

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

5 JULY, 2018

[Time : 14-00]

(Total Marks for Sections I and II : 100)

ENGLISH TYPEWRITING

(40 Words Per Minute)

SECTION - II

[Time Allowed : 7 Minutes]

Note : Do not type the 'Speed Passage' again.

Type the following speed passage in SEVEN MINUTES. Use DOUBLE or ONE and HALF LINE SPACING and a Margin of FIFTEEN SPACES on the left.

[Marks : 40]

Thousands of clerks, typists, stenographers and special workers are now working for the government, yet the increase in the load of government work requires; more and more workers. For appointment to government work a testing programme has been planned by the Federal Government and test centres have been set up in all parts of the country. Some branches of government service have their own sets, but the greater number of government office workers are chosen through the tests given by the Civil Services. Such tests usually include a test in speed and accuracy in typewriting a test in copying from rough draft, a general intelligence test, and a test in spelling and word usage.

Under civil service testing there are various types of appointments open to those who meet the test requirements. Temporary appointment is for a short time only and rarely extends more than six months. A temporary appointment generally does not prevent consideration in regular order for probational appointment for a particular post. This temporary appointment is not offered to those who live far from the place of employment, as a practice.

Probational appointment is for an indefinite period of time. The appointee is included under the system of requirement and disability benefits provided by the Civil Service Retirement Act.