

This Question Paper consists of 2 jobs and 3 printed pages.

Code No. 53/VOC/O

Set

A

SHORTHAND (ENGLISH)

(Practical)

(325/425)

Time : 1½ Hours]

[Maximum Marks : 70

INSTRUCTIONS FOR EXAMINERS

1. This Question Paper consists of *two* jobs.
2. Job-I (Speed Test) is of 40 marks. The given passage is to be dictated in 5 minutes @ 80 w.p.m. After the dictation is over, 10 minutes time should be given for adjustment of typewriter and reading back the dictation. Transcription time for this job is 40 minutes.
3. Job-II (Letter) is of 30 marks. Transcription time is 20 minutes. It is to be dictated in 2 (Two) minutes @ 80 w.p.m.
4. One or two trial passage(s) of 1 minute each is to be dictated for making the students familiar with the pronunciation and voice of the Examiner. These need not be transcribed by the students.
5. A gap of 3 minutes is to be given in between the two dictations.
6. Shorthand notes of both the Jobs are to be attached to the Transcription Sheet.
7. The Question Paper should not be distributed to the students.

JOB-I

(SHORTHAND PRACTICAL TEST)

Mr. Chairman Sir, I agree that the contribution of the Railways to the General Revenues should be in the shape / of fixed dividends, but I cannot agree that the dividend should be fixed at four percent and that is / the crux of the whole report. As a matter of fact, a Committee was instituted only to go into that / matter whether the dividend payable at the present time at four percent was reasonable or not and whether **(1)** this arrangement should continue. When I say that I do not agree to the rate of dividend, I wish to / submit that enough material has not been placed in our hands to judge whether the dividend which is being fixed / will be sufficient for the needs of the people. The Committee has not examined certain vital matters concerning the administration of / the Railways and what I find is that the whole arrangement is very superficial.

It appears to me that the **(2)** Railway Administration and the Finance Administration came to an agreement and the Committee did not find it necessary, because of / the agreement between the two Ministries, to examine and go into the vital matters which affect this issue. It is / not clear how this dividend, if fixed at four percent is going to react on the working of the / Railways and particularly on the future development of the Railways, and also on the present structure of the fares and **(3)** freights. This question has not at all been examined and we do not know what reaction it is likely to / have. These are very vital matters and I think that they need a thorough examination before we can come to / correct conclusion in this matter.

As we know, there is a pressing demand for reduction in the Railway fares, particularly / for second-class passengers. This demand has been made on the floor of this House, and I think there is **(4)** great justification behind this demand, and more particularly now when we find that the prices of agricultural goods have gone / down, we will have to take into consideration the question whether the rural population which will get much lesser return / for their products now, will be able to pay the same fares and freights. I also wish to draw your / attention to the fact that the Federation of Indian Chambers of Commerce had submitted a memorandum to the Hon'ble Railway Minister in this regard. **(5)**

JOB-II
(LETTER)

Shri K. C. Khanna
C-102, Gole Market
New Delhi-110001

Dear Sir,

I am very glad that you have asked me to advise you how to open your account in / our Bank. In this connection I am to inform you that there are two kinds of account namely a savings / account and a current account. The savings account is for the person who wants to save. He pays his money / into the Bank and leaves it there as long as he can and receives interest for doing so.

The current **(1)** account is quite different. It is used by those who have a sum of money in hand but who know / that they will have to pay out at least a part of this sum. Since the sum in the current / account can be withdrawn at any moment and it cannot be used by the Bank for any other purpose, the / Bank generally allows less interest on current account than on savings account. The cheque plays an important part in business today. **(2)**

Thanking you,

Yours faithfully,

(Raman Kumar Bhalla)
Branch Manager

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