

Skill Development and Entrepreneurship Department
 Directorate of Vocational Education and Training
 Directorate of Skill Development, Employment and Entrepreneurship
Question Paper: SECRETARIAL PRACTICE
 Craft Instructor-Secretarial Practice

Duration: 60 Minutes

Total Question: 20 + Dictation + Transliteration

Candidate Seat Number

INSTRUCTIONS

1. Examination for STENO-MARATHI is conducted in 3 sections as:

S.N.	Section	Questions	Marks per Question	Total Marks	Time Allotted in minutes
A	Objective Type	20	2	40	30
B	Dictation	400 words passage/s	5	5	5
C	Transliteration	400 words passage/s	35	35	25
TOTAL				80	60

2. 3 separate Answer Sheets are provided to the candidate as:

- A. Carbon Less OMR Answer Sheet for Objective Type Questions (ओ.एम.आर. उत्तरपत्रिका)
 B. Dictation Answer Sheet for taking Dictation (श्रुत लेखन उत्तरपत्रिका)
 C. Transliteration Answer Sheet for Transcription of Dictation (लिप्यंतर उत्तरपत्रिका)

OBJECTIVE TYPE QUESTIONS – 20 QUESTIONS, 40 MARKS

3. Question Paper Booklet contents 20 mandatory questions for 2 marks each. Candidate should check the Question Paper Booklet and ensure that it contents all pages and questions before starting to answer. If candidate finds any problem pertaining to printing/ binding/ incomplete pages etc candidate should immediately get the Question Paper replaced from the Invigilator.
4. The Question Booklet Number as printed above should be mentioned at the appropriate place on the OMR Answer Sheet.
5. All the Questions are provided with 4 options as 1, 2, 3 and 4. Candidate should select the most correct Option and mention the Option Number on the OMR Answer Sheet in front of the respective Question Number by **fully shading the Option Number with BLACK INK BALL POINT PEN Only.**
6. All Questions carry equal marks i.e. 1 Question has a weightage of 2 marks. Candidate should mind the available time for the examination and solve the questions accordingly.
7. The option shaded once on the OMR Answer Sheet should not be roughed or in any other way changed. Thus candidate should take utmost care while marking their options on OMR Answer Sheet. Such changes if any or any attempt to rough/ change options shall not be checked by the authorities.
8. Marks shall be awarded to the correct answers only during the evaluation of the OMR Answer Sheet. No marks shall be deducted for registering wrong answers (shading wrong option) or not attempting questions. Thus there is **NO NEGATIVE MARKING SYSTEM.**
9. All the rough work has to be done on the sheet provided for Rough Work in the Question Booklet only. Writing anything on the Question Paper Booklet, OMR Answer Sheet or any other Paper Sheet shall be treated as an unfair means and entitle for action under "Prohibition of Unfair Practices during examination Ordinance – 1982".
10. Method of Shading the Correct Option on the OMR Answer Sheet:

Q.No. 101 How many Centimeters make 1 Meter?

- (1) 10 (2) 100
 (3) 1000 (4) 10000

The Correct Option for this Question is (2) and hence the (2) option on the OMR Answer Sheet in front of Question Number 101 has to be shaded as following



Correct Method of Shading Wrong Method of Shading

USE ONLY BLACK INK BALL POINT PEN FOR SHADING

(Please Turn Over)

11. The OMR Answer Sheet is Carbon less type and consists of 2 parts viz. Part 1 and Part 2.
12. After completion of Examination, candidate has to separate out Part 1 from Part 2
13. Part 1 of the OMR Answer sheet has to be returned to the Supervisor/ Examiner while candidate is permitted to take away Part 2 of the OMR Answer sheet

DICTATION (श्रुत लेखन)

14. Candidate is provided with separate Answer Sheet for taking Dictation (श्रुत लेखन उत्तरपत्रिका).
15. Candidate shall write their Seat Number and other details in the space provided.
16. The Supervisor/ Examiner shall initially dictate a trial passage which the candidates shall take on the Trial Page (सरावासाठी जागा)
17. The Supervisor/ Examiner shall dictate passage/s of 400 words in 5 minutes and the candidate shall take the dictation on the Dictation Answer Sheet (श्रुत लेखन उत्तरपत्रिका)
18. This Dictation shall be evaluated for 5 marks on basis of correctness and tidiness

TRANSLITERATION (लिप्यंतर)

19. Candidate is provided with separate Answer Sheet for Transliteration (लिप्यंतर उत्तरपत्रिका).
20. Candidate shall write their Seat Number and other details in the space provided.
21. Candidate shall use this Transliteration Answer Sheet (लिप्यंतर उत्तरपत्रिका) for transliteration of the dictation.
22. Transliteration shall have 35 marks. 1 mark shall be deducted for every 3 mistakes in the transliteration. Marks will be deducted for first 60 mistakes.
23. Zero marks shall be awarded to Transliteration out of 35 marks if the number of mistakes are 61 and above.

SUBMISSION OF ANSWER SHEETS AND QUESTION PAPER

24. Part 1 of the OMR Answer Sheet, Dictation Answer Sheet and Transliteration Answer Sheet shall be attached together with the U-Pin and submitted to the Supervisor/ Examiner.
25. All the blank pages/ unused pages from Dictation Answer Sheet and Transliteration Answer Sheet should be strike out (crossed).

IMPORTANT

This Question Paper Booklet, OMR Answer Sheet, Dictation Answer Sheet and Transliteration Answer Sheet are the property of the Department and are being handed over to the candidate for examination purpose only in the examination hall.

Any means of copying this Question Paper Booklet or any matter within in part or full, and/or transferring/ circulating during the examination period is prohibited and shall be treated as a means of criminal offence and the respective person shall be booked under "Prohibition of Unfair Practices during examination Ordinance – 1982" and shall be entitled for imprisonment for 1 year and / or penalty of Rs. 1000.

Further unauthorized handling, transfer or copying of this Question Paper Booklet and all Answer Sheets during examination period by the staff including Departmental Staff and Staff appointed for Examination purpose is also prohibited and entitled for action as per above ordinance.

THIS QUESTION PAPER BOOKLET, PART – 1 OF OMR ANSWER SHEET, DICTATION ANSWER SHEET AND TRANSLITERATION ANSWER SHEET HAVE TO BE SUBMITTED TO THE INVIGILATOR AFTER THE EXAMINATION.

1. V.P.P. means

- | | |
|-----------------------|-------------------|
| 1. Value paid post | 2. Vat pay post |
| 3. Value payable post | 4. Value post pay |

2. P. B. X means

- | | |
|----------------------------|---------------------------|
| 1. Private book exchange | 2. Public branch exchange |
| 3. Private Branch exchange | 4. Public book exchange |

3. When some information is to be circulated amongst all employees in an office, a _____ is issued.

- | | |
|------------------|-------------|
| 1. Office agenda | 2. Circular |
| 3. Press note | 4. Memo |

4. Mail dispatched from one office to another is called

- | | |
|--------------------------|------------------|
| 1. Inward mail | 2. Outward mail |
| 3. Goods inward register | 4. None of these |

5. Sender's address is written at the _____ bottom corner of envelop.

- | | |
|-----------|--------------|
| 1. Left | 2. Right |
| 3. Centre | 4. Back side |

6. _____ marked packet is directly sent to the officer concerned without opening in despatch section.

- | | |
|-----------------|----------------|
| 1. Urgent | 2. Most urgent |
| 3. Confidential | 4. Speed post |

7. P.S. in letter stands for

- | | |
|----------------------|-----------------------|
| 1. Private Secretary | 2. Personal Secretary |
| 3. Post scriptum | 4. None of these |

8. The study of various functions performed by an office or office manager is called the

- 1. Office duty
- 2. Office work
- 3. Office practice
- 4. None of these

9. D.F.A means

- 1. Demand from administration
- 2. Draft for approval
- 3. Draft for admission
- 4. None of these

10. Systematic arranging and preserving records is called

- 1. Collection
- 2. Filing
- 3. Indexing
- 4. Covering

11. The status of bar of word 2010 provides useful information about the current document you are working on. You can customize the status bar to add or remove option to suit your needs. By default, which of these option is not present on status bar?

- 1. Line number
- 2. Page number
- 3. Word count
- 4. Language

12. How many columns can you insert a word document in maximum?

- 1. 45
- 2. 40
- 3. 50
- 4. 55

13. Thesaurus tool in MS-Word is used for

- 1. Spelling suggestions
- 2. Synonyms andonyms words
- 3. Grammar checking
- 4. None of the above

14. What does V look up function do?

- 1. Look up text & contain V
- 2. Check whether text is someone cell as in the text
- 3. Find related record
- 4. All of the above

15. What function displays rows data in column or column data in row?

- 1. Hyperlink
- 2. Index
- 3. Transpose
- 4. Rows

16. List box and text box

- 1. Are some other than in a list box the bulleted are enabled
- 2. Are different list boxes are used to present lists and can't be created with text boxes
- 3. Both of above
- 4. None of above

17. Which are among the following can only be done successfully if outlook has online status?

- 1. Creating an appointment
- 2. Creating an event
- 3. Scheduling a meeting
- 4. All of the above

18. What term best describer the usefulness of quick flogging?

- 1. Security
- 2. Follow up
- 3. Prioritaton
- 4. Filtering spam

19. Which of the following tool enables you to text to slide without using the standard placeholders?

- 1. Text tool box
- 2. Line tool
- 3. Drawing tool
- 4. Auto shape tool

20. If there is a virus in an email you sent

- 1. You have nothing to worry about
- 2. Your anti-virus system will inform you
- 3. You may get an email notifying you on this
- 4. You will never be notified on this

SPACE FOR ROUGH WORK

REAL



REAL