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TEAR HERE TO OPEN THE QUESTION PAPER

Tear Here

Sl.No. :

नामांक			Roll No.			

No. of Questions – 3

SS-33-SH. HD. (English)

No. of Printed Pages – 07

SENIOR SECONDARY EXAMINATION, 2016

SHORTHAND IN ENGLISH

Subject : English Stenography

Time : 3¼ Hours

Maximum Marks : 40

GENERAL INSTRUCTIONS TO THE EXAMINEES :

- 1) Candidates must write first his / her Roll No. on the question paper compulsorily.
- 2) The shorthand outlines may be written by pencil but the transcription should not be hand-written but it should be typed.
- 3) The shorthand note-book must be attached with the answer-book.
- 4) Only the following punctuations should be dictated:
 - i) full stops
 - ii) signs of interrogation
 - iii) brackets.
- 5) There should be an interval of *five* minutes after the dictation of each section. *Two and a three-fourth* hours will be allowed for transcription of the three sections of dictation (*i.e.* excluding the time for dictation and intervals).

- 6) All the three sections should be dictated at a speed of 80 (Eighty) words per minute and in one sitting.
- 7) 20% marks should be reserved for outline.

SECTION - A

1) [10]

To,

The Editor,

Indian express,

New Delhi.

Sir,

I have just returned from a tour of / the flood affected areas in Bihar, [1/4]
where unprecedented havoc and destruction have taken place.

No doubt people are / already familiar with the terrible tragedy that [1/2]
has overtaken Bihar, but the account of an eye witness will bring / home [3/4]
to the people with all the greater effect the terrible distress which these
disastrous floods have caused. In // some places whole villages have been [1]
swept away and the crops over a large area destroyed. Thousand of villagers / [1 1/4]
have been rendered destitute, most of them have nothing but the clothes
in which they managed to escape somehow /. They are living in temporary [1 1/2]
shelters exposed to all the inclemency of the weather, with out proper food / [1 3/4]
and clothes.

The government is no doubt doing all it can to relieve the immediate
distress, but unless // public funds are raised and people make liberal [2]
contributions it is not possible to rehabilitate the flood affected victims. / [2 1/4]
When the floods subside, villages will have to be rebuilt and the villagers
will have to be supplied with / seed, fodder, cattle and farm implements [2 1/2]
before they can start work again.

I, therefore /, troughly appeal to the people to help the government [2¾]
 in the humanitarian task of relieving the distress of the // poor sufferers [3]
 by contributing generously to the Bihar Flood Relief Fund and thus earn
 the gratitude of their distress / fellow brethern. [3¼]

It is highly request to the government please look in to the matter to
 save the poor / villager and help them as much as possible and relief the [3½]
 poor people and their children. I also appeal to the / General Public and [3¾]
 NGO's also.

I remain

Yours truly

(Anand Kumar)

President,

Bihar Flood Relief Fund //. [4]

SECTION - B

2)

[10]

From:-

State Bank of India,
 Human Resources Section,
 Regional Office, Bombay.

To,

The Principal /,

[1/4]

College of technology,

Bangalore.

No. RO / HR / 1234

Dated:-

Dear Sir,

Sub / :- Recruitment of Stenographer in State Bank of India conduct of Skill Test. [1/2]

1) We have advise that the Bank / has decided to recruit stenographers (Hindi / English) alongwith regular clerks. Candidates who qualify the written test for recruit // - ment in clerical cadre and have opted for appointment as stenographer (Hindi / English) will be subjected to skill test in / stenography as detailed below:- [3/4]
[1]
[1 1/4]

i) The candidates will be given one dictation for 10 minutes in English / Hindi / at the speed of 100 words per minute. The matter will have to be transcribed on computer in 40 / minutes in case of English stenography and in 55 minutes in case of Hindi Stenography. [1 1/2]
[1 3/4]

ii) Visually impared candidates // will be required to transcribe the matter in 70 minutes for English - shorthand test and 95 minutes for Hindi shorthand / test. [2]
[2 1/4]

2) The aforesaid skill test is to be conducted by the reputed Government Institutions. Please arrange to / advise whether you are ready to conduct the skill test. If yes please arrange to advise the following aspects - / [2 1/2]
[2 3/4]

i) Seating capacity of the candidates must required about 500-600 candidates per day for written examination. In // this ratio the invigilator are also required as per norms. [3]

ii) Please inform about your charges as remuneration, / invigilation, Rent of Building and other charges. Please give detailed Account about payment of various charges. It is / noted the minimum two invigilators are required in one room and as per capacity of the room and candidates the invigilator and / supervisors can increased. [3¼]
[3½]
[3¾]

Please send the detailed employees who engage in this test with their name and designation. // [4]

iii) Kindly send the willingness to conduct the examination at out-station centres. Will your staff ready to go / to out-station examination centres and conduct the examination. [4¼]

It is therefore requested please send detailed required information in different / accounts. [4½]

Please also arrange to conduct the shorthand test for that test the expert of the subject is also arrange / to give dictations to the candidates. Shorthand dictation will be dictated by the subject expert. [4¾]

Yours faithfully,

General Manager. // [5]

SECTION-C

3)

[20]

Protection of Silk Industries

Sir, I support this measure whole heartedly and I am especially glad to find that / the silk industries which has received protection for the last 25 years is being given this concession further. Silk / as you know is considered by many to be an article of luxury and they think it is not necessary / for a person to wear silk. But we must not forget the fact that the silk Industry in India // is a cottage industry and it has to be encouraged in order to give employment to people in the countryside /. This industry at present, is confined to a few states only where silk can be produced. Valuable / work is being done in this regard in the states of Karnataka, Assam and West Bengal. The stare / of Kashmir too has a very find silk industry which could be developed to a great extent, but the // misfortune is that the price of cocoon which the state has fixed is not such that it can give any / encouragement to the cultivators to take to the cultivation of mulberry in preference to the cultivation of food grains and / other cash crops. When I was a member of the Central Silk Board, I had occasion to visit / Kashmir to attend one of its meeting of the standing committee and I had a talk with Director of sericulture // there, as also with the Chief Minister of Jammu & Kashmir and I along with members of the Board, / tried to impress upon the Chief Minister that it was very essential for the development of the silk industry in Kashmir / that the purchase rate of cocoon should be increased by the State, which was a monopolist in its purchase / and he had agreed to look in to the matter. I do not know whether any improvement in raising // the price has been made during the last one and a half years or so or not. Some of / the finest varieties of silk can be produced in Kashmir. For example, silk of a quality which can / be used for parachutes, could be made and during the

last war a considerable quantity of silk was produced / in the State [4¾]
 for that purpose. Unfortunate now the Army is not getting the silk
 for that purpose from // Kashmir to the extent that it needs. At that [5]
 meeting, when I was in Kashmir, we had / a talk with the people. [5¼]

Sir, very valuable work is being done by the Central Silk Board,
 and / the Board spares no effort to impress upon the various State [5½]
 Government the desirability of increasing their sericulture industry
 /. In fact, the amount which the Central Government has placed at [5¾]
 the disposal of the Central Silk Board // for the industry in the fifth [6]
 five year plan is a very handsome amount of Rs. 50 crores and
 much / can be done in that amount if only the states, which have [6¼]
 that industry or the possibilities of it / , could be persuaded to take [6½]
 greater interest in its expansion.

It has been even told that once a / statute is passed by parliament [6¾]
 and it is placed in the hand of the lawyers passed by parliament or a
 legislature. // [7]



DO NOT WRITE ANYTHING HERE