

AB-1602

Seat No. _____

Third Year B. A. Examination

April / May – 2003

Office Management & Secretarial Practice : Paper - XI
(Typewriting Practical)

Time : **40** Minutes]

[Total Marks : **14**

Instruction : All questions are **compulsory**.

[Time : 10 Minutes]

1. Type the following passage in DOUBLE LINE SPACING leaving a margin of one 7 inch on the left hand side and half an inch on the right hand side :-

Discipline is necessary not only in the army but also in every organisation, in every walk of life, in every activity. In order to understand why discipline is necessary, we must first understand what discipline is. It is obvious that no army can function and no battle can be fought successfully if every soldier wants to know the reasons behind his superior's orders or argues with him about the necessity of his order.

Whenever any individual is doing some work, he has before him some goal, some purpose. One may or may not be conscious of this goal or purpose. This goal can be best achieved if the work is done in the most efficient way with complete concentration, devoting all available time, energy and other resources to the activity. For this the doer must obey certain rules. Strict obedience to the required rules for any work or activity is called discipline. Since adults are supposed to have some self-control, they can, on their own, obey the necessary rules of work or activity. Hence discipline comes to them automatically. It is internal.

But children are not in a position to understand the necessity of obeying certain rules, or even if they do understand, they may be swayed by immediate or unimportant interests or diversions. So discipline has to be inculcated into them. It is external. Children must accept the authority of the elders like their parents and teachers and obey their orders or instructions ungrudgingly. Discipline, whether it is internal or external...

- 2 Typewrite a fair copy of the following manuscript incorporating the corrections indicated in the margin in double-line spacing :

7

Capital

Special Cell at Headquarters

Cap L & h Tribes cell set up in the ministry of
 Cap h Health & Family Welfare under the
 , h control of the Liaison officer (continued
 = to look after the service interest
 e/p of the Scheduled Castes and Scheduled
 n/ Tribes employees of the ministry
 n/ during the year 1934. This cell
 n/ assisted the Liaison officer in
 discharge of his duties in respect
 of matters relating representations
 of Scheduled Castes & Scheduled
 Tribes regarding services and
 establishments under their control. The
 cell scrutinises where cases
 approval for reservation of posts
 is moved / advise is also
 rendered regarding reservation
 procedure and maintenance of
 rosters to various sections and
 officers. Complaints and representa-
 tions from various associations
 are also dealt with in this cell
 cell thus keeping a close watch
 to ensure justice and equality.