov.2013.

Notds:

Notes

(2) The documents relating (the) to notice *is* available *are*

at the regd. office of the Bank. (1) Members wishing to (after) any suggestions at the Annual General Meeting

as put any ~~suffiession~~ at may do so the day of meeting. *SP.*

(3) Share holders are requested to advice the Co. immediately of any change (address) in their.

offer
SP.

Q.2) Type the following statement and rule it on the typewriter. Heading should be in centre and with effective display.

[Marks : 30]

**STATEMENT SHOWING THE BOOKING OF
STT. TICKETS FOR THE YEAR 2012**

(Fig. in '000)

Serial No.	Name of City	Express		Ordinary	
		Male	Female	Male	Female
1.	Solapur ..	32,000	27,000	43,000	38,000
2.	Pune ..	41,000	37,000	41,000	39,000
3.	Kolhapur ..	37,000	35,000	39,500	36,800
4.	Ratnagiri ..	9,000	8,700	16,000	14,400
5.	Satara ..	32,000	29,300	34,800	32,000
6.	Aurangabad ..	29,500	26,800	29,500	24,300
7.	Nanded ..	27,755	24,765	27,550	21,400
8.	Sangli ..	34,555	32,430	32,650	30,600
9.	Nashik ..	28,788	26,650	28,000	26,876
10.	Jalgaon ..	26,765	24,789	9,870	21,890