

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, NOVEMBER – 2023**

SHORTHAND ENGLISH – 120 WPM (ELABORATION)

[Maximum Marks: **100**]

[Time for Dictation: **7 minutes**]
[Time for Transcription: **2½ hrs.**]

Instructions:

1. Each question carries 15 marks. 5 marks will be given for neat and well written shorthand outlines and 5 marks will be given for neat and correct formatting of questions.
2. The candidates should be asked to take down the matter in shorthand and elaborate the notes in to long hand in proper form.
3. The shorthand notes and answer books should be collected from the candidates.

- I. Applications are invited from B.com graduates and post graduates for appointment as Accountants at Ambili Trading Company limited Bangalore or in any of its Branches at Mumbai and Delhi. / Candidates should specify their age, qualification, experience and salary expected. Preference will be given to highly qualified and experienced persons. Salary will be commensurate with qualifications and experience. Selected persons // will be given perquisites like House Rent Allowance, City Compensatory Allowance, and Conveyance Allowance, Provident Fund, Gratuity. Medical and Leave Travel Allowance are also available. Candidates will have to appear /// for an interview at Bangalore. No travelling allowance will be admissible. Applications with complete bio-data should be sent within a week to the Chairman, Ambili Trading Company limited Bangalore-007 Draft Advertisement.(1)
- II. Executive Engineer, Metro Limited, S.R Street, No.5, Chennai for construction of Residential Building at Chennai. Sealed tenders in the prescribed form will be issued from 5th August / Two thousand Nineteen at 5.30 pm. Tenders will be received up to 13th August Two thousand Nineteen up to 3.00 pm. Cost of the tender forms is rupees one thousand only. // Earnest Money Deposit rupees one lakh fifty five thousand to be paid by Bank Demand Draft or Bank Guarantee from any one of the Nationalised Banks in favour of /// Executive Engineer. Tender forms and other conditions are obtained from the Executive Engineer's

Office at Chennai. Tender forms amount is not refundable. Tenders will be opened on 13th August two thousand Nineteen (2) at 4.30 pm in the presence of the presence of the Tenderers. All the rights reserved accept or to reject any tender without assigning any reason. Successful tenderers should be / prepared to give bank guarantee for proper execution of work. Draft a Tender Notice.

- III. Draft a Notice of the 10th Annual General Meeting of the ABC Engineering Company Limited, // New Delhi to be issued by the Secretary. Meeting to be held at 3 pm on Monday the 11th May Nineteen Forty two at the Registered Office of the Company /// at New Delhi. Purpose of the meeting a) to confirm the proceedings of the 9th Annual General Meeting held on 11th May Nineteen Forty One b) to receive and (3) adopt the Directors Report and Audited Balance sheet and profit and loss account for the year ended 30th June Nineteen Forty One c) to declare a dividend of 10% of / shareholders whose name appear on the share register as on that date d) to elect Directors in place of those retiring e) to appoint auditors and fix their remuneration and // f) to transact any other business that may be brought before the meeting.
- IV. National Women's College Day at Hassan. Honourable Minister for Youth and Sports stated education must equip /// women for life said that combination of traditional and modern systems of education can solve all problems but imported solutions will not answer problems of the country. Education should equip (4) women to be independent while safeguarding their culture. Crores being spent under new Twenty Point Programme to support job oriented courses to prepare women for employment. How could the objective / of equal status for women be achieved in our country unless girls were given opportunity to become educated and take up vocational training programmes. Women can fare much better than // men in every field of public life. They only need encouragement. Prof. Geetha garlanded the Minister of State for Youth and Sports. Association Secretary proposed Vote of Thanks. Prepare a /// Press Report.
- V. Applications are invited by the Senior Regional Manager, Hindustan Petroleum Corporation limited, No.1, Gandhi Chambers, Express Highway, Bombay for two posts of Clerk-cum-Typist from the Scheduled Caste (5) candidates. Those working in Government Department, Public Sector Undertaking etc., should apply through proper channel. Graduates in Arts or Commerce from a recognised University and having minimum 40 words speed / in Typewriting with two years experience in similar organizations only need apply. Candidates should be below 30 years. Apply within 20 days, giving full details of age, educational qualification, previous // experience, etc. Draft an Application.

VI. Write the following Government order in proper form, Government of Kerala Abstract Local Self Government Department - Knowledge Co-creation Program on "Comprehensive City Planning" to be /// held in Japan from 24th September to 28th October 2023 under the Technical Cooperation Program of the Government of Japan - Participation of Shri M.G Rajamanickam IAS - sanctioned-order issued. G.O.(Rt)No.1746/2023/LSGD dated(6) Thiruvananthapuram 26th August 2023. Read 1. Training Circular No.12040/08/2023-FTC/IR dated 23/05/2023 from the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Government of India. 2. Letter No./LSGD/PD/43714/2023-EMP4 dated 01/07/2023 from the Principal Director, LSGD. Following the circular invitation received from the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and training, New Delhi, // Government are pleased to nominate Shri. M.G Rajamanickam, IAS to participate in the Knowledge Co-creation program on "Comprehensive City Planning" to be held in Japan from 24th September to /// 28th October, 2023 subject to the condition that the entire expenditure in connection with the training program will be borne by the Japan International Cooperation Agency.(7)
