

# **Vocational Practical Question Bank**

**First & Second Year**

**Office Assistantship**

**Course Code : 208**



**State Institute of Vocational Education**

**O/o the Commissioner of Intermediate Education**

**Andhra Pradesh, Hyderabad**

**&**

**Board of Intermediate Education,**

**Andhra Pradesh, Hyderabad**

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## First Year

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**OFFICE ASSISTANTSHIP****First Year (P.C. 208/21)****Subject : Business Organization****Paper - I****Time : 3 Hours****Max. Marks : 50****Section - I****(1 x 8 = 8 Marks)**

1. How to fill the application form to open a medical shop.
2. Fill the application for registration of partnership firm.
3. What are the main points will be include in partnership deed?
4. If you are a minor partner, what are the benefits and losses in partnership business
5. If you are a Head of family in JHF Business, What are your characteristics?
6. Fill the application form for establishing Small scale industry.

**Section -II****(1 x 8 = 8 Marks)**

7. Draw the proforma of incorporation of company.
8. What are the items include in Memorandum of association?
9. What are the items include in Articles of association?
10. What are the items include in Prospectus?
11. When joint stock company issuing a lieu of prospectus.
12. If you are a promoter, what steps you are taking to establish Joint Stock Company?

**Section - III****(1 x 8 = 8 Marks)**

13. Fill the proforma of Co-Operative Society.
14. Write briefly about different types of Co—Operative Society.
15. Draw the proforma of registration for Co-Operative Society.
16. What the method obtains for membership in Co-Operative Society and what are the rights of a member?

17. If you are a member in Co-Operative Society, how to approach to public to get funds.
18. If you are a chairman of Vijayawada sports club, how to utilize the funds for development of sports activities.

**Section- IV****(1 x 8 = 8 Marks)**

19. Fill the application form to open a bank Account.
20. Fill the application form to fixed deposit in to the bank.
21. Draw the proforma of Demand Draft.
22. What is meant by overdraft. write an application to the Bank manager for Over Draft facility?
23. What is the procedure to take life insurance policy?
24. What are the steps to taken for taking Marine insurance policy?

**Section - V****(1 x 8 = 8 Marks)**

25. Fill the proforma of delivery receipts.
26. Fill the application form for road permit.
27. Explain about various types of ware houses.
28. What are the steps you are taken non-durable goods?
29. What is the importance of electronic media?
30. Narrate the advantages of print media.

**Section - VI**

- |        |         |
|--------|---------|
| Record | 5 Marks |
| Viva   | 5 Marks |

**OFFICE ASSISTANTSHIP****First Year****MODEL QUESTION PAPER****Subject : Business Organization****Paper - I****Time : 3 hours****Max. Marks : 50****Section - I****1 x 8 = 8 marks**

2. Fill the application for registration of partnership firm.

**Section - II****1 x 8 = 8 Marks**

9. What are the items include in Articles of association?

**Section - III****1 x 8 = 8 Marks**

13. Fill the proforma of Co-Operative Society.

**Section - IV****1 x 8 = 8 Marks**

20. Fill the application form to fixed deposit in to the bank.

**Section - V****1 x 8 = 8 Marks**

28. What are the steps you are taken non-durable goods?

**Section - VI****Record****5 Marks****Viva****5 Marks**

**Note :** The Serial numbers of the questions mentioned above are the serial numbers in question bank. In practical examination only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

**OFFICE ASSISTANTSHIP****First Year****PRACTICAL SCHEME OF VALUATION****Subject : Business Organization****Paper - I****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV, V****(1 x 8 = 8 Marks)**

- |                   |   |         |
|-------------------|---|---------|
| 1. Introduction   | : | 2 marks |
| 2. Structure      | : | 2 marks |
| 3. Main Objective | : | 2 marks |
| 4. Conclusion     | : | 2 marks |

**Section - VI**

- |                  |   |         |
|------------------|---|---------|
| <b>Record</b>    | : | 5 Marks |
| <b>Viva Voce</b> | : | 5 Marks |

**OFFICE ASSISTANTSHIP****First Year (P.C. 208/22)**

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**Subject : Accountancy & Computers**

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**Paper - II**

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**Time : 3 Hours****Max. Marks : 50****Section - I****(1 x 10 = 10 Marks)**

1. Demonstrate deleting of files, folders, un-deleting of files and folders.
2. Create text file using wordpad or notepad
3. Format the text document with all the features available in wordpad.
4. Demonstrate creating of folders and create a text file in notepad.
5. Demonstrate changing date and time, screen settings, printer settings.
6. Change the wall paper on the desktop, Screen saver and change the date.

**Section - II****(1 x 10 = 10 Marks)**

7. Identify any 8 tools in MS-Word screen.
8. Demonstrate any 5 the text formatting commands in MS-Word.
9. Demonstrate page formatting commands in MS-Word
10. Demonstrate Mail - Merge in MS-Word
11. Demonstrate cut, copy, paste, paste special, and check spelling
12. Insert an image from clip art and rotate it

**Section - III****(1 x 10 = 10 Marks)**

13. Identify any 8 tools in MS-Excel Screen
14. Demonstrate how to change the cell border, cell background color, cell foreground color and center the content.
15. Write and Demonstrate the procedure for changing the width of row and column in Excel.

16. List and Demonstrate any four formula functions in Excel.
17. Write and demonstrate to add, substrat, multiply and divide two cell values in Ms-Excel.
18. Write and Demonstrate the procedure for creating a chart in Excel.

**Section - IV****(1 x 10 = 10 Marks)**

19. Write and Demonstrate the steps to create file in MS-Word, type some text and save the file.
20. Write and Demonstrate the steps to create file in MS-Excel, type some text and save the file.
21. List and Demonstrate four arithmetic operators used in MS-Excel.
22. Write and Demonstrate the steps for changing the left margin, right margin, top margin and bottom margin in MS-Word.
23. Write and Demonstrate the Steps for changing the page color and page borders in MS-Word.
24. Insert five shapes in MS-Word and fill colors within it.

**Section - V**

Record	5 Marks
Viva Voce	5 Marks



**OFFICE ASSISTANTSHIP****First Year****MODEL QUESTION PAPER****Subject : Accountancy & Computers****Paper - II****Time : 3 hours****Max. Marks : 50****Section - I****1 x 10 = 10 Marks**

3. Format the text document with all the features available in wordpad.

**Section - II****1 x 10 = 10 Marks**

10. Demonstrate Mail - Merge in MS-Word

**Section - III****1 x 10 = 10 Marks**

15. Write and Demonstrate the procedure for changing the width of row and column in Excel.

**Section - IV****1 x 10 = 10 Marks**

19. Write and Demonstrate the steps to create file in MS-Word, type some text and save the file.

**Section - V****Record****5 Marks****Viva****5 Marks**

**Note :** The Serial numbers of the questions mentioned above are the serial numbers in question bank. In practical examination only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

**OFFICE ASSISTANTSHIP****First Year****PRACTICAL SCHEME OF VALUATION****Subject : Accountancy & Computers****Paper - II****Time : 3 hours****Max. Marks : 50****Section - I, II, III, IV****(1 x 10 = 10 Marks)**

- |                  |   |         |
|------------------|---|---------|
| 1. Introduction  | : | 2 marks |
| 2. Structure     | : | 2 marks |
| 3. Demonstration | : | 6 marks |

**Section - V**

- |                  |   |         |
|------------------|---|---------|
| <b>Record</b>    | : | 5 Marks |
| <b>Viva Voce</b> | : | 5 Marks |

**OFFICE ASSISTANTSHIP****First Year (P.C. 208/23)****Subject : Type Writing****Paper - III****Time : 3 Hours****Max. Marks : 50****Section - I (Speed)****(1 x 10 = 10 Marks)**

Speed paper @30 wpm 150 words : 5 Minutes

**Section - II****(1 x 10 = 10 Marks)**

Type the following statement and rule up

**Section - III****(1 x 10 = 10 Marks)**

Type the following business letter in proper form

**Section - IV****(1 x 10 = 10 Marks)**

Type the following Government order in proper form

**Section - V**

Record

5 Marks

Viva

5 Marks

**SECTION I**

(1). Type the following by taking 2 Line spacing

**AUTOMOBILE INDUSTRY**

The automobile industry has been passing through extremely difficult phase on account of a sharp decline in off take of heavy and medium commercial vehicles, light commercial vehicles, passengers cars. The increase in end prices as a result of the drastic devaluation of the rupee and upward adjustments in selling prices for indigenous raw materials and higher import and excise duties and interest rate have discouraged seriously fresh purchases. A pickup in exports of vehicles as well as components could not offset the drop in sales in domestic market and the working results even the efficient auto units may not be satisfactory if immediate measures are not adopted for lowering prices through adjustments in duties and special incentives for boosting exports. The automobile and ancillary industries however are net foreign exchange earners as exports of components particularly have been increasing in volume.

- (2). Type the following passage by talking 2 line spacing

### **QUEST FOR KNOWLEDGE**

A man launce from the components of great thoughts, inspiration of great ideals, examples of great achievements and consultants of great failures . The people he meets, the place he visits, the books he reads and the situations and circumstances through which he passes, all leave an impact and opportunity to learn and widen his horizon of knowledge, provided he keeps his eyes and ears open and alert. In a garden one will observe that the trees full of fruits, are all bowing down, while the trees without fruits, standing an erect. For observer who is receptive it will impress that empty vessels only make much sound; the full ones are silent. Men full of wisdom are humble and bow in humility, which is great human quality and one who possesses it is held in reverence by the society “I was unhappy without shoes till I saw a man without legs”.

- (3). Type the following passage by taking 2 line spacing.

### **INDUSTRIES IN PRESENT ERA**

The automobile and ancillary industries has been badly affected by a declining demand for various types of vehicles with the exception of jeeps after the continuing rise in output and sales until the end of the previous layer. Serious difficulties are being experienced by even efficient producers in maintaining production at their desired levels. The latest developments have upset the calculations of the major producers who are now engaged in the implementation of modernization and expansion schemes involving heavy out lay. As it and been postulated that there would be continuing rise in sales and difficulties now being experienced in maintaining every production at the earlier levels, it may even become necessary to stagger the execution of expansion schemes. Fresh capital expenditure in the absence of any signs of recovery may even result in a heavier burden of depreciation and interest charges, which may erode profitability.

- (4). Type the following passage by taking 2 line spacing

### **DIGNITY OF WORK**

No work is superior or inferior in itself. Work is work. It is wrong consider any work as high or low. The work itself is a dignity. Every work has some dignity attached to it. It is not proper for anyone to think that a certain kind

of work is not dignified or below his status. No work is mean or low. Since the dawn of civilization man has been doing all kind of work without any hitch and hesitation. All the religions of the world have enjoined man to do his work honestly. All the philosophers of the world have preached that no work is such as to undermine the dignity of man. 'Though shalt eat thy bread by the sweat of the brow' was the curse of God upon the first man, Adam. God himself ordered man to work and work had.

(5). Type the following passage by taking 2 line spacing

### **INFLATION**

The letter cut in the minimum lending rate for commercial banks is a step in the right direction notwithstanding the inflation rate crossing the six percent mark. It must also stated that the government is not really helping the cause of industry by its piece-meal approach. Half percent to one percent cut at regular intervals do not lead to any effective plan formulation on the part of industry. Pruning of the interest rates even further to maintain parity with international levels should not be and abandoned only because of a fear of spurt in inflation. The inflation rate this year looks like claiming given the paucity of rains in different part of the country. On the other hand, the reduction in the statutory liquidity ration of banks has enabled them to accumulate lendable funds that need to be employed effectively. But, there appears to be little scope for a reduction.

(6). Type the following passage by taking 2 line spacing

### **NATIONS' IMPROVEMENT**

In any country, the activities of a growing nation must expand but, hoe and in what direction should they expand ? The child grows and looks handsome only when the body grows proportionately with the hands and feet. If the hands alone grew and not the face, the child looks defective. Indeed, it would apply to Nation's improvement in its growth. In India, as in any other country of the world, there is a great need for engineers and as our plans and schemes materialize, we shall need more and more engineers. Who only engineers ? We need teachers also in great number, but we cannot recruit them straight away. As our educational development plans mature, we shall be needing lakhs of teachers. Unless we foresee even now what need after two or five years, we cannot plan in such a way that we have enough of trained men to teach after two or five years.

## SECTION II. Type the following statement and rule up

Q.7. Type the statement in proper form & rule up  
statement showing the budget allocation during 2012-13

S.No. Particulars	Scheme A	Scheme B	Scheme C
1. Education	85,431	68,324	72,189
2. Agriculture	76,306	19,417	46,315
3. Engineering	89,211	92,613	38,621
4. Transport	92,615	95,105	96,193
5. Services	15,213	16,715	85,216

Q.8. Type the following statement in proper form & rule up.

A comparative annual rainfall in different districts. in mm.

Name of Dist.	2008	2009	2010
Karimnagar	209	312	475
Adilabad	512	603	576
Nellore	615	709	809
Medak	406	506	626
Cuddapah	205	302	198

Q.9. Type the following statement in proper form & rule up  
statement showing the Aadhar Card holders.

State	Rural	Urban	Total
A.P.	1,18,312	2,13,601	3,31,913
U.P.	9,15,609	11,15,001	20,30,610
West Bengal	6,13,512	5,12,112	11,25,624
Tamil Nadu	5,02,612	6,13,103	11,15,715
Karnataka	4,92,725	5,12,701	10,05,426

Q.10. Type the following statement in proper form.

Details of common Entrance Tests conducted in May 2013

Name of the University	No. Regd.	No. appeared	No. Qualified
Osmania University	85,000	76,100	65,200
Katanga University	62,300	55,200	49,700
Satishnagar Uni.	48,200	45,600	38,500
Andhra University	78,600	69,100	59,800
Nagaland University	62,300	53,600	48,500

Q.11. Type the following statement & rule up.

Production of rice in A.P in 2010, 2011 & 2012.

District.	2010	2011	in thousand tonnes 2012
Adilabad	75,110	88,620	95,010
Karimnagar	85,210	89,110	96,410
Medak	69,260	71,010	85,620
Khammam	87,102	89,920	92,678
Karimnagar	68,369	72,102	91,305

Q.12. Type the following statement in proper form & rule up.

Statement of two wheelers sold during years in various states.

State	2008	2009	2010
A.P.	1,10,213	1,16,425	1,55,013
U.P.	4,13,109	5,13,014	6,12,112
Tamil Nadu	3,12,115	4,12,116	5,03,075
Karnataka	4,03,006	5,03,013	6,02,013
West Bengal	5,06,115	6,15,125	6,13,112



**SECTION III : Type the following business letter in proper form**

Q.13. Telegrams: "RAMCO"

Telephone: 57145

RAMA ENGINEERING CO. LTD

Abids Rd

Hyd - 500021

Dt. 3-5-2009

Ref No. 149/09

M/s. Karmal Enterprises  
Vidyamagar,  
Isaninagar.

Dear Sirs,

We have received your letter for the supply of Engineering spare parts. We are having lot of stock of spare parts in our godowns. Due to increase in prices of raw materials several firms have raised their prices but with a firm determination to stand out, we decided to adhere to the same prices. We hope you will co-operate with us in future also.

Thanking you,

Yours faithfully

For Rama Engg. Co. Ltd.  
Partners.



Q.14. Letter No. MC 5/23/12 dt. 6-5-2012 from  
M/s. Anand & Sons, Shastri Rd, Karimnagar.  
addressed to M/s Krishna Traders, Nampally  
Hyd-500001.

D/s.

We are pleasure to introduce ourselves  
as one of the leading printers of various  
Registers, such as attendance, Central attendance,  
shortage attendance & colorful Calendars of  
Schools, colleges and different business sections  
with their programmes & supply the same  
within stipulated time. We are sure you will  
realize that the best way to get more  
and more customers for the coming  
years for the ~~supply~~ increase of supply.

Y1f

For M/s Anand  
& Sons.

Q No. 15 From Aruna Book Depot, Doctors Street  
Korimnagar - 505001, M/S. National Shorthand  
School (Books) Visakhapatnam. Ref. MCS/13  
dt. 5-6-13.

D/S-

We would like to know the latest price  
list & catalogue of Typewriting & Shorthand  
Books which are to be useful to Intermediate  
students (vocational two years course). After  
receipt of your price list we will plan to  
order for the purchase of library books  
from the Spl. fee funds. We shall be  
obliged if u send the catalogue & price  
list at an early date.

y/f  
for Aruna Book Depot  
Managers.

Q. 16. from Chaitanya & sons, Vidyanagar, Korimnagar.  
505001. Lr. No. 9/12 dt. 20-7-2012. addressed  
to M/S Ramu & Brothers Church Rd, Mumbai  
Telegrams: Ramu Chaitanya Phone: 56849651

D/S We regret to inform u that in the  
last month or three, your sales show a sharp  
decrease. We know do not the reasons  
for the decrease of sales. We are unable to do  
any help if you do not inform us of your  
difficulties.

Awaiting your early reports after a  
deep enquiry in this matter.

y/f  
for Chaitanya & sons  
proprietor.

Q.17. Gopal Steel private Ltd. S.

Ln. No. 309/SH/09

Hyd. Sec. Rd.  
Hyd.  
Dt. 5-1-2009

To  
M/s. Svarani Furnitures  
M.G. Rd, Warangal.

Dear Sirs,

We are happy to receive your letter wherein you have expressed yr. interest in the latest steel furniture. As you have very rightly mentioned in your letter, the modular steel furniture designed by us is unique in nature. Our sales executive is visiting your place during the last week of this month. In addition to displaying the catalogue, he will discuss the formalities to be completed before you take up the dealership.

y/yf.

For Gopal Steel Pvt. Ltd.  
Manager.

Q.18. Grams 'Anand'

Phone 2265125

Anand Mohan, Krishna Electricals // Capt.

Ln. No. 5329/BMC/08

Station Rd.

M/s. Anchor Electricals Ltd  
Balacore, Hyd.

Hyderabad.

Dt. 3-4-2006.

Dear Sirs,

With ref to your letter dt 15-5-2006 wherein we have placed order for the supply of the electro bulbs & washing machines. We are sorry to inform you that we have not received the material so far. You are fully aware of the competition in the market. We are sure that you will understand the situation in the proper way and endeavour to supply the goods.

y/yf.

For Anand Mohan Krishna Electricals.

Manager.

Anand

## SECTION IV. Type the following Government order in proper form

Q.19. Govt. of A.P.  
 Abstract  
 Allowance - House Rent allowance - admissibility  
 in the revised pay scale 1993 - Recommendation of the  
 Pay Revision Committee - Accepted - Orders - Issued.

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Finance & Planning (Fin. wing) Dept.  
 G.O (P) No. 225. Dated 29-5-1993  
 Read the following

1. G.O. Ms. No. 70 Edn. Dept. dt. 25-2-1989
2. G.O. Ms. No. 62 Fin. & Plg. Dept. dt. 20-5-93.

ORDER

On the orders read above, orders were  
 issued, based on the recommendations of the pay  
 Revision Commission, 1993, implementation of the  
 Scale Pay Revised 1993 w.e.f 1-1-1993 with  
 monetary benefit from 1-4-93.

(By order and in the name of the Governor of A.P.)  
 T. Satyanarayana  
 Spl. Secy. to Govt

To  
 All concerned.

Q.20. Govt. of A.P.  
Abstract

Allowances — City compensatory Allowance  
Revision of Rates — Orders — Issued

Fin & Planning (Fin. Wing) Dept.

G.O. Ms. No. 240

Dt. 17-8-1979

Recd the following

G.O. Ms. No. 235, Fin & Plg. (Fin. Wing) Dept  
Dt. 15th Sept. 1979.

ORDER

In continuation of the orders issued in the Govt. order read above, Govt. have decided and hereby accordingly order that the rate of City compensatory Allowance be revised to 6% of pay subject to a maximum of Rs. 75/- p.m. for all the employees working in the twin cities of Hyd. & Secunderabad.

(By order etc)

BPR VITHAL  
pr. sent. to Govt.

To  
All Dept. of Secretariat  
The Accountant General, A.P. Hyd.



Q.21 Govt. of A.P.  
ABSTRACT

Allowances - sanction of unhealthy locality  
Allowance - (Bad climate allowance) - Extension  
of payment for a further period from  
1-3-1995 to 29-2-1996 - orders - issued.

Fin. & Plg. Dept.

G.O. Rt. No. 972

dt. 16-6-1995

Read the following

G.O. Rt. No. 971, Fin. Dept. dt. 16-6-1995.

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### ORDER

Govt. have vide the above G.O. constituted  
a committee to make a thorough review of the  
unhealthy localities (Scheduled Areas) and to go  
into all details relating to the payment of the  
Bad climate Allowance.

2. Govt. hereby extend the orders issued  
in G.O. Rt. No. 577 dt. 21-3-1994 for a  
further period from 1-3-1995 to 29-2-1996.

(By order etc)

R. P. AGGARWAL  
Sec. to Govt.

To  
All concerned.

Q-22. Govt. of A.P.  
Abstract

Estt - special casual leave to Blood Donors -  
Sanction - Orders - Issued.

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Medical & Health Dept.

G.O. Ms. No. 137 M&H (E.L.) Dt. 23-2-1984

Recd the following

1. From the Director General of Health Service,  
Govt. of Andhra Pradesh Lr No. 20015 Dt. 24-8-1983.
- - -

ORDER

The Govt. of Andhra, Ministry of Home Affairs hr. decided that Govt. servant, who donated blood as \* on a working day should be granted spl. C.L. for that day and the Director General

2. This order issued with the concurrence of Finance & Planning Dept vide their.

G.O. No. 747/11/84

(By order etc)

N. Luthra,  
Pol. Secy to Govt.

To  
All concerned.

Q.23 Govt. of AP // Caps.  
 Finance (W & H) Dept.  
 G.O. Ms. No. 667 dt. 29th June 2002  
 Read the following  
 ABSTRACT  
 PUBLIC SERVICES - State and subordinate  
 service - Transfer - Lifting of ban orders -  
 Extension of date - Orders - issued.

1. G.O. Ms. No. 603, Fin. (W & H) Dept. dt. 23-5-2002  
 2. Memo No. 18893-A/605/A2/W & H/2002 Fin (W & H)  
 Dept. dt. 24-6-2002.

### ORDER

In the ref. 1st read above, orders were  
 issued lifting / general ban on transfers for  
 a limited period up to 30-6-2002, subject to  
 certain conditions.

After careful consideration Govt hereby  
 extend the date of effecting transfers upto  
 15-7-2002.

(By order etc)

S.K. Arora // caps  
 Secy to Govt.



G-24. Govt. of A.P.  
Abstract.  
Finance Dept.

G.O. Ms. No. 84

dt. 2nd March, 1994

Public Services - Automatic Advancement scheme -  
Anomaly of Junior drawing more pay than  
Senior promotes earlier - Rectification of anomaly -  
Errata to the orders - Issued.

Read the following

1. G.O. Ms. No. 90, Finance & Plg. Dept.,  
dt. 20th Feb-1994
2. G.O. (P) No. 75 Fin. & Plg. Dept.  
dt. 22-Feb-1994.

### ORDER

The following errata is issued to the  
orders issued in the G.O. read above.

### ERRATA

1. For the expression '2-8-1993' occurring in  
the 11th line of para 4, the expression '1-8-1993'  
shall be substituted.
2. For the words 'earns' occurring in the  
1st line of para 7 (c) the word 'earned'  
shall be substituted.

(By order etc)

E. Satyanarayana Murthy  
Addl. Sec. to Govt.

To

All concerned.

### Section V

Record

5 Marks

Viva

5 Marks

**OFFICE ASSISTANTSHIP****First Year****MODEL QUESTION PAPER****Subject : Type Writing****Paper - III****Time : 3 hours****Max. Marks : 50****Section I****1 x 10 = 10 Marks****Speed Paper @30 wpm 150 words**

(3). Type the following passage by taking 2 line spacing.

**INDUSTRIES IN PRESENT ERA**

The automobile and ancillary industries has been badly affected by a declining demand for various types of vehicles with the exception of jeeps after the continuing rise in output and sales until the end of the previous layer. Serious difficulties are being experienced by even efficient producers in maintaining production at their desired levels. The latest developments have upset the calculations of the major producers who are now engaged in the implementation of modernization and expansion schemes involving heavy out lay. As it and been postulated that there would be continuing rise in sales and difficulties now being experienced in maintaining every production at the earlier levels, it may even become necessary to stagger the execution of expansion schemes. Fresh capital expenditure in the absence of any signs of recovery may even result in a heavier burden of depreciation and interest charges, which may erode profitability.

## Section - II

(1 x 10 = 10 Marks)

Type the following statement and rule up

Q.8. Type the following statement in proper form & rule up.

A comparative annual rainfall in different districts. in mm.

Name of Dist.	2008	2009	2010
Karimnagar	209	312	475
Adilabad	512	603	576
Nellore	615	709	809
Medak	406	596	626
Cuddapah	205	302	198

## Section - III

(1 x 10 = 10 Marks)

Type the following business letter in proper form

Q.14. Letter No. MC 5/23/12 dt. 6-5-2012 from  
M/s. Anand & Sons, Shastri Rd, Karimnagar.  
addressed to M/s Krishna Traders, Nampally  
Hyd-500001.

D/s.

We are pleasure to introduce ourselves  
as one of the leading printers of various  
Registers, such as attendance, Central attendance,  
shortage attendance & colorful Calendars of  
schools, colleges and different business sections  
with their programmes & supply the same  
within stipulated time. We are sure you will  
realize that the best way to get more  
and more customers for the coming  
years for the ~~supply~~ increase of supply.

Y/f

For M/s Anand  
& Sons.

**Section - IV****(1 x 10 = 10 Marks)**

Type the following Government order in proper form

Q-22. Govt. of A.P.  
A.B.STRACT

BITT - special casual leave to Blood Donor -  
Sanction - Orders - Issued.

---

Medical & Health Dept.

G.O. No. No. 137 M&H (B.L.) Dt. 23-2-1984

Read the following

1. From the Director General of Health Services,  
Govt. of Andhra Pradesh Lr No. 20015 Dt. 24-8-1983.

---

ORDER

The Govt. of Andhra, Ministry of  
Home Affairs hr. decided that Govt. servant,  
who donated blood as x on a working day  
should be granted spl. C.L. for that day  
and the Director General

2. This order issued with the concurrence  
of Finance & Planning Dept vide their  
G.O. No. 747/11/84  
(By order etc)

M. Lathier,  
Pr. Secy Govt.

To  
All concerned.

**Section - V****Record****5 Marks****Viva****5 Marks**

**Note :** The Serial numbers of the questions mentioned above are the serial numbers in question bank. In practical examination only the serial number of the questions will be given, the examiner shall decode it with question bank and give the questions.

**OFFICE ASSISTANTSHIP****First Year****PRACTICAL SCHEME OF VALUATION****Subject : Type Writing****Paper - III****Time : 3 hours****Max. Marks : 50****Section - I****(1x 10= 10 Marks)**

- |   |   |         |
|---|---|---------|
| For Centering Heading                                   | : | 1 Mark  |
| For every omission or commission deduct one fourth mark | : | 9 Marks |

**Section - II**

- |   |   |         |
|---|---|---------|
| For centering heading                         | : | 1 Mark  |
| For correct calculation                       | : | 1 Mark  |
| Omission of commission deduct one fourth mark | : | 7 Marks |
| For drawing the lines                         | : | 1 Mark  |

**Section - III**

- |   |   |         |
|---|---|---------|
| For business letter proforma                            | : | 2 Marks |
| For every omission or commission deduct one fourth mark | : | 8 Marks |

**Section - IV**

- |   |   |         |
|---|---|---------|
| For G.O. Proforma                             | : | 2 Marks |
| Omission of commission deduct one fourth mark | : | 8 Marks |
| <b>Record</b>                                 | : | 5 Marks |
| <b>Viva</b>                                   | : | 5 Marks |