

**FIRST SEMESTER (SCHEME-2012)**  
**MODERN OFFICE MANAGEMENT**  
**COMPUTER TYPING (ENGLISH)**

**Time : One Hour**

**Maximum Marks : 60**

- Note :** i) Paper is divided in to two parts A and B.  
 ii) Part-A: Speed test matter 40 w.p.m. for 10 minutes.  
 iii) Part-B Total three questions (all compulsory)  
 iv) Examination has to be conducted in two parts.

**Part-A :** Speed test paper is to be collected compulsory after 10 minutes.

**Part-B :** Total time 50 minutes (after submission of part-A)

**Note :** No extra time is to be given for any work.

**Part - A**  
**Speed test**

Marks-30

1. Type the following passage using double space.

*The gloves are off and the Queensbury rules have been scattered to the four winds in the savage bare-knuckle busting contest in which the opposition and the treasury benches and interlocked over the fail-*

out of the belated publication of the Thakkar Commission Report. Staggering under the body blows of the opposition stalwarts, Prime Minister Rajiv Gandhi has swing into action with a powerful right hook straight from the shoulder-conforming to the time-tested dictum that 'attack is the best form of defense Rajiv Gandhi has now indicated the opposition of aiding and abetting the elements responsible of Mrs. Gandhi's assassination and conspiring with certain extraneous forces "to break the country's unity" and added for good measure that "the conspiracy was still in the offing". The air is now thick with conspiracy stories. According to a news agency message the Special Investigation Team (SIT) will file a second charge sheet in the Indira Gandhi's assassination case in a Delhi Court on Friday against five men for allegedly hatching a conspiracy the destabilize the country after "Operation Blue Star".

This perhaps would be the first time in the legal history of India, it is stressed, when a second charge-sheet is being filed after the execution of two of the three convicts named in the first charge-sheet. The whole situation is getting curio user and curio user

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many would say murkier and murkier. The opposition parliamentarians who had hitherto claimed the credit for Gandhi's "final surrender" with their mounting pressure and for his grudging and belated decision to submit to parliament the Thakkar Commission's Report on Indira Gandhi's assassination now suddenly find themselves in the dock. The hunter are being hunted by their quarry with unbridled fury. "What is truth"? asked Jestig Pilate and did not wait for an answer what is the real truth about Indira Gandhi's assassination is still a 64-million dollar question. There are a lot of unanswered questions. The official version kept changing from one day to another following the dastardly crime. We were first told, in the words of "seasoned commentator, that, besides Satwant Singh and Beant Singh there was another" clean shaven man who opened fire on Indira Gandhi but then nothing was heard about him later. Who was he and where did he disappear? Who ordered the Indo-Tibetan police to open fire on Satwant and Beant.

1253

(4)

**Part-B****Marks : 30**

1. Type the following tabulation neatly and correctly:

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Share of +the Direct Tax in the Annual Tax Revenue of the Central Government

Year	Additional Tax Revenue over Previous Year	Corporate Income Tax	Other Taxes	Total Direct Tax
2010-11	73.62	30.60	2.73	30.95
2011-12	120.66	16.53	8.20	23.14
2012-13	84.45	70.00	4.58	45.23
2013-14	95.42	45.25	9.46	62.41
2014-15	146.12	124.26	6.14	35.10
2015-16	228.15	85.56	8.26	56.23
2016-17	250.20	96.12	5.24	25.36

1254

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2. Type the following letter neatly and correctly. 10

GOVERNMENT OF INDIA  
DEPARTMENT OF SOCIAL WELFARE  
NEW DELHI - 110 001

Dated: 7 September, 2015

To,

The Chief Secretary'  
to Government of .....  
(All states/Union Territories)

Sub: Supply of Petrol Diesel at 50% Subsidy to  
Handicapped persons using Motorized  
Transport Vehicles

Sir,

I am directed to say that in the revised instructions regarding claims/payments of subsidies on purchases of petrol/diesel by handicapped, owners of motorized vehicles, it is laid down that each eligible holder of a vehicle should process his claim for subsidy through the district social welfare officer at the District level and the Director of Social Welfare in the Metropolitan cities or an equivalent officer where such holder, normally,

F/2017/6544

1255

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(6)

resides. The cases have come to light where the handicapped beneficiaries find it inconvenient to establish contact with these authorities. It is, therefore, felt that in case the offices of the Tehsildars/Taluka officers of the area are more suitably situated the beneficiaries may submit their claim through the Tehsildars/Taluka officers.

Yours faithfully,  
(Ram Lal Mishra)

Deputy Secretary to the Govt. of India

1256

F/2017/6544

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