

Sl.No. :

नामांक			Roll No.			

No. of Questions – 03

**SS-35-2-T.W.(English)**

No. of Printed Pages – 07

## **SENIOR SECONDARY EXAMINATION, 2016**

### **TYPEWRITING IN ENGLISH**

**Time : 1 Hour**

**Maximum Marks : 40**

#### ***GENERAL INSTRUCTIONS TO THE EXAMINEES:***

- 1) Candidate must write first his / her Roll No. on the question paper compulsorily.
- 2) All the questions are compulsory.
- 3) Type only on one side of the paper using double space.
- 4) 6 marks have been reserved for the proper form and display.

Tear Here

TEAR HERE TO OPEN THE QUESTION PAPER

Tear Here

1) Type the following passage in proper form and display:

Marks: 18

Display : 02

Total : 20

### PRANAYAMA

Prana is the sum total of all energy that is manifested in the universe. It is the vital force, Sukshma. Breath is the external manifestation of Prana. By exercising control over this gross breath, you can control the subtle Prana inside. Control of Prana means control of Mind. Mind can not operate without the help of Prana. It is the Sukshma Prana that is intimately connected with the mind. Prana is the sum total of all latent forces which are hidden in men and which lie everywhere around us. Heat, light, electricity, magnetism are all the manifestations of Prana. Prana is related to mind; through mind to the will; through will to the individual soul, and through this to the Supreme Being.

The seat of Prana is the heart. Prana is one; but it has many functions to do. Hence it assumes five names according to the different functions it performs, Viz., Prana, Apana, Samana, Udana and Vyana. According to the different functions they perform, they occupy certain places in the body. The table given in the following pages will given you a clear idea.

Breath directed by thought under the control of the will is a vitalising, regenerated force which can be utilised consciously for self development, for healing many incurable diseases and for many other useful purposes. Hatha Yogins consider that Prana Tattva is superior to Manas Tattva (Mind), as Prana is present even when mind is absent during deep sleep. Hence Prana plays a more vital part than mind.

If you know how to control the little waves of Prana working through mind, then the secret of subjugating the universal Prana will be known to you. The Yogin who becomes an expert in the knowledge of this secret, will have no fear from any power, because he has mastery over all manifestations of power in the Universe. What is commonly known as power of personality is nothing more than the natural capacity of a person to wield his Prana. Some people are more powerful in life, more influential and Fascination than others. It is all through this Prana, which the Yogin uses consciously by the command of his will.

Having acquired a through knowledge of the seat of Nadis and of the Vayus with their functions, one should begin with the purification of Nadis. A person possessed of Yama and Niyama, avoiding all company, having finished his course of study, delighting in Truth and virtues, having conquered his anger, being engaged in the service of his spiritual instructor and well instructed in all the religious practices, should go to a secluded place for Yoga Abhyasa.

Nadi Suddhi (Purification of Nadi) is an important matter in the early stage of Yoga. If there are impurities in the Nadis, the ascent of Kundalini in the Sushumna is seriously retarded. Purity in the Nadis facilitates the ascent of Kundalini. Pranayama brings about quick purification of the Nadis.

Nadi Suddhi is the basis of Yoga. It is the foundation of Yoga. It is the first part of Yoga.

Just as you can stop all the other wheels of the factory if you can stop the important Fly-wheel of the engine, so also if you can stop the functions of all other organs of the body, you can get control of the subtle, psychic Prana by restraining the breath. That is the reason why Pranayama is prescribed for controlling Prana.

Prana is the over-coat of the mind. If you can control Prana, you can control mind and Veerya also, because Prana, Veerya and mind are under one Sambandha. If you can control mind, breath stops by itself. Prana comes under control. Just as you have a nervous system in the gross physical body, so also there is a nervous system in the astral body. The nervous system of the physical body is the Sthoola Prana. The nervous system of the astral body is the Sukshma Prana. There is intimate connection between these two Prana. There is inter-action between these two Pranas.

By controlling the act of breathing, you can efficiently control all the various functions in the body. You can very easily and quickly control and develop the body, mind and soul. Psychic cure, Telepathy, Television, thought reading and others Siddhis are the effects of the control of Prana. The process by which the Prana is controlled by regulation of breath is termed 'Pranayama'. It is through Pranayama that you can control your circumstances.

2) Type the following letter in proper form and display:

Marks: 08

Display : 02

Total : 10

Office of the Executive Engineer Water Resources Division, Ratalam

No: 15/105

Date: 30 June, 15

Sub.: Inspection of Daksh RWR on 19.6.15 & 27.06.15

Sir,

With reference to the subject & referred letter, the point wise reply is as under:-

- 1) Compliance has been made by contract and Mortar for Mansonry and others works is being mixed in RMC plant.
- 2) Adequate care is being taken for filling of joints with Bitumen, Same has been got tested from M.B.M.E.C.
- 3) At same places, hair cracks observed and same shall be treated with adequate means.
- 4) Compliance has been made.
- 5) Defective portion has been rectified & field staff is being directed to follow your instructions strictly.

- 6) The work is being executed as per the revised proposal approved by I.D. & R. Unit Jabalpur vide no. 1118 dated 22.05.2015. The same was forwarded by your good office too.
- 7) Same as (6).
- 8) The defective portion removed & base concrete (1 : 3 : 6) has been re-laid as per specifications.
- 9) Sampling & Testing is being regularly done.
- 10) Special care is being taken for proper finishing on top surface of C.C. lining in side slope.
- 11) The Executive Engineer PHED Project Div IV have been informed to expedite the work of inlet & intake structures so as to complete work with in stipulated time of contract.
- 12) Field officers have been directed to follow your instructions.

Executive Engineer

Water Resources Div., Ratalam

Copy to Addl. Chief Engineer Resources Zone, Ratalam.

Executive Engineer

Water Resources Division, Ratalam

3) Type the following table in proper order & display:

Marks : 08

Display : 02

Total : 10

Balance Sheet of A & B Ltd.

as on 31<sup>st</sup> March, 2015

Liabilities	A Ltd.	B Ltd.	Assets	A Ltd.	B Ltd.
<u>Shares Capital:</u>			Fixed Assets	6,50,000	4,05,000
Share @ ₹10	10,00,000	5,00,000	<u>Investment:</u>		
each			8,000 sh.in B Ltd.	8,00,000	-
Reserve &			1500 Deb.		-
Surplus	4,50,000	2,05,000	In B Ltd.	1,50,000	
<u>Secured Loan:</u>			<u>Current Assets:</u>		
13% Deb.			Inventory	2,00,000	3,50,000
(₹100 each)	-	3,00,000	Trade		
<u>Current Lia.:</u>			Receivable	1,50,000	2,65,000
Trade Payable	3,80,000	80,000	Cash at Bank	80,000	1,05,000
Others Lia.	2,00,000	40,000			
	20,30,000	11,25,000		20,30,000	11,25,000



**DO NOT WRITE ANYTHING HERE**