

SHORTHAND ENGLISH

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Government Technical Examinations February 2021
(Exams held in September 2021)

Question papers
with outlines and model answers

by

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MBA, MA, B.Sc., PGDSE, D.Com, FICS, FSAK, FSG

Principal

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70/77/81 wpm

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150/159/168 wpm

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Handwritten notes in Tamil script, appearing to be a transcript of a speech. The text is written on lined paper and includes various symbols and characters, some of which are crossed out or corrected. The notes are organized into several paragraphs, corresponding to the printed text on the right.

Mr. Speaker Sir,

At the outset, I would like to thank the Honourable Members for the suggestions they have made / during the course of the debate. In the course of the discussion, I have received appreciation as well as criticism. // I very much appreciate the keen interest shown by the Members on the various difficulties faced by the people of /// this State and brought them to the attention of the Government for necessary early action.

It may not be possible (1) for me to reply to each suggestion made by the Members. However, I would like to assure the Honourable Members / that their suggestions will be taken into consideration by the Government.

I wish to state that most of the Honourable // Members have spoken about the new education policy of the Central Government, employment opportunities, health care and economy of the /// State. As far as I am concerned, I can say that there has been a general satisfaction in the State (2) about the Budget.

With regard to the new education policy, I would like to point out that this Government had / categorically opposed the three language policy when the draft National Education Policy was released and maintained the stand in favour // of two language

Handwritten text in Tamil script, consisting of approximately 25 lines of cursive writing. The text is dense and covers the entire left-hand side of the page.

policy. I would like to inform that in regard to other issues in the New Education Policy, /// the Government has constituted a Committee to go through the policy and make recommendations to the Government.

I am of (3) the opinion that the Government is very well aware that opportunities for employment should be created. Keeping this in mind, / top priority is being accorded for promotion and strengthening of primary sector and attracting greater investments in manufacturing and service // sectors.

I am very well aware that medical assistance is one of the important needs of the people, With this /// object in mind, various measures such as providing health insurance cover, construction of new hospitals and strengthening of existing hospitals (4) were taken by the Government and as a result we have been able to bring down death rate. I would / like to state that the efforts of the Government to improve the health and welfare of the people have succeeded // to a great extent.

Regarding economy, I would like to point out that the State continues to focus on the /// primary and secondary sectors and I am sure this Budget will generate a new hope among the people. Thank you. (5)

Letter from Raman and Company, Madurai to Messrs Srinivasan and Sons, Chennai.

Dear Sirs,

We are in receipt of your / letter dated the fifth instant and noted the contents therein. In your letter you have requested us to supply 500 // table fans within a week. We wish to thank and express our happiness to accept the order. In this connection, /// we regret to inform you that it may not be possible for us to meet your demand immediately in view (6) of some labour problem in our factory. We hope that it will be sorted out soon and we assure you / that we are taking all possible steps to supply the items in time. We wish to inform that in case // if there is little delay in the execution of your order, we request you to kindly bear with us.

We /// request you to look into the matter and see that the old bills are settled immediately.

Thanking you,

Yours faithfully, (7)

Advanced Reading:-

Handwritten notes in Telugu script, appearing to be a transcription or summary of the printed text on the right.

TNGTE-Intermediate-February 2021-435 - CD: 138/6

Mr. Speaker Sir,

I would like to say a few words on the Motion of Thanks to the Governor's Address. I must at the outset / admit that the debate on the Governor's Address has been interesting. Members have expressed their considered views on some of the vital problems being faced // by the people of this State. As far as the handloom industry is concerned, various problems are being faced by the weavers. As long as /// this problem is not solved quickly, it will largely affect the economy of our State. This kind of problem is not very much appreciated by (1) the people of other States because it is not a problem that faces them. Even though the Government formulate various schemes for the benefit of / the weavers of this State, I think a lot more has to be done by the Government and I request the Government to take some // serious view on this subject and do the needful in this regard.

The next point I wish to point out is about tax evasion. I /// find that there is lot of evasion of tax by the business community. Taxes collected by the traders from the public are not properly remitted (2) to the government. They prepare the accounts in such a way as to show that they have collected only a small sum by way of / Goods and Services Tax and other duties. In order to avoid such loss of revenue to the Government exchequer, I wish to suggest that the // Government should bring all the items under single point taxation. If this is done, it will not only help the public but also make the /// business community to pay tax. I hope that the Government will look into the suggestion which I am making and render justice to the public (3) in general and to the society as a whole.

On the subject of Public Health, I am glad to know that the health indicators are / very promising when compared to other States in the country. But, I regret very much that the Government cannot spend more money on some schemes // which are meant for the benefit of the people. The Government allocates more money to School Education Department and various other

100/1130

Departments.I request that /// the Health Department also need more money so that more number of welfare schemes will be carried out.

I would like to say a few (4) words on the subject of food.It is a known fact that the Government is receiving various awards from Government of India on achieving highest / food production in the State.It is mentioned in the Governor's Address that the food situation is satisfactory.But at the same time, I would // suggest that grains and pulses also may be supplied through fair price shops.I request that the allocation of rice and other commodities for each /// shop may be considerably increased.In this connection, I request the Government to take necessary steps to fix a fair price for paddy and wheat.(5)

Letter from the Royal Engineering Company, Chennai to Messrs Golden Agencies, Coimbatore.

Dear Sirs,

We are in receipt of your letter informing about the decrease / in the sales of our products.We would like to state that the products we manufacture have a very good market all over the State. // We have been receiving continuous orders for supply of our products from your neighbouring districts also.We request you kindly to assess the situation at /// your end for the decline in the sales.We will always be at your service to assist you in boosting the sales in your area.(6)

In this connection, we would like to bring to your kind notice that there is very good market in Salem District for our engineering products / as we are receiving continuous orders directly from various people. We would depute our representative to your District to know the actual state of affairs // prevailing in your area and we will sort out the problem easily.We hope and trust that the situation may improve in the days to /// come. We solicit your continued patronage and co-operation.

We request you kindly to do the needful at your end to boost the sales.

Yours faithfully, (7)

Handwritten text in Tamil script, appearing to be a transcription or notes related to the typed text on the right.

Inter Elaboration / p.76

Advanced Reading:-

February 2021 - Inter Elaboration - 459 - CD:1322/16

1. Sealed tenders are invited by the Executive Engineer, Postal Civil Division, 5 Ethiraj Salai, Chennai up to 3 PM on 12th January 2021 for the / construction of small Post Office at Sembakkam vacant site under Chengalpattu Division. Tenders will be opened at 4 PM on the same day in the // presence of tenderers or their authorized representatives. Estimated cost is Rs. 35 lakhs. Earnest Money Deposit Rs. One Lakh. Period of completion is six months. /// Tenders should be sent in a sealed cover superscribed as "Tender for the construction of Small Post Office at Sembakkam" by registered post with acknowledgment (1) due. Tender documents can be obtained on payment of Rs. thousand. The Division reserves the right to accept or reject any or all the tenders/ without assigning any reason thereof. Draft tender notice.

(Marks: 25)

2. Applications are invited from Indian Citizens for the post of Senior Project Associate in All India Institute // of Medical Science, New Delhi. Applicant should be a doctorate from a recognized University with four years of teaching experience. Age limit 40 years. Salary /// Rs. 40,000 with grade pay of Rs. 4,000 plus applicable House Rent Allowance. Interested candidates may submit their detailed resume with a covering letter (2) either in person or by post. Last date for receiving the application is Sixth January 2021. Only shortlisted candidates will be called for interview. No / Travelling Allowance or Daily Allowance will be provided for attending the interview. Draft an advertisement.

(Marks: 25)

3. Four persons were killed and five others seriously injured in // a pile-up involving ten vehicles on the Thoppur Ghat Road on Saturday, 12th December 2020. The pile-up occurred after a speeding truck rammed a line /// of vehicles before it came to a halt. As a result, two drivers suffered very serious injuries and four passengers were killed. The bodies of (3) the deceased were sent to the Hospital for post-mortem. The drivers were moved in an ambulance to the nearby Government Hospital. Thoppur Police arrested the / driver, a native of Jharkhand. A case has been registered and the Police are investigating. Drivers have said that it is difficult to make turn // in view of multiple curves and a solution is the construction of straight road. The public have requested the State Government to take immediate action. /// For regulating traffic the Government should depute additional police personnel and to provide ambulance facility as the matter is very serious. Prepare an eye-witness account. (4)

(Marks: 25)

FEBRUARY 2021 – INTER – THEORY QUESTIONS – 491

Time for Elaboration and for answering questions on Principles – One hour and forty five Minutes

SECTION II

(Maximum Marks: 100)

PITMAN'S SYSTEM

- I. Elaborate the notes dictated to you in proper or documentary form for signature wherever required. 80
- II. (a) What is a phraseogram? Give examples. 3
 (b) When Dot 'H' is used? Give examples. 3
 (c) How initial 'r' is written before 'm'? Give examples. 2
- III. (a) When halving principle not employed? Explain. 5
 (b) Explain doubling principle in Phraseography. 2
- IV. Write the following in Shorthand:- 5
 (a) Negligence
 (b) Parliamentary
 (c) Inscription
 (d) Upon their
 (e) Carried on

INTERMEDIATE – February 2021 – Elaboration – 459 – Answers
 Answer to Qn.1

POSTAL CIVIL DIVISION
5 Ethiraj Salai, Chennai 600 008

TENDER NOTICE

No.PCD/SP/SBKM/21 dated 10th December 2021

Sealed Tenders are invited from for construction of Small Post Office at Sembakkam vacant site under Chengalpattu division.

Estimated cost of the work	Rs.35 lakhs
Earnest Money Deposit	Rs.1 lakh
Time for completion of work	6 Months
Tender forms can be obtained from	1 st January 2021 to 12 th January 2021
Last date for submission of tenders	3 PM on 12 th January 2021
Cost of Tender Documents	Rs.1,000/-
Opening of Tender	4 PM on 12 th January 2021

Earnest Money to be paid in the form of Demand Draft from any nationalised bank in favour of Executive Engineer, Postal Civil Division, payable at Chennai.

Tenders should be sent in a sealed cover superscribed as "Tender for the construction of Small Post Office at Sembakkam", by Registered Post with acknowledgement due.

Tenders will be opened in the presence of tenders or their authorised representatives as per details given above.

Tenders received after the date and time will be summarily rejected.

The Division reserves the right to accept or reject any or all tenders without assigning any reasons therefor.

Sd/-

EXECUTIVE ENGINEER

To

TEL/77

TEL/78

Answer to Qn.3

S. GEETHALAKSHMI
Cell: 9944425254

47 Second Street,
Thoppur 636 352
Dharmapuri District

12th December 2020

AN EYE-WITNESS ACCOUNT

Today, Saturday, 12th December 2020, at about 8.00 a.m., I was returning home after a visiting my relative. While I was driving my scooter on the Thoppur Ghat Road I heard a big thud and was shocked to see a speeding truck rammmed on a line of about ten vehicles resulting in a pile-up before it came to a halt. In the flabberghasting accident two drivers suffered very serious injuries and four passengers were killed. The bodies of the deceased were sent to the Hospital for post-mortem. The drivers were moved in an ambulance to the nearby Government Hospital.

Thoppur Police arrested the driver, a native of Jharkhand. A case has been registered and the police are investigating.

On enquiry with the drivers, I came to understand that it is difficult to make turn in view of multiple curves and a solution is the construction of straight road. The public have requested the State Government to take immediate action. The general public expect the Government to depute additional police personnel to regulate the traffic in this busy area. Moreover, provision of ambulance facility is sine-qua-non as the matter is very serious.

S. GEETHALAKSHMI

Hints to students on Tender Notice:

If you give vital information in a table form as in this model, it will help examiner to easily understand that you have covered vital points. You will get full marks for points.

Don't waste time in exam by writing too many terms and conditions. It will not help you to get extra mark.

Answer to Qn.2

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
New Delhi 110 001

require
SENIOR PROJECT ASSOCIATE

Applications are invited from Indian citizens for the post of Senior Project Associate.

Age : Not exceeding 40 years

Qualification : Doctorate from a recognised university

Experience : Atleast four years teaching experience

Pay Scale : Rs.40,000 plus Grade Pay Rs.4,000 plus House Rent Allowance.

Only shortlisted candidates will be called for interview. No Travelling Allowance or Daily Allowance will be paid for attending the interview.

Last date for receiving the application is 6th January 2021. Interested candidates may submit their detailed resume with a covering letter either in person or by post to

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Gandhi Road
New Delhi 110 001

II. (a) What is a phraseogram? Give examples.

Ans: Rule 38: Phraseography is the writing of two or more words together without lifting the pen, the resulting outline being called a "Phraseogram".

Phrase

how can they
I have

Phraseogram

(b) When Dot 'H' is used? Give examples.

Ans: Rule 104: Where a stroke form of "h" is not convenient in the middle of a word, 'h' is represented by placing a light dot before the vowel which is to be aspirated:

Example: apprehensive perhaps

(c) How initial 'r' is written before 'm'? Give examples.

Ans: Rule 107: Initial 'r' followed by 'm' is always written downward, because of the easier outline thus obtained:

Example: roam ram

III. (a) When halving principle not employed? Explain.

Ans: Rule 138: The halving principle is not employed -

(a) In words of more than one syllable when a vowel follows final 't' or 'd', because a final vowel requires a final stroke

Example: pity greedy

(b) When a triphone immediately precedes 't' or 'd':

Example: fiat diadem

(c) Where a more distinctive outline is obtained by the use of the stroke 't' or 'd'.

Example: secret but sacred
unavoidable but inevitable

(d) Where the half-length "r" [r̄] would stand alone, or with final circle 's' only [rs̄] added:

Example: right rights

(b) Explain doubling principle in Phraseography.

Ans: Rule: 155 & 212: The doubling principle is employed in phraseography for the indication of the words 'their', 'there':

Examples: in their I know there is

Besides strokes being doubled for 'there', 'their', in a few cases they may be doubled for 'other' and 'dear'.

Examples: some other my dear sir

IV. Write the following in Shorthand:-

(a) Negligence

(b) Parliamentary

(c) Inscription

(d) Upon their

(e) Carried on

Hints to students on attending theory questions:

- (a) We have given rule numbers in answers just for information. You need not give rule numbers as it is not easy to memorise rules with rule numbers.
- (b) It is enough if you give just two examples. Don't waste time in exam by giving more examples or thinking over it.
- (c) Daily spend about just fifteen minutes for two months to master the theory. It will help you to reduce your mistakes in I paper transcription also.

policy.I would like to inform that in regard to other issues in the New Education Policy, /// the Government has constituted a Committee to go through the policy and make recommendations to the Government.

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Advanced Reading:-

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TNGTE-Intermediate-February 2021-435 - CD: 138/6

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100/1130

Departments.I request that /// the Health Department also need more money so that more number of welfare schemes will be carried out.

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We are in receipt of your letter informing about the decrease / in the sales of our products.We would like to state that the products we manufacture have a very good market all over the State. // We have been receiving continuous orders for supply of our products from your neighbouring districts also.We request you kindly to assess the situation at /// your end for the decline in the sales.We will always be at your service to assist you in boosting the sales in your area.(6)

In this connection, we would like to bring to your kind notice that there is very good market in Salem District for our engineering products / as we are receiving continuous orders directly from various people. We would depute our representative to your District to know the actual state of affairs // prevailing in your area and we will sort out the problem easily.We hope and trust that the situation may improve in the days to /// come. We solicit your continued patronage and co-operation.

We request you kindly to do the needful at your end to boost the sales.

Yours faithfully, (7)

Handwritten text in Tamil script, appearing to be a transcription or notes related to the typed text on the right.

Inter Elaboration / p.76

Advanced Reading:-

February 2021 - Inter Elaboration - 459 - CD:1322/16

1. Sealed tenders are invited by the Executive Engineer, Postal Civil Division, 5 Ethiraj Salai, Chennai up to 3 PM on 12th January 2021 for the / construction of small Post Office at Sembakkam vacant site under Chengalpattu Division. Tenders will be opened at 4 PM on the same day in the // presence of tenderers or their authorized representatives. Estimated cost is Rs. 35 lakhs. Earnest Money Deposit Rs. One Lakh. Period of completion is six months. /// Tenders should be sent in a sealed cover superscribed as "Tender for the construction of Small Post Office at Sembakkam" by registered post with acknowledgment (1) due. Tender documents can be obtained on payment of Rs. thousand. The Division reserves the right to accept or reject any or all the tenders/ without assigning any reason thereof. Draft tender notice.

(Marks: 25)

2. Applications are invited from Indian Citizens for the post of Senior Project Associate in All India Institute // of Medical Science, New Delhi. Applicant should be a doctorate from a recognized University with four years of teaching experience. Age limit 40 years. Salary /// Rs. 40,000 with grade pay of Rs. 4,000 plus applicable House Rent Allowance. Interested candidates may submit their detailed resume with a covering letter (2) either in person or by post. Last date for receiving the application is Sixth January 2021. Only shortlisted candidates will be called for interview. No / Travelling Allowance or Daily Allowance will be provided for attending the interview. Draft an advertisement.

(Marks: 25)

3. Four persons were killed and five others seriously injured in // a pile-up involving ten vehicles on the Thoppur Ghat Road on Saturday, 12th December 2020. The pile-up occurred after a speeding truck rammed a line /// of vehicles before it came to a halt. As a result, two drivers suffered very serious injuries and four passengers were killed. The bodies of (3) the deceased were sent to the Hospital for post-mortem. The drivers were moved in an ambulance to the nearby Government Hospital. Thoppur Police arrested the / driver, a native of Jharkhand. A case has been registered and the Police are investigating. Drivers have said that it is difficult to make turn // in view of multiple curves and a solution is the construction of straight road. The public have requested the State Government to take immediate action. /// For regulating traffic the Government should depute additional police personnel and to provide ambulance facility as the matter is very serious. Prepare an eye-witness account. (4)

(Marks: 25)

491

February 2021

*Time for elaboration and for answering
of questions on principles – One hour and forty - five minutes*

SECTION II

(Maximum Marks: 100)

PITMAN'S SYSTEM

- | | | |
|-----|---|----|
| I | Elaborate the notes dictated to you in proper letter or documentary form for signature wherever required. | 80 |
| II | (a) What is phraseogram? Give examples. | 3 |
| | (b) When Dot 'H' is used? Give examples. | 3 |
| | (c) How initial 'r' is written before 'm'? Give examples | 2 |
| III | (a) When halving principle not employed? Explain. | 5 |
| | (b) Explain doubling principle in Pharaseography. | 2 |
| IV | Write the following in shorthand:- | 5 |
| | (a) Negligence | |
| | (b) Parliamentary | |
| | (c) Inscription | |
| | (d) Upon their | |
| | (e) Carried on | |

FEBRUARY 2021 – INTER – THEORY QUESTIONS – 491

Time for Elaboration and for answering questions on Principles – One hour and forty five Minutes

SECTION II

(Maximum Marks: 100)

PITMAN'S SYSTEM

- I. Elaborate the notes dictated to you in proper or documentary form for signature wherever required. 80
- II. (a) What is a phraseogram? Give examples. 3
 (b) When Dot 'H' is used? Give examples. 3
 (c) How initial 'r' is written before 'm'? Give examples. 2
- III. (a) When halving principle not employed? Explain. 5
 (b) Explain doubling principle in Phraseography. 2
- IV. Write the following in Shorthand:- 5
 (a) Negligence
 (b) Parliamentary
 (c) Inscription
 (d) Upon their
 (e) Carried on

INTERMEDIATE – February 2021 – Elaboration – 459 – Answers
 Answer to Qn.1

POSTAL CIVIL DIVISION
5 Ethiraj Salai, Chennai 600 008

TENDER NOTICE

No.PCD/SP/SBKM/21 dated 10th December 2021

Sealed Tenders are invited from for construction of Small Post Office at Sembakkam vacant site under Chengalpattu division.

Estimated cost of the work	Rs.35 lakhs
Earnest Money Deposit	Rs.1 lakh
Time for completion of work	6 Months
Tender forms can be obtained from	1 st January 2021 to 12 th January 2021
Last date for submission of tenders	3 PM on 12 th January 2021
Cost of Tender Documents	Rs.1,000/-
Opening of Tender	4 PM on 12 th January 2021

Earnest Money to be paid in the form of Demand Draft from any nationalised bank in favour of Executive Engineer, Postal Civil Division, payable at Chennai.

Tenders should be sent in a sealed cover superscribed as "Tender for the construction of Small Post Office at Sembakkam", by Registered Post with acknowledgement due.

Tenders will be opened in the presence of tenders or their authorised representatives as per details given above.

Tenders received after the date and time will be summarily rejected.

The Division reserves the right to accept or reject any or all tenders without assigning any reasons therefor.

Sd/-

EXECUTIVE ENGINEER

To

TEL/77

TEL/78

Answer to Qn.3

S. GEETHALAKSHMI
Cell: 9944425254

47 Second Street,
Thoppur 636 352
Dharmapuri District

12th December 2020

AN EYE-WITNESS ACCOUNT

Today, Saturday, 12th December 2020, at about 8.00 a.m., I was returning home after a visiting my relative. While I was driving my scooter on the Thoppur Ghat Road I heard a big thud and was shocked to see a speeding truck rammmed on a line of about ten vehicles resulting in a pile-up before it came to a halt. In the flabberghasting accident two drivers suffered very serious injuries and four passengers were killed. The bodies of the deceased were sent to the Hospital for post-mortem. The drivers were moved in an ambulance to the nearby Government Hospital.

Thoppur Police arrested the driver, a native of Jharkhand. A case has been registered and the police are investigating.

On enquiry with the drivers, I came to understand that it is difficult to make turn in view of multiple curves and a solution is the construction of straight road. The public have requested the State Government to take immediate action. The general public expect the Government to depute additional police personnel to regulate the traffic in this busy area. Moreover, provision of ambulance facility is sine-qua-non as the matter is very serious.

S. GEETHALAKSHMI

Hints to students on Tender Notice:

If you give vital information in a table form as in this model, it will help examiner to easily understand that you have covered vital points. You will get full marks for points.

Don't waste time in exam by writing too many terms and conditions. It will not help you to get extra mark.

Answer to Qn.2

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
New Delhi 110 001

require
SENIOR PROJECT ASSOCIATE

Applications are invited from Indian citizens for the post of Senior Project Associate.

Age : Not exceeding 40 years
Qualification : Doctorate from a recognised university
Experience : Atleast four years teaching experience
Pay Scale : Rs.40,000 plus Grade Pay Rs.4,000 plus House Rent Allowance.

Only shortlisted candidates will be called for interview. No Travelling Allowance or Daily Allowance will be paid for attending the interview.

Last date for receiving the application is 6th January 2021. Interested candidates may submit their detailed resume with a covering letter either in person or by post to

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Gandhi Road
New Delhi 110 001

II. (a) What is a phraseogram? Give examples.

Ans: Rule 38: Phraseography is the writing of two or more words together without lifting the pen, the resulting outline being called a "Phraseogram".

Phrase

how can they
I have

Phraseogram

(b) When Dot 'H' is used? Give examples.

Ans: Rule 104: Where a stroke form of "h" is not convenient in the middle of a word, 'h' is represented by placing a light dot before the vowel which is to be aspirated:

Example: apprehensive perhaps

(c) How initial 'r' is written before 'm'? Give examples.

Ans: Rule 107: Initial 'r' followed by 'm' is always written downward, because of the easier outline thus obtained:

Example: roam ram

III. (a) When halving principle not employed? Explain.

Ans: Rule 138: The halving principle is not employed -

(a) In words of more than one syllable when a vowel follows final 't' or 'd', because a final vowel requires a final stroke

Example: pity greedy

(b) When a triphone immediately precedes 't' or 'd':

Example: fiat diadem

(c) Where a more distinctive outline is obtained by the use of the stroke 't' or 'd'.

Example: secret but sacred
unavoidable but inevitable

(d) Where the half-length "r" [r̄] would stand alone, or with final circle 's' only [rs̄] added:

Example: right rights

(b) Explain doubling principle in Phraseography.

Ans: Rule: 155 & 212: The doubling principle is employed in phraseography for the indication of the words 'their', 'there':

Examples: in their I know there is

Besides strokes being doubled for 'there', 'their', in a few cases they may be doubled for 'other' and 'dear'.

Examples: some other my dear sir

IV. Write the following in Shorthand:-

(a) Negligence

(b) Parliamentary

(c) Inscription

(d) Upon their

(e) Carried on

Hints to students on attending theory questions:

- (a) We have given rule numbers in answers just for information. You need not give rule numbers as it is not easy to memorise rules with rule numbers.
- (b) It is enough if you give just two examples. Don't waste time in exam by giving more examples or thinking over it.
- (c) Daily spend about just fifteen minutes for two months to master the theory. It will help you to reduce your mistakes in I paper transcription also.

Advanced Reading:-

Handwritten notes in Tamil script, likely a translation or commentary on the English text provided on the right. The notes are written in a cursive style and cover the entire left side of the page.

TINGTE - Senior - I Paper - February 2021 - 517 - CD:238/16

Ladies and Gentlemen,

At the outset, I would like to pay my tributes to the great Bharatiyar on his birthday. I have great pleasure to be with you today to / take part in the International Bharatiyar Festival and I would like to thank the organizers for inviting me to address the gathering through video conference.

I am pleased to present // the Bharatiyar Award for this year to the great scholar Thiru. Viswanathan, who has dedicated his entire life towards research on Bharatiyar's works. I appreciate him for actively pursuing research /// on Bharatiyar even at the age of Eighty Six.

You are aware that Bharatiyar was a poet, writer, social reformer, freedom fighter and much more. He was a multifaceted personality. (1)The learned people who spoke before me mentioned that he was known as Mahakavi which means a great poet. I take this opportunity to inform that he cannot be linked / to any single profession and I would like to bring to your kind notice that his contribution to the society have been published in sixteen volumes. I would like to // point out that in a short life of thirty nine years, he wrote so much and his songs on nationalism induced the masses to support the Indian Independence Movement. In /// this connection, I would like to point out that he was considered as a national poet due to his number of poems through which he urged the people to work (2) strongly for the liberation of the country. You are all aware that the British Government arrested Bharatiyar as they felt that his writings influenced the patriotic spirit of the Tamil / youth. I would also like to bring to your attention that even in prison, he spent his time in writing poems on nationalism and country's welfare. I am confident that // all of you will agree when I say that he considered Tamil Language and motherland as his two eyes. You are well aware that he was against caste system and /// he declared that there were only two castes, men and women, and nothing more than that. I am of the opinion that his teachings are a strong reminder to us (3) to remain united and his writings are a guiding light. I would like to bring to your kind notice that he was of the firm opinion that any society which / is divided will not be able to succeed.

I would like to inform that though his songs were expressing greatness of ancient India, he warned that simply living in the // past glory is not enough. I would also

like to bring to your kind attention that he had advocated the move towards progress in the field of science and technology. ///

The next point I would like to submit is that Bharatiyar's most important vision was empowerment of women. In this connection, he was of the opinion that women should walk (4) with their heads held high and looking people straight in the eyes. We are inspired by his vision and working towards the attainment of this goal.

I am happy to / inform you that in every sphere of activity of the Central Government, top most importance is given to dignity of women. I would like to add that fifteen crore women // entrepreneurs are funded by various schemes of the Central Government. I wish to inform that today, women are becoming part of our armed forces and saying with confidence that the /// country is in safe hands as imagined by Bharathiyar. I am happy that Bharatiyar had a close link with Varanasi, which I have the honour of representing in the Parliament. (5)

Letter from Karthikeyan and Sons, Coimbatore to Messrs. Gopal and Company, Madurai.

Dear Sirs,

We are in receipt of your letter dated the fifth instant requesting us to supply various / items of goods manufactured by us. We take this opportunity to thank you for the orders placed and we assure you that we shall send some of the goods ordered // by you within three or four days. With regard to other items, we wish to inform you that at present they are out of stock. However, we would like to /// assure you that these goods will be dispatched to you during next week.

We would like to inform you that we intend to manufacture some new articles for the benefit (6) of our customers. We have great pleasure in enclosing herewith a list of these items and price list and we request you kindly to go through the same very carefully. / Our representative, who is on tour in your district, will meet you and give further details in this regard so that you may be able to appreciate the usefulness of // these articles. We would like to assure you that prompt attention will be given to your orders as and when they are received at our end. We are happy to /// inform you that we offer attractive discount for bulk purchase and prompt payments.

We solicit your kind co-operation and await your orders for the supply of new articles.

Yours faithfully, (7)

Advanced Reading:-

Handwritten notes in Hindi, appearing to be a transcription or summary of the printed text on the right. The notes are written in a cursive style on lined paper.

Senior Condensation - February 2021 - 553 - CD:2322/39

Participating in the General Discussion on the Budget in the Lok Sabha, a Member said:

Madam Speaker,

I am very grateful to you for giving me this opportunity to speak / on the general Budget. This Budget reveals the seriousness of the new Government to improve the macro economic situation of the country. A clear fiscal road map to contain the // fiscal deficit has been provided in the Budget.

We are aware that the prices of all essential commodities have gone up very much in recent times. The economic condition of /// the country was causing anxiety. There is, therefore, an urgent need to give relief to the common man, especially the middle class and the poor.

In this budget, the Finance (1) Minister has provided modest taxation relief on personal income tax by raising the exemption limit to rupees two lakh fifty thousand. It is a welcome measure and for this announcement, / I would like to thank the Hon. Finance Minister. In view of this, a very large number of persons will be benefitted. The increase in Section 80C limit to rupees // one lakh fifty thousand is also a welcome measure to enhance savings.

I welcome the assurance of the Finance Minister that he will be "more than fair" to the States /// in addressing their concerns regarding the implementation of Goods and Services Tax. An accommodative and constructive approach from the Central government could pave the way in enacting the necessary legislation (2) on Goods and Services Tax.

It has been mentioned in the Budget that the policy of the Union government is to promote Foreign Direct Investment selectively in sectors where it / helps the larger interest of the Indian Economy. The proposals relating to permitting Foreign Direct Investment need to be approached with caution.

We welcome the programme to establish 100 Smart // Cities in India. While thanking the Government of India for including the development of Ponneri as a Smart City, Tamil Nadu, with the highest urbanization rate amongst large States, should /// naturally be the location for a larger number of the planned Smart Cities.

Handwritten notes in Telugu script, likely a student's response to a question about housing. The text is partially illegible due to cursive writing.

Handwritten notes in Telugu script, continuing the student's response. It includes a small signature-like mark at the bottom.

Advanced Reading:-

Handwritten notes in Telugu script, appearing to be a student's response to the 'Advanced Reading' section. The text is dense and cursive.

Then, it may be seen that there is a mention about housing for all. It has been (3) stated that the Government is committed to endeavour to have housing for all. In this connection I would like to bring to the notice of the Government that those people / who are not having houses are not being provided houses, but those who are having houses are getting houses. Therefore, it should be ensured that there is proper distribution and // that those who do not have houses get them.

Madam, I shall now deal with the problem of unemployment in the country. Unemployment is an evil in our country. It /// is causing great difficulty to our country-men. In this regard, a mention has been made in the budget that a programme called Skill India is proposed to be launched. I (4) hope this will create a sense of confidence in the minds of the people. If they are engaged in productive work, there is no doubt that our country will be / richer. All the States will be able to take advantage of the initiative to promote both employment and entrepreneurship through this mission. The other way to solve the problem is // to increase the industrial activity. I would suggest that the Government should raise a capital with which we shall be able to start more industries all over the country and /// I am confident that it will solve the unemployment problem and the unemployed youth can be turned into an asset on society.

With these, I conclude my speech. Thank you. (5)

Senior Elaboration - February 2021 - 553 CD: 2322/40

1. Indira Gandhi Centre for Atomic Research, Kalpakkam invites sealed tenders from registered contractors for supply, installation, testing and commissioning of air-conditioning and ventilation system of Lab facilities at Kalpakkam. Estimated / cost of the work Rs. 60 lakhs. Earnest Money Deposit Rs. Six lakhs. Time for completion ten months. Tender documents can be obtained from the Office of the Centre from // 1st January 2021 to 15th January on payment of Rs. Five hundred. Tenders will be received up to 3 PM on 20th January 2021 and opened at 4 PM on /// the same day in the presence of the tenderers or their authorized representatives. The Centre reserves the right to accept or reject any tender without assigning any reason. Draft a (1) tender notice.

(Marks: 20)

2. Applications are invited from Indian citizens for selection to the post of Finance Director in Gas Authority of India Limited. Minimum age 40 years. The applicant should be / a Chartered Accountant or Cost Accountant or a full time MBA with good academic record from a recognized University. The applicant must have at least five years of experience at // a senior level in the area of corporate accounts in an organization of repute. Pay Scale Rs. 50,000 plus Grade pay Rs. 5,000. Interested candidates can send applications /// along with attested copies of the certificates on or before 18th February 2021 to the Secretary, Public Enterprises Selection Board, Gandhi Road, New Delhi. Draft an advertisement to be issued (2) by the Secretary, Public Enterprises Selection Board.

(Marks: 15)

3. A 30 year old man along with his wife and two daughters were on their way to home in a bike around 8 / PM on Sunday was hit by a truck near Mamandur, Maduranthagam. He and his elder daughter came under its wheels and died on the spot. His wife and younger daughter // fell on the side of the road and suffered minor injuries. The Mamandur Traffic Investigation Police registered a case and arrested the driver of the truck for rash driving and /// negligence. The bodies of the victims were sent to the nearby Government Hospital for post-mortem, The injured were rushed to the nearby Hospital for first-aid. Further investigations are going on. (3) Draft an eye-witness account.

(Marks: 10)

4. Draft a letter to the Editor, Times of India, Chennai on the following lines: On 7th December, the ground floor of your house was flooded with / water due to heavy rain and you were not able to come out of your house. Immediately, you have sent a WhatsApp message to the Commissioner requesting him to drain // out the water from your house. On the same day, the people from Corporation of Chennai came to your house and cleared the water in the ground floor. Offer your /// appreciation to Commissioner of Corporation and their personnel and request them to keep up this kind of gesture at all times in future for the benefit of the general public. (4)

(Marks: 10)

@@*@*@*

Hints to students:

1. Your answer should be in indirect form of speech and the past tense. Your answer should have one main heading and atleast one sub-heading.
2. You need not transcribe the entire dictated matter and then write answers. It is a waste of time.
3. Though writing a rough draft is preferable it is not mandatory in Shorthand Exams. However writing a rough draft will help you to suitably edit fair draft to the required length and desired improvement in language.
4. You should count the number of words in your answers and write at the end. Failure to do this will result in deduction of marks. You should write your answers in about 200 words. Though 10 per cent plus or minus is allowed in precis writing, in Government Exam up to 50 words may be allowed. i.e., If your answer is less than 150 words or exceeds 250 words, you may be penalised by 5 marks.
5. Carefully observe the language used in this book to get a fair idea as to how to write condensation.
6. If you are writing fair draft (without writing rough draft), in order to contain the length to approximately 200 words, see how many pages you have written in Shorthand while taking condensation dictation. In case you have written shorthand in 3 pages, after writing answers for each page, count the number of words you written in answers and if it exceeds 70, try to write less number of words while attempting condensation answers of the second page, and so on.
7. Attempt condensation – don't omit it – as you will get marks for writing answers.

SKILL INDIA SCHEME TO SOLVE UNEMPLOYMENT

The Budget revealed seriousness of the new Government to improve macro-economic situation providing a clear fiscal road map to contain fiscal deficit. Participating in the General Discussion on the Budget in the Lok Sabha, a member stressed the need to give relief to common man as prices of essential commodities had gone up.

RISE IN INCOME-TAX EXEMPTION AND 80C

The member appreciated the Government for increasing the exemption limit on personal income tax to Rupees two lakh fifty thousand and increase in Section 80C limit to Rupees one lakh fifty thousand which would enhance savings.

Regarding Goods and Services Tax, he suggested that an accommodative and constructive approach could pave the way in enacting the necessary legislation.

100 SMART CITIES SOON

Regarding Foreign Direct Investment he warned that the proposal be approached with caution. On establishment of hundred Smart Cities, he thanked for including Ponneri under the scheme and urged that Tamil Nadu with the highest urbanization rate naturally ought to be the location for a larger number of Smart Cities.

HOUSING FOR ALL SCHEME

Referring to Government's Scheme "Housing for All", he insisted that houses be given only to those who did not have houses.

SKILL INDIA SCHEME

Pointing out that Skill India scheme would indubitably enhance the employability of unemployed, increasing the industrial activity was sine-qua-non to solve unemployment problem. He suggested to raise a capital with which more industries could be started across the country.

Answer to Qn.1

**INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH
KALPAKKAM - 603102**

**TENDER NOTICE
No.IGCAR/Lab/28 dated 10th December 2021**

Sealed Tenders are invited from registered contractors for supply, installation, testing and commissioning of air-conditioning and ventilation system of Lab facilities at Kalpakkam.

Estimated cost of the work	Rs.60 lakhs
Earnest Money Deposit	Rs.6 lakhs
Time for completion of work	10 Months
Tender forms can be obtained from	1 st January 2021 to 15 th January 2021
Last date for submission of tenders	3 PM on 20 th January 2021
Cost of Tender Documents	Rs.500/-
Opening of Tender	4 PM on 20 th January 2021

Earnest Money to be paid in the form of Demand Draft from any nationalised bank in favour of Indira Gandhi Centre for Atomic Research, payable at Kalpakkam.

Tenders will be opened in the presence of tenders or their authorised representatives as per details given above.

Tenders received after the date and time will be summarily rejected.

The Centre reserves the right to accept or reject any or all tenders without assigning any reasons therefor.

To

**Sd/
Chief Administrative Officer**

Hints to students on Tender Notice:

If you give vital information in a table form as in this model, it will help examiner to easily understand that you have covered vital points. You will get full marks for points. Don't waste time in exam by writing too many terms and conditions. It will not help you to get extra mark.

Answer to Qn.2

**PUBLIC ENTERPRISES SELECTION BOARD
Gandhi Road
New Delhi**

**FINANCE DIRECTOR
for Gas Authority of India Limited**

Applications are invited from Indian citizens for selection to the post of Finance Director in Gas Authority of India Limited.

Age : Minimum 40 years

Qualification : Chartered Accountant (or)
Cost Accountant (or)
Full Time MBA with good academic record from a recognised university.

Experience : Atleast five years experience at a senior level in the area of corporate accounts in an organization of repute.

Pay Scale : Rs.50,000 plus Grade Pay Rs.5,000.

Interested candidates may send their applications along with attested copies of certificates on or before 18th February 2021 to:

The Secretary
Public Enterprises Selection Board
Gandhi Road
New Delhi 110 001

Answer to Qn.3

R. RAMANI
Cell: 9842525478

85 East Street,
Mamandur,
Maduranthagam 603 306.

5th September 2021

AN EYE-WITNESS ACCOUNT

Today, Sunday, 5th September 2021, at about 8.00 p.m., I was returning home after a brief shopping in Mamandur, near Maduranthagam. I suddenly heard a big noise and was shocked to see that a speeding truck hit a motor cyclist, aged around 30 years.

The motor cyclist along with his wife and two daughters were on their way to home in a bike. He and his elder daughter came under the wheels of the truck and died on the spot. His wife and younger daughter fell on the side of the road and suffered minor injuries. I immediately called police and Mamandur Traffic Police came to the spot within minutes and arrested the driver of the truck for rash driving and negligence. The bodies of the victims were sent to the nearby Government hospital for post-mortem. The injured were rushed to the nearby hospital for first-aid. I understand that further investigations are going on.

R. RAMANI

Answer to Qn.4

R. JAYALAKSHMI
Cell: 9842525478

38 Rose Garden,
Velachery,
Chennai 600 042.

7th December 2020

To
The Editor
Times of India
Chennai 600 017.

Dear sir,

KUDOS to Corporation of Chennai

=====

I request you to publish the following write-up in your esteemed newspaper in appreciation of the prompt action taken by the Corporation of Chennai.

Thanking you,

Yours faithfully,

R. JAYALAKSHMI.

End:

KUDOS to Corporation of Chennai

Today, there was a heavy rainfall in the morning in our area. As a result, the ground floor of my house was flooded with water and we were not able to come out of our house even to buy essential commodities. Immediately, I have sent a Whatsapp message to the Commissioner of Corporation of Chennai requesting him to drain out the water from our house. Within hours in the same day, a team of persons from the Corporation of Chennai came to our house with necessary equipments like high power motor for pumping water, tubes, etc., and cleared the water in the ground floor.

Such a swift action with service motto is highly laudable indeed. Hats off to Commissioner, Corporation of Chennai. I request the Corporation of Chennai and their personnel and request them to keep this kind of gesture at all times in future for the benefit of the general public.

Anna Nagar
7th December 2020

R. JAYALAKSHMI

Advanced Reading:-

Handwritten notes in Odia script, including the title 'Advanced Reading:-' and several lines of text with arrows indicating flow or connections between words.

TNGTE – FEBRUARY 2021 - 150 WPM – II PAPER - 280 – CD: 339/15

Speaking in the Legislative Assembly an Honourable Member said:

"Honourable Speaker Sir, at the outset I would like to thank you for giving me an opportunity to speak on the supplementary Demand for Grants.

You are aware / that at the beginning of the Financial Year, during the Budget discussion, Honourable Members of this House give their vote for sanction of funds for the Government on planned expenditure. You are aware that in the supplementary Demands // the approval of the Legislature is requested for additional items of expenditure during the course of the year. In the light of above, I want a few doubts clarified.

In the first place, it appears that the /// expenditure on supply of essential commodities for festival season has been included in the supplementary Budget. In my opinion this is a regular Budget expenditure. I request the Honourable Finance Minister to explain during the course of discussion (1) whether this is initial or additional expenditure under this head.

The next item I wish to bring to the attention of the House is regarding the Industries Department. It has been stated that there has been unexpected / expenditure of rupees fifty lakhs due to Court order to pay interest. This has been ordered due to delay by Government in returning lease amount to a Company. It is therefore necessary for the Government to take action // on the officials responsible for the delay resulting in unnecessary expenditure.

On this occasion, another point which I want to mention here is about the relief expenditure following the recent Cyclone. As a matter of fact, no /// amount has been set apart under this head in the supplementary demands. I request the Revenue Minister to clarify whether this unexpected cyclone relief expenditure would be included in the next supplementary Budget.

I take this opportunity to (2) praise the Government for spending about Hundred crore rupees for preventing pollution of water bodies. It is a source of satisfaction that this amount has been well utilised for waste water treatment. I fully support the allocation / of additional funds for this important work. I would like to assure you that all the Honourable Members of this House will support the Government in such matters.

Advanced Reading:-

Handwritten notes in Hindi, appearing to be a transcription or summary of the printed text on the right. The notes are written in a cursive style on lined paper.

TNGTE - FEBRUARY 2021 - 150 WPM - I PAPER - 230 - CD: 339/16

"Honourable Speaker Sir,

I have great pleasure in participating in the discussion on the Motion of Thanks to the Governor's Address. We are aware that the Governor has explained the broad policies of the Government in his / Address. Before proceeding to my speech, I would like to thank the Honourable Speaker for having given me this opportunity. I thank the leader of the Opposition for including me in the list of Members speaking on behalf // of my party.

At the outset, I would like to point out that this year's Address is quite the same as previous year's speech. As a matter of fact, I find that most of the programmes have /// been repeated without much change. It is my humble request that at least this year the Government should complete all the schemes, so that in the next year's Address we see a new set of schemes.

The first (1) point I would like to bring to the notice of the House is regarding the economy. We are aware that the rate of inflation is increasing day by day. The value of the rupee is going down / and the people find it difficult to pay more for the goods and services. In the circumstances, it is a matter of concern that the interest paid by the Government to various agencies for past loans, is also // increasing to a great extent. I would like to point out that all these things put a strain on the people of the State. I fully agree that our State is one of the few developed States /// in the country. However, we should not lose sight of the fact that our loan burden is increasing year after year. I would therefore request the Government to curtail unnecessary expenditure, so that we are able to repay (2) the loans in time.

On the other hand, I believe that the share of the State Government in the Central taxes, has not been received fully in the last few years. In addition to this, we have / to take into account the natural calamities faced by us in recent years. It is therefore necessary that we should request the Centre to release the funds due to us, as early as possible.

Handwritten notes in Arabic script, likely a transcription of the speech on the right. The notes are written on lined paper and cover most of the left-hand page.

During the course of // his speech, the Honourable Governor has outlined the steps taken by the Government to improve bus transport facility. In this connection, I would like to bring to your kind attention one important thing. It is a matter /// of great concern, that by introducing large number of deluxe buses, people have been forced to pay higher fare. On the one hand, I do agree that our rates are lower than those in other parts of the (3) country but at the same time, I also find that the number of ordinary bus services have been reduced greatly and people are forced to pay more for travel. I hope and trust that the Government will / take into consideration the views expressed by Honourable Members of the House and increase the number of ordinary services.

The next item on my Agenda is milk production. It is a source of satisfaction that the State is // second in milk production in the country. As far as I am concerned, being a farmer, I am very happy with this state of affairs. At the same time, I would like to point out that the /// Government has recently increased the retail price of milk sold by the Government Milk Societies. It appears to me that this has been made in order to give better price to the dairy farmers. However, I would request (4) the Government to bring down the price a little so that the consumers are also benefitted.

Honourable Speaker Sir, I sincerely appreciate the Government for the excellent steps taken to meet the power shortage in the last / few years. It is a matter of great satisfaction that we are now surplus, as far as electricity is concerned. In this connection, I would like to bring one thing, to your kind attention. It is said that // there is going to be an increase in electricity charges levied by the Regulatory Commission, which is an independent body. I would therefore like to request the Government to bear a portion of it, in the form /// of subsidy to the people. With this end in view, I support the steps being taken by the Government in this regard.

With these few words, I would like to conclude my speech thanking you for this opportunity." (5)

(12) Answer to

TNGTE – 150 wpm – February 2021 – II paper – Code: 280

FREE MOSQUITO NETS TO POOR PEOPLE

Speaking on Supplementary Demand for Grants in the Legislative Assembly, an honourable Member wanted to know whether the expenditure on supply of essential commodities for festival season was initial or additional expenditure.

Expressing concern over the Court Order to pay Rupees Fifty Lakhs as interest due to delay in returning leasing amount to a company, he urged to take action on the officials responsible. Regarding cyclone relief expenditure he requested the Minister to clarify whether that would be included in the next supplementary budget atleast.

HUNDRED CRORES FOR WATER BODIES

The Honourable Member lauded the Government for spending Rupees Hundred Crores for preventing pollution of water bodies. To fight diseases spread by mosquitoes, big companies in African countries were providing free mosquito nets to people.

Likewise, the Government could rope in big companies to provide free mosquito nets to poor people in Tamil Nadu, he suggested.

As a major portion of funds requested in the Supplementary Budget related to Electricity Board, he opined that in lieu of funds to overcome difficulties, the Government could increase the installed capacity which would ensure regular power supply.

PRIVATE FORESTS ACT

The Honourable Member stated that in his Kanyakumari District, seventy thousand acres of private patta land comprising of plantations and houses had been notified under the Private Forests Act. He beseeched for exemption of those lands from the Act. He also requested the Government to grant pension immediately to those who took part in the agitation during the formation of Kanyakumari district as they helped in annexing many areas from neighbouring State. Kanyakumari district had lot of natural resources but no job opportunities except in rubber plantations. He requested the Government to start many industries to create job opportunities.

(No. of words excluding heading and subheadings .. 279)

TNGTE - 180 wpm - FEBRUARY 2021 - 870 - CD.347/18

Honourable Speaker Sir

At the outset, I would like to thank you for the opportunity to say a few words on the floor of the House. The Governor's Address this year is important due to the fact that the Honourable Chief Minister has made a / review of all the Government Departments during the last two months. I think the inputs received from the Honourable Ministers and Officers in charge of those Departments during the course of discussion, have been reflected in this year's Address. I hope and trust that the // problems found in the execution of some schemes would be removed, as soon as possible.

In the first place, I would like to congratulate the Government on the efforts to strengthen urban and rural local bodies during the course of the year. I am glad /// to note that the views given by the expert Committee in this regard and the decisions of the Government thereupon, are to be placed on the Floor of the House. I believe that this would go a long way in ensuring independence and more funds (1) to the local bodies all over the State.

Secondly, I would like to place on record my sincere appreciation to the Government for providing appliances free of cost to family card holders. I have no doubt that this measure is the first of its kind / in the country. We are aware that the women are the backbone of any family. As a matter of fact, women in poor economic conditions find it very difficult to run their families. This scheme will give them essential articles free of cost and would // help to improve their standard of living to a great extent. I request that this scheme should be started as early as possible.

I thank Honourable Members of this House for praising the Government for the supply of rice, free of cost in ration shops. /// In spite of the fact that this would result in a huge expenditure, I have no doubt that this would ensure the food safety of the poor people of this State.

Honourable Speaker, Sir, I would like to take this opportunity to bring a few (2) matters to the kind attention of the Government. The recent cyclone has

brought great damage to life and property in the coastal parts of the State. My district has been badly affected and thousands of people have lost their homes. I would also like to / bring to your kind attention, the fact that farmers have lost their livelihood due to heavy rains just before harvest. I would therefore request the Government to sanction more funds to provide them relief at an early date.

I congratulate the Government on achieving record // food grain production last year. At the same time, it should be borne in mind that the farmers cannot be benefitted unless and until they are able to get good price for their produce. As a matter of fact, the farmers are selling their lands. /// They are not able to get good price and are affected by frequent rains.

In the circumstances, on behalf of the Honourable Members of this House I request the Government to sanction crop insurance funds, as early as possible. In the same manner, I would (3) request the Government not to insist on the prescribed moisture content while getting grains from farmers. I request the Government to take into account their financial position and relax norms as much as possible.

Honourable Speaker Sir, it is a source of satisfaction that our / State is one of the first States to give free power supply to farmers. However, on this occasion, I would like to draw your attention to the recent efforts to fix meters to the agricultural power connections. I am not in a position to understand // the need for such a step in the present situation. Farmers are under the impression that free power supply would be removed. I would therefore request that this step should be dropped, as soon as possible.

Coming to science and technology, it is a matter /// of great satisfaction that we occupy the second position in the field of software export. At the same time, I am happy that the Government had set up a Committee to increase hardware export also. I would like to thank the Government in this regard. (4) It is absolutely necessary that it is executed as early as possible.

Next, I would like to deal with the health sector. We are aware that our State has the best medical

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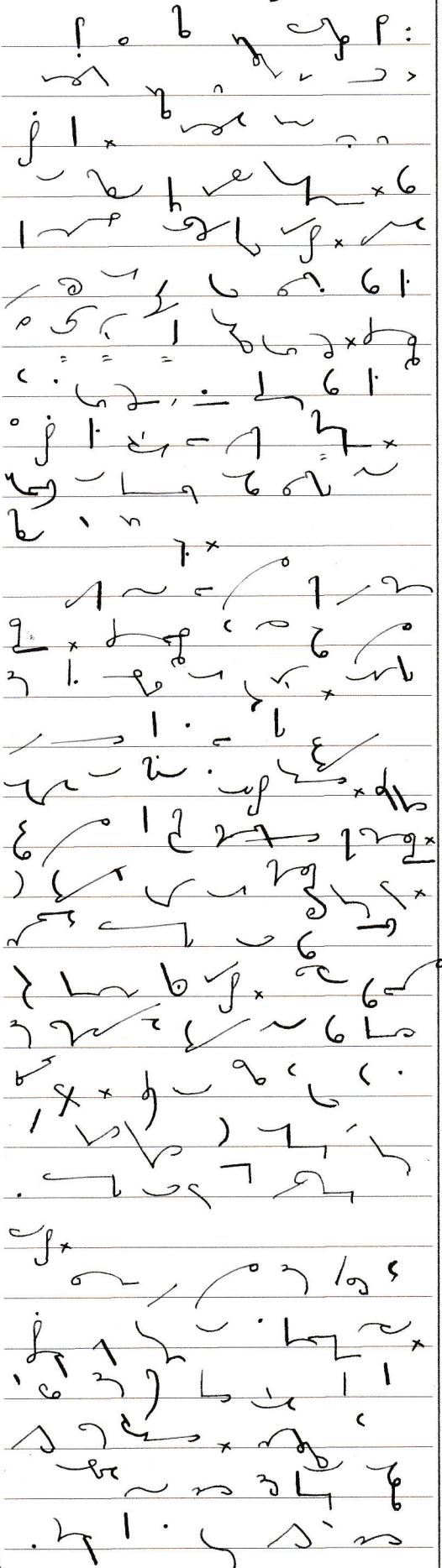
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facilities from local to top level. It is a matter of great satisfaction / that we were the first to introduce free ambulances for the people. This was followed all over the country in the next few years. In this connection, it appears to me that the Government has increased the number of diseases covered under the Health Insurance // Scheme. In this connection, I would like to suggest that the income limit also may be suitably revised at an early date.

Honourable Speaker Sir, I have a set of demands regarding my district. As a matter of fact I would like to explain them /// on the Floor of the House. However, due to shortage of time, I request you to kindly forward them to the Government for suitable action. With these few words, I would like to conclude my speech thanking you for the excellent opportunity given to me. (5)

Advanced Reading



TNGTE - 200 wpm - FEBRUARY 2021 - 520 - CD.

Delivering his Address to Members of Parliament, the Honourable President said:

"I am happy to address you on the occasion of the Constitution Day. I am sorry that I could not meet you in person, due to the recent pandemic. This day marks the anniversary of the adoption of our / Constitution. We know that our friends in the judiciary have been celebrating this day as the National Law Day for the past few years. It is a matter of satisfaction that a few years ago, the Government declared this day as Constitution Day to honour the great leader Dr. Ambedkar. // I have great pleasure in taking part in this celebration and in addressing all of you today.

We have had many great leaders during our freedom struggle. It is a matter of great satisfaction that most of these leaders were, at the same time, experts in the field of law. /// In the light of the above, our country had a great advantage when they were involved in drafting a new Constitution for the country. It has to be borne in mind that these leaders had travelled throughout the length and breadth of the country during the freedom struggle. So, they (1) were able to fully know the trials and tribulations of the poor people. You will agree that the collective opinion thus gathered by them became the basis of our Constitution. Moreover, these great leaders were very well aware of the fact that they were writing this document on behalf of / the people at large. It is therefore no surprise, that even though a large portion of the population was uneducated and poor, the collective opinion of the people got reflected in our Constitution.

As a matter of fact, our leaders were much concerned that the Constituent Assembly should be formed // in a democratic manner. All efforts were therefore taken to ensure that it had representation from all over the country. You will be surprised to know that in spite of the fact that many women were not educated in those days, the Assembly had a fair representation of women

Members. ///

On this occasion I hope you will be able to imagine the mood of the people of the country at the time of independence. I believe, you will appreciate the feelings of those people who were till then under foreign rule. All over the country, people were eagerly awaiting a (2) bright future. In the circumstances, it was quite natural that these people looked up to the freedom fighters to help them get a Constitution which would give them equal opportunity and progress.

In this connection, it is my duty to bring to your kind attention another aspect of the matter. / You will be surprised that despite low literacy at that time, people from all over the country took great interest in the debates of the Constituent Assembly. You will be glad to know that over fifty thousand people witnessed the proceedings from the Visitors Gallery. Such was the interest the // people showed in the framing of our Constitution in those days.

It is therefore necessary for us to remember that our Constitution is a people's document in the real sense. I would like to take this opportunity to thank all the people of this country for the faith that they /// have reposed in this document. At the same time, it is also my duty to thank our judiciary for upholding the basic structure of our Constitution, all these years.

Ladies and gentlemen, you are all aware that our Constitution is the lengthiest one in the world. At the same time, (3) it is our duty to bear in mind that in spite of its size, the provisions in it were well thought out. It may not be out of place for me, to mention here that due to this fact, it has very well withstood the test of time. I believe / that this is the best occasion for us to thank the leaders who made the Constitution. You will agree that the spirit of the entire text is exactly reflected in the short Preamble. I would like to bring to your attention the fact that our Constitution reflects our basic values // and the dream of our leaders, besides the hopes and aspirations of the people. It is therefore necessary that each one of us should remember that justice, liberty and equality should be the core

200/2/70

Handwritten notes in a cursive script, possibly representing musical notation or shorthand, covering the left side of the page. The notes are dense and occupy most of the vertical space on the left.

values of the country.

In the light of the above, I think it is my duty /// to point out what needs to be done in the next few years. The task before us, at the present time, is to translate these ideals into actions in the years to come. I believe that the Judiciary has an important and very great role to play in this regard. (4) It is therefore necessary that our judicial system is able to ensure social, economic and political justice for our people. In this connection, we have to bear in mind that the idea of justice is relevant, only if people have access to it. I hope and trust that the schemes / for providing free legal aid for the poor people will go a long way in securing such access to the poor people at large. As a matter of fact, I would like to bring to your kind attention the fact that I was able to provide free legal aid to // the needy people when I served as an Advocate.

On this occasion, it is my firm belief that developments in information technology and use of regional languages in Courts would go a long way in taking justice closer to the people. I am happy to see that a large number /// of such initiatives have been taken in this regard, in the last few years. I hope and trust that more efforts will be made in the years to come.

With these words, I would like to conclude, thanking our judiciary once again for upholding the high ideals of our Constitution." (5)

333

February 2021

Time for Dictation: Seven minutes

Time for Transcription: One hour

(Maximum Marks: 100)

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following passage and letter are to be dictated to the candidates **once only**, in a loud and distinct voice, no word or phrase being repeated and no punctuation marks being mentioned.
2. The passage and letter are to be dictated at the rate of **80 words** per minute. They are marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in his hand and notice, at every quarter minute, whether he is strictly adhering to the speed.
3. Before dictation is commenced, the candidates should be told that they should take down the following passage and letter in the intermediate style of phonography.
4. As soon as the dictation is over, the candidates should be told that they should transcribe it into longhand **verbatim**.
5. At the end of the time allotted for transcription, both the shorthand and longhand performances of the candidates should be fastened together and given to the Superintendent.
6. Before commencing the dictation, the reader should first read through the passage for himself so as to be acquainted with it and for the purpose of adjusting the speed of dictation to the prescribed time.
7. Before commencing the dictation, the candidates should be informed that **ten marks** are reserved for their shorthand performance.
8. The candidates may be informed that their handwriting during transcription should be legible and that sufficient space should be left between lines.

* * *

Mr. Speaker Sir,

At the outset, I would like to thank the Honourable Members for the suggestions they have made / during the course of the debate. In the course of the discussion, I have received appreciation as well as criticism.// I very much appreciate the keen interest shown by the Members on the various difficulties faced by the people of /// this State and brought them to the attention of the Government for necessary early action.

It may not be possible (1) for me to reply to each suggestion made by the Members. However, I would like to assure the Honourable Members / that their suggestions will be taken into consideration by the Government.

I wish to state that most of the Honourable // Members have spoken about the new education policy of the Central Government, employment opportunities, health care and economy of the /// State. As far as I am concerned,

I can say that there has been a general satisfaction in the State (2) about the Budget.

With regard to the new education policy, I would like to point out that this Government had / categorically opposed the three language policy when the draft National Education Policy was released and maintained the stand in favour // of two language policy. I would like to inform that in regard to other issues in the New Education Policy, /// the Government has constituted a Committee to go through the policy and make recommendations to the Government.

I am of (3) the opinion that the Government is very well aware that opportunities for employment should be created. Keeping this in mind, / top priority is being accorded for promotion and strengthening of primary sector and attracting greater investments in manufacturing and service // sectors.

I am very well aware that medical assistance is one of the important needs of the people. With this /// object in mind, various measures such as providing health insurance cover, construction of new hospitals and strengthening of existing hospitals (4) were taken by the Government and as a result we have been able to bring down death rate. I would / like to state

that the efforts of the Government to improve the health and welfare of the people have succeeded // to a great extent.

Regarding economy, I would like to point out that the State continues to focus on the /// primary and secondary sectors and I am sure this Budget will generate a new hope among the people. Thank you. (5)

Letter from Raman and Company, Madurai to Messrs Srinivasan and Sons, Chennai.

We are in receipt of your / letter dated the fifth instant and noted the contents therein. In your letter you have requested us to supply 500 // table fans within a week. We wish to thank and express our happiness to accept the order. In this connection, /// we regret to inform you that it may not be possible for us to meet your demand immediately in view (6) of some labour problem in our factory. We hope that it will be sorted out soon and we assure you / that we are taking all possible steps to supply the items in time. We wish to inform that in case // if there is little delay in the execution of your order, we request you to kindly bear with us.

We /// request you to look into the matter and see that the old bills are settled immediately.

Thanking you,

Yours faithfully, (7)

February 2021

*Time for Dictation: Seven minutes**Time for Transcription: One hour and fifteen minutes*

(Maximum Marks: 100)

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following passage is to be dictated to the candidates *once only*, in a loud and distinct voice, no word or phrase being repeated and no punctuation marks being mentioned.
2. The passage is to be dictated at the rate of **100 words** per minute. It is marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in his hand and notice, at every quarter minute, whether he is strictly adhering to the speed.
3. As soon as the dictation is over, the candidates should be told that they should transcribe it into longhand *verbatim*. At the end of the time allowed for transcription, both their shorthand and longhand performances should be fastened together and given to the Superintendent.
4. Before commencing the dictation, the reader should first read through the passage and adjust himself to the required speed with the help of a watch which has a second-hand.
5. Before commencing the dictation, the candidates should be informed that **ten marks** are reserved for their shorthand performance.
6. The candidates should be informed that their handwriting during transcription should be legible and that sufficient space should be left between lines.

* * *

Mr. Speaker Sir,

I would like to say a few words on the Motion of Thanks to the Governor's Address. I must at the outset / admit that the debate on the Governor's Address has been interesting. Members have expressed their considered views on some of the vital problems being faced // by the people of this State. As far as the handloom industry is concerned, various problems are being faced by the weavers. As long as /// this problem is not solved quickly, it will largely affect the economy of our State. This kind of problem is not very much appreciated by (1) the people of other States because it is not a problem that faces them. Even though the Government formulate various schemes for the benefit of / the weavers of this State, I think a lot more has to be done

by the Government and I request the Government to take some // serious view on this subject and do the needful in this regard.

The next point I wish to point out is about tax evasion. I /// find that there is lot of evasion of tax by the business community. Taxes collected by the traders from the public are not properly remitted (2) to the government. They prepare the accounts in such a way as to show that they have collected only a small sum by way of / Goods and Services Tax and other duties. In order to avoid such loss of revenue to the Government exchequer, I wish to suggest that the // Government should bring all the items under single point taxation. If this is done, it will not only help the public but also make the /// business community to pay tax.

I hope that the Government will look into the suggestion which I am making and render justice to the public (3) in general and to the society as a whole.

On the subject of Public Health, I am glad to know that the health indicators are / very promising when compared to other States in the country. But, I regret very much that the Government cannot spend more money on some schemes // which are meant for the benefit of the people. The Government allocates more money to School Education Department and various other Departments. I request that /// the Health Department also need more money so that more number of welfare schemes will be carried out.

I would like to say a few (4) words on the subject of food. It is a known fact that the Government is receiving various awards from Government of India on achieving highest / food production in the State. It is mentioned in the Governor's Address that the food situation is satisfactory. But at the same time, I would // suggest that grains and pulses also may be supplied through fair price shops. I request that the allocation of rice and other commodities for each /// shop may be considerably increased. In this connection, I request the Government to take necessary

steps to fix a fair price for paddy and wheat. (5)

Letter from the Royal Engineering Company, Chennai to Messrs Golden Agencies, Coimbatore.

Dear Sirs,

We are in receipt of your letter informing about the decrease / in the sales of our products. We would like to state that the products we manufacture have a very good market all over the State. // We have been receiving continuous orders for supply of our products from your neighbouring districts also. We request you kindly to assess the situation at /// your end for the decline in the sales. We will always be at your service to assist you in boosting the sales in your area. (6)

In this connection, we would like to bring to your kind notice that there is very good market in Salem District for our engineering products / as we are receiving continuous orders directly from various people. We would depute our representative to your District to know the actual state of affairs // prevailing in your area and we will sort out the problem easily. We hope and trust that the situation may improve in the days to /// come. We solicit your continued patronage and co-operation.

We request you kindly to do the needful at your end to boost the sales.

Yours faithfully, (7)

459

February 2021

Time for Dictation – Section I: **Four minutes**

Time for elaboration and for answering of: **One hour and forty-five minutes.**

Questions on principles

(Maximum Marks: 80)

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following passage is to be dictated at the rate of **100 words** per minute. It is marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in his hand and notice, at every quarter minute, whether he is strictly adhering to the speed.
2. The passage is to be dictated to the candidates **once only**, in a loud and distinct voice, no word or phrase being repeated and no punctuation marks being mentioned.
3. As soon as the dictation is over, the candidates should be told that they should elaborate the notes into longhand in proper documentary form for signature wherever required.
4. Both the shorthand and longhand performances should be delivered to the Chief Superintendent, stitched along with the answer for Section II of this paper.
5. The number of each question should also be dictated.
6. Before commencing the dictation, the reader should first read through the passage and adjust himself to the required speed with the help of a watch which has a second-hand.
7. Before commencing the dictation, the candidates should be told that **five marks** are set apart for their shorthand performance.
8. The candidates should be informed that their handwriting during elaboration should be legible and that sufficient space should be left between lines.

Section I

1. Sealed tenders are invited by the Executive Engineer, Postal Civil Division, 5 Ethiraj Salai, Chennai up to 3 PM on 12th January 2021 for the / construction of small Post Office at Sembakkam vacant site under Chengalpattu Division. Tenders will be opened at 4 PM on the same day in the // presence of tenderers or their authorized representatives. Estimated cost is Rs. 35 lakhs. Earnest Money Deposit Rs. One Lakh. Period of completion is six months. ///

Tenders should be sent in a sealed cover superscribed as "Tender for the construction of Small Post Office at Sembakkam" by registered post with acknowledgement (1) due. Tender documents can be obtained on payment of Rs. thousand. The Division reserves the right to accept or reject any or all the tenders / without assigning any reason thereof. Draft tender notice.

(Marks: 25)

2. Applications are invited from Indian Citizens for the post of Senior Project Associate in All India Institute // of Medical Science, New Delhi. Applicant should be a doctorate from a recognized University with four years of teaching experience. Age limit 40 years. Salary /// Rs.40,000 with grade pay of Rs.4,000 plus applicable House Rent Allowance. Interested candidates may submit their detailed resume with a covering letter (2) either in person or by post. Last date for receiving the application is Sixth January 2021. Only shortlisted candidates will be called for interview. No / Travelling Allowance or Daily Allowance will be provided for attending the interview. Draft an advertisement.

(Marks: 25)

3. Four persons were killed and five others seriously injured in // a pile-up involving ten vehicles on the Thoppur Ghat Road on

Saturday, 12h December 2020. The pile-up occurred after a speeding truck rammed a line /// of vehicles before it came to a halt. As a result, two drivers suffered very serious injuries and four passengers were killed. The bodies of (3) the deceased were sent to the Hospital for post-mortem. The drivers were moved in an ambulance to the nearby Government Hospital. Thoppur Police arrested the / driver, a native of Jharkhand. A case has been registered and the Police are investigating. Drivers have said that it is difficult to make turn // in view of multiple curves and a solution is the construction of straight road. The Public have requested the State Government to take immediate action. /// For regulating traffic the Government should depute additional police personnel and to provide ambulance facility as the matter is very serious. Prepare an eye-witness account. (4)

(Marks: 25)

* * *

491

February 2021

*Time for elaboration and for answering
of questions on principles – One hour and forty - five minutes*

SECTION II

(Maximum Marks: 100)

PITMAN'S SYSTEM

- | | | |
|-----|---|----|
| I | Elaborate the notes dictated to you in proper letter or documentary form for signature wherever required. | 80 |
| II | (a) What is phraseogram? Give examples. | 3 |
| | (b) When Dot 'H' is used? Give examples. | 3 |
| | (c) How initial 'r' is written before 'm'? Give examples | 2 |
| III | (a) When halving principle not employed? Explain. | 5 |
| | (b) Explain doubling principle in Pharseography. | 2 |
| IV | Write the following in shorthand:- | 5 |
| | (a) Negligence | |
| | (b) Parliamentary | |
| | (c) Inscription | |
| | (d) Upon their | |
| | (e) Carried on | |

517

February 2021

Time for Dictation: Seven minutes

Time for Transcription: One hour and thirty minutes

(Maximum Marks: 100)

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following speech and letter are to be dictated to the candidates **once only**, in a loud and distinct voice, no word or phrase being repeated and no punctuation marks being mentioned.
2. The passages are to be dictated at the rate of **120 words** per minute. They are marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in his hand and notice, at every quarter minute, whether he is strictly adhering to the speed.
3. The candidates must be told that they should take down the following passage in shorthand and transcribe it into longhand **verbatim**. At the end of the time allotted for transcription, both the shorthand and longhand performances of the candidates should be fastened together and given to the Superintendent.
4. Before dictation is commenced, the candidates should be told that they should take down the following passage and letter in the reporting style of phonography.
5. Before commencing the dictation, the reader should first read through the passage for himself so as to be acquainted with it and for the purpose of adjusting the speed of dictation to the prescribed time.
6. Before commencing the dictation, the candidates should be informed that **ten marks** are reserved for their shorthand performance.
7. The candidates should be informed that their handwriting during transcription should be legible and that sufficient space should be left between lines.

***.

Ladies and Gentlemen,

At the outset, I would like to pay my tributes to the great Bharatiyar on his birthday. I have great pleasure to be with you today to / take part in the International Bharatiyar Festival and I would like to thank the organizers for inviting me to address the gathering through video conference.

I am pleased to present // the Bharatiyar Award for this year

to the great scholar Thiru. Viswanathan, who has dedicated his entire life towards research on Bharatiyar's works. I appreciate him for actively pursuing research /// on Bharatiyar even at the age of Eighty Six.

You are aware that, Bharatiyar was a poet, writer, social reformer, freedom fighter and much more. He was a multifaceted personality. (1) The learned people who spoke before

me mentioned that he was known as Mahakavi which means a great poet. I take this opportunity to inform that he cannot be linked / to any single profession and I would like to bring to your kind notice that his contribution to the society have been published in sixteen volumes. I would like to // point out that in a short life of thirty nine years, he wrote so much and his songs on nationalism induced the masses to support the Indian Independence Movement. In /// this connection, I would like to point out that he was considered as a national poet due to his number of poems through which he urged the people to work (2) strongly for the liberation of the country. You are all aware that the British Government arrested Bharatiyar as they felt that his writings influenced the patriotic spirit of the Tamil / youth. I would also like to bring to your attention that even in prison, he spent his time in writing poems on nationalism and country's welfare. I am confident that // all of you will agree when I say that he considered Tamil Language and motherland as his two eyes.

You are well aware that he was against caste system and /// he declared that there were only two castes, men and women, and nothing more than that. I am of the opinion that his teachings are a strong reminder to us (3) to remain united and his writings are a guiding light. I would like to bring to your kind notice that he was of the firm opinion that any society which / is divided will not be able to succeed.

I would like to inform that though his songs were expressing greatness of ancient India, he warned that simply living in the // past glory is not enough. I would also like to bring to your kind attention that he had advocated the move towards progress in the field of science and technology. ///

The next point I would like to submit is that Bharatiyar's most important vision was empowerment of women. In this connection, he was of the opinion that women should walk (4) with their heads held high and looking people straight in the eyes. We are inspired by his vision and working towards the attainment of this goal.

I am happy to / inform you that in every sphere of activity of the Central Government, top most importance is given to dignity of women. I would like to add that fifteen crore women // entrepreneurs are funded by various schemes of the Central Government. I wish to inform that today, women are becoming part of our armed forces and saying with confidence that the /// country is in safe hands as imagined by Bharathiyar. I am happy that Bharatiyar had a close link with Varanasi, which I have the honour of representing in the Parliament. (5)

Letter from Karthikeyan and Sons, Coimbatore to Messrs. Gopal and Company, Madurai.

Dear Sirs,

We are in receipt of your letter dated the fifth instant requesting us to supply various / items of goods manufactured by us. We take this opportunity to thank you for the orders placed and we assure you that we shall send some of the goods ordered // by you within three or four days. With regard to other items, we wish to inform you that at present they are out of stock.

However, we would like to /// assure you that these goods will be dispatched to you during next week.

We would like to inform you that we intend to manufacture some new articles for the benefit (6) of our customers. We have great pleasure in enclosing herewith a list of these items and price list and we request you kindly to go through the same very carefully. / Our representative, who is on tour in your district, will meet you and give further details in this regard so that you may be able to appreciate the usefulness of // these articles. We would like to assure you that prompt attention will be given to your orders as and when they are received at our end. We are happy to /// inform you that we offer attractive discount for bulk purchase and prompt payments.

We solicit your kind cooperation and await your orders for the supply of new articles.

Yours faithfully, (7)

February 2021

CONDENSATION AND ELABORATION**Section I** ... Time for Dictation of matter for Condensation: **5 minutes****Section II** ... Time for Dictation of matter for Elaboration : **4 minutes**Time for both condensation and elaboration: **2 hours and 15 minutes**

Maximum Marks for Condensation: 40

Maximum Marks for Elaboration : 60

Important Note:- After the dictation for condensation is over, giving an interval of two minutes, the passage for elaboration should be dictated. Both dictations should be taken in the same shorthand notebook. During the interval of two minutes, the candidates should remain in their seats and should not leave the dictation hall.

SECTION - I**Matter for Condensation --- Time for dictation : 5 minutes.****INSTRUCTIONS TO THE SUPERINTENDENT**

1. The passage set for this section should be dictated to the candidates in **five minutes** at the rate of **120 words** a minute. It is marked for each minute, which again is sub-divided into quarter minutes. The passage should be read loudly and distinctly and **only once**. The reader will read with a watch in hand and notice for every quarter minute whether he is adhering to the time.

2. The candidates should first be told that they should take down the following passage in the reporting style of phonography and condense it into a summary of about **200 words** with a suitable heading and sub-headings, using the indirect form of speech and the past tense. The number of words should be counted and noted at the end of the summary.

3. Both the shorthand and longhand performances should be fastened together and given to the Chief Superintendent.

4. Before commencing the dictation, the reader should first read through the passage for himself so as to be acquainted with it and for the purpose of adjusting the speed of dictation to the prescribed time.

5. Before commencing the dictation, the candidates should be informed that **five marks** are reserved for their shorthand performance.

6. The candidates should be informed that their handwriting during condensation should be legible and that sufficient space should be left between lines.

* * *

Participating in the General Discussion on the Budget in the Lok Sabha, a Member said: Madam Speaker, I am very grateful to you for giving me this opportunity to speak / on the general Budget. This Budget reveals the seriousness of the new Government to improve the macro economic situation of the country. A clear fiscal road map to contain the \\ fiscal deficit has been provided in the Budget.

We are aware that the prices of all essential commodities have gone up very much in recent times. The economic condition of

\\ the country was causing anxiety. There is, therefore, an urgent need to give relief to the common man, especially the middle class and the poor.

In this budget, the Finance (1) Minister has provided modest taxation relief on personal income tax by raising the exemption limit to rupees two lakh fifty thousand. It is a welcome measure and for this announcement, / I would like to thank the Hon. Finance Minister. In view of this, a very large number of persons will be benefitted. The increase in Section 80C limit to rupees // one

lakh fifty thousand is also a welcome measure to enhance savings.

I welcome the assurance of the Finance Minister that he will be "more than fair" to the States /// in addressing their concerns regarding the implementation of Goods and Services Tax. An accommodative and constructive approach from the Central government could pave the way in enacting the necessary legislation (2) on Goods and Services Tax.

It has been mentioned in the Budget that the policy of the Union government is to promote Foreign Direct Investment selectively in sectors where it / helps the larger interest of the Indian Economy. The proposals relating to permitting Foreign Direct Investment need to be approached with caution.

We welcome the programme to establish 100 Smart // Cities in India. While thanking the Government of India for including the development of Ponneri as a Smart City, Tamil Nadu, with the highest urbanization rate amongst large States, should /// naturally be the location for a larger number of the planned Smart Cities.

Then, it may be seen that there is a mention about housing for all. It has been (3) stated that the Government is committed to endeavour to have housing for all. In this connection

I would like to bring to the notice of the Government that those people / who are not having houses are not being provided houses, but those who are having houses are getting houses. Therefore, it should be ensured that there is proper distribution and // that those who do not have houses get them.

Madam, I shall now deal with the problem of unemployment in the country. Unemployment is an evil in our country. It /// is causing great difficulty to our country-men. In this regard, a mention has been made in the budget that a programme called Skill India is proposed to be launched. I (4) hope this will create a sense of confidence in the minds of the people. If they are engaged in productive work, there is no doubt that our country will be / richer. All the States will be able to take advantage of the initiative to promote both employment and entrepreneurship through this mission. The other way to solve the problem is // to increase the industrial activity. I would suggest that the Government should raise a capital with which we shall be able to start more industries all over the country and /// I am confident that it will solve the unemployment problem and the unemployed youth can be turned into an asset on society.

With these, I conclude my speech. Thank you. (5)

Section – II --- Matter for Elaboration --- Time for dictation: 4 minutes

INSTRUCTIONS TO THE SUPERINTENDENT

1. The "Notes" are to be dictated at the rate of **120 words** a minute and are marked into portions of one minute's duration which again are sub-divided into quarters. The reader will read with a watch in hand and see that he is adhering to the time.

2. The candidates must be told that they are to take down in shorthand the notes of imaginary letters, etc., that will be dictated to them, and that they are to be elaborated into longhand in proper documentary form for signature wherever required. As soon as the candidates are ready, the following must be dictated. The number of each question should also be dictated.

3. Before commencing the dictation, the candidates should be informed that **five marks** are reserved for their shorthand performance.

4. The candidates may be informed that their handwriting during elaboration should be legible and that sufficient space should be left between lines.

* * *

1. Indira Gandhi Centre for Atomic Research, Kalpakkam invites sealed tenders from registered contractors for supply, installation, testing and commissioning of air-conditioning and ventilation system of Lab facilities at Kalpakkam. Estimated / cost of the work Rs. 60 lakhs. Earnest Money Deposit Rs. Six lakhs. Time for completion ten months. Tender documents can be obtained from the Office of the Centre from // 1st January 2021 to 15th January on payment of Rs. Five hundred. Tenders will be received up to 3 PM on 20th January 2021 and opened at 4 PM on /// the same day in the presence of the tenderers or their authorized representatives. The Centre reserves the right to accept or reject any tender without

assigning any reason. Draft a (1) tender notice.

(Marks: 20)

2. Applications are invited from Indian citizens for selection to the post of Finance Director in Gas Authority of India Limited. Minimum age 40 years. The applicant should be / a Chartered Accountant or Cost Accountant or a full time MBA with good academic record from a recognized University. The applicant must have at least five years of experience at // a senior level in the area of corporate accounts in an organization of repute. Pay Scale Rs. 50,000 Plus Grade pay Rs. 5,000. Interested candidates can send applications /// along with attested copies of the certificates on or before 18th February 2021 to the Secretary, Pubic

Enterprises Selection Board, Gandhi Road, New Delhi. Draft an advertisement to be issued (2) by the Secretary, Public Enterprises Selection Board.

(Marks: 15)

3. A 30 year old man along with his wife and two daughters were on their way to home in a bike around 8 / PM on Sunday was hit by a truck near Mamandur, Maduranthagam. He and his elder daughter came under its wheels and died on the spot. His wife and younger daughter // fell on the side of the road and suffered minor injuries. The Mamandur Traffic Investigation Police registered a case and arrested the driver of the truck for rash driving and /// negligence. The bodies of the victims were sent to the nearby Government Hospital for post-mortem. The injured were rushed to the nearby Hospital for

... 4 ...

first-aid. Further investigations are going on. (3) Draft an eye-witness account.

(Marks: 10)

4. Draft a letter to the Editor, Times of India, Chennai on the following lines: On 7th December, the ground floor of your house was flooded with / water due to heavy rain and you were not able to come out of your house. Immediately, you have sent a WhatsApp message to the Commissioner requesting him to drain // out the water from your house. On the same day, the people from Corporation of Chennai came to your house and cleared the water in the ground floor. Offer your /// appreciation to Commissioner of Corporation and their personnel and request them to keep up this kind of gesture at all times in future for the benefit of the general public.

(Marks:10)

* * *

படிக்க நேரம் - ஏழு நிமிடங்கள்

விரிவெழுத்தில் எழுத நேரம் - ஒரு மணி 15 நிமிடங்கள்

(பெரும மதிப்பெண்கள்: 100)

கண்காணிப்பாளர் கவனத்திற்கு

1. பின்வரும் உரைப் பகுதியைத் தெளிவான, உரத்தக் குரலில், ஒரு தடவை மட்டுமே, எந்த ஒரு சொல்லையோ அல்லது சொற்றொடரையோ திரும்பப் படிக்காமலும், நிறுத்தக் குறிகள் எதையும் குறிப்பிடாமலும், தேர்வு எழுதுவோர்க்குப் படிக்க வேண்டும்.

2. இவ்வரைப் பகுதி நிமிடத்திற்கு 70 சொற்கள் (மூன்று எழுத்துக்கள் கொண்டது ஒரு சொல் என்று கணக்கிடும் முறையில்) வீதம், நிமிடப் பகுதிகளாகவும், ஒவ்வொரு நிமிடப் பகுதியும் மீண்டும் கால் நிமிடப் பகுதிகளாகவும் குறிக்கப்பட்டுள்ளது. படிப்பவர், வினாடி முள் கொண்ட கைக்கடிகாரத்தை வைத்துக் கொண்டு, படிக்கும்பொழுதே ஒவ்வொரு கால் நிமிடத்திலும் மொழிவின் வேகம் சரியாக உள்ளதா என்பதைக் கவனிக்க வேண்டும்.

3. படிக்கப்பட்டதைச் சுருக்கெழுத்தில் எழுதிக் கொள்ள வேண்டுமென்றும், சுருக்கெழுத்தில் எழுதிக் கொண்டதை, அதற்கு நேரான விரிவெழுத்தில் எழுத வேண்டுமென்றும் தேர்வு எழுதுவோர்க்குத் தெரிவிக்க வேண்டும்.

4. படிக்க ஆரம்பிக்கும் முன்னரே, படிப்பவர் வினாடி முள் கொண்ட கைக்கடிகாரத்தின் உதவியுடன் உரைப்பகுதி முழுவதையும் படித்துப் பார்த்து, குறிப்பிட்ட வேகத்தில் படிப்பதற்குத் தம்மைச் சரிப்படுத்திக் கொள்ள வேண்டும்.

5. விடை எழுத அனுமதிக்கப்பட்ட நேரம் முடிந்தவுடன், தேர்வு எழுதுவோர் தாங்கள் எழுதிய சுருக்கெழுத்துக் குறிப்பேட்டையும், விடைத்தாளையும் ஒன்றாக இணைத்துக் கண்காணிப்பாளரிடம் கொடுக்க வேண்டும்.

6. சுருக்கெழுத்துத் திறனுக்காக பத்து மதிப்பெண்கள் ஒதுக்கப்பட்டுள்ளன என்று மொழிவுக்கு முன்னரே தேர்வு எழுதுவோர்க்குத் தெரிவிக்க வேண்டும்.

7. "விரிவெழுத்தில் எழுதும்போது, கையெழுத்து தெளிவாக இருப்பதுடன், வரிகளுக்கிடையே உரிய இடைவெளி இருக்க வேண்டும்" என்று தேர்வு எழுதுவோர்க்கு அறிவிக்கப்பட வேண்டும்.

மாண்புமிகு பேரவைத் தலைவர் அவர்களே,

ஆளுநர் பேருரைக்கு நன்றி

தெரிவிக்கும் தீர்மானத்தின் மீதான

விவாதத்தில் க/லந்து கொண்டு பேச

வாய்பளித்தமைக்கு எனது நன்றி கலந்த

வணக்கத்தினை முதற்கண்

தெரிவித்துக்கொள்கிறேன். ஆ//ளுநர்

உரை நல்ல பல அம்சங்களை கொண்டதாக

அமைந்துள்ளது என பல்வேறு

பத்திரிகைகள் பாராட்டியுள்ளன.

இந்தியா//வில் உள்ள மாநிலங்களில்

தமிழ்நாடு நல் ஆளுமைத் திறனில்

முதலிடம் வகிக்கிறது என்ற செய்தி

ஆளுநர் உரையில் (1) குறிப்பிடப்பட்டு

இருப்பது மிக்க மகிழ்ச்சிக் குரியது

என்பதைத் தெரிவித்துக்கொள்கிறேன்.

தனியார் பத்திரிகை ஒன்று, செயல்திறன்

மிக்க மாநிலம் குறித்து ஆய்வினை நடத்தி,

தமிழ்நாடு சாதனை படைத்திருக்கிறது

என்று செய்//தி வெளியிட்டிருப்பதையும்

நான் இங்கே சுட்டிக்காட்ட விரும்புகிறேன்.

அரசின் ஆக்கபூர்வமான நடவடிக்கைகள்

காரணமாக /// அனைத்துத் துறைகளும்

வளர்ச்சியடைந்து தமிழ்நாடு

இந்தியாவிலேயே முதன்மை மாநிலமாகத்

திகழ்கிறது என்பதையு(2)ம் மாண்புமிகு

உறுப்பினர்கள் ஏற்றுக்கொள்வார்கள் என

நம்புகிறேன்.

ஒவ்வொரு ஆண்டும் கல்விக்காக

ஒதுக்கப்படு/கின்ற நிதியை உயர்த்தி

கற்றோர் சதவிகிதத்தை உயர்த்தி

வருகின்ற மாநிலம் தமிழகம் என்பதில்

மாறுபட்ட க//ருத்து இருக்காது என அனைவரும் அறிவீர்கள். மாணவ, மாணவியரின் கல்விக்குத் தேவையான அனைத்து வசதிகளையும் விலை//யின்றி அரசு செய்து தருவதன் காரணமாக மாணவர்களின் இடைநிற்றல் விகிதம் வெகுவாகக் குறைந்துள்ளது. பள்ளிக(3)ளைத் தரம் உயர்த்துதல், கூடுதல் வகுப்பறைகள் கட்டித் தருதல், ஆய்வகங்கள், கழிப்பறைகள் போன்ற பிற வசதி/களை புதிதாக ஏற்படுத்தித் தருதல் காரணமாக அரசுப் பள்ளிகளில் மாணவர் சேர்க்கை கணிசமாக உயர்ந்துள்ளது என்பதை மகிழ்ச்சியுடன் குறிப்பிட விரும்புகிறேன். இதேபோன்று, உயர் கல்வியிலும் தமிழ்நாடு இந்தியாவிலேயே முத//லிடம் வகிக்கிறது என்பதைத் தெரிவித்துக்கொள்கிறேன்.

அயல்நாட்டு முதலீடுகளும், தொழில் முனைவோர்களும் ஈர்க்க(4)ப்பட்டு புதிய தொழிற்சாலைகள் தொடங்க பல்வேறு நடவடிக்கைகள் எடுக்கப்பட்டு வருவதை நான் பாராட்டக் கடமை/பட்டிருக்கிறேன். வேலை தேடுவோரின் எண்ணிக்கை நாளுக்கு நாள் அதிகரித்து வருவது கவனத்தில் கொள்ளப்பட வேண்டி//ய ஒன்று என்பதைச் சுட்டிக்காட்ட விழைகிறேன். புதிய வேலை வாய்ப்புகளை உருவாக்கவும், படித்த இளைஞர்கள் சுயதொழி//ல் தொடங்கவும் உரிய வழிவகைகளை அரசாங்கம் காண

வேண்டும் எனக் கேட்டுக் கொண்டு என் உரையை நிறைவு செய்கிறேன். (5)

சென்னை, மயிலாப்பூரில் உள்ள விஜயா பதிப்பகத்தின் மேலாளர், மதுரை, மேலமாசி வீதியிலுள்ள, மோகன் புத்தக விற்பனை நி/லைய மேலாளருக்கு எழுதிய கடிதம்.

அன்புடையீர்,

வணக்கம். பத்தாம் வகுப்பு மற்றும் பன்னிரெண்டாம் வகுப்பு ப//டிக்கும் மாணவர்கள் எளிதில் புரிந்துகொள்ளும் வகையில் வழிகாட்டி நூல்களை சிறந்த முறையில் அச்சிட்டு வெளியிடும் ப//ணியில் எங்கள் நிறுவனம் கடந்த பத்தாண்டுகளாக ஈடுபட்டு வருகிறது. பத்தாம் வகுப்பு மாணவ, மாணவியர் பய(6)ன்பெறும் வகையில் கடந்த ஆண்டுக்கான இறுதித் தேர்வு வினாக்கள் விடைகள் தொகுக்கப்பெற்று வழிகாட்டி புத்தகமாக / தற்போது வெளியிடப்படவுள்ளது. தமிழ்நாட்டின் பல்வேறு பகுதிகளில் உள்ள புத்தக விற்பனையாளர்கள் இந்தப் //புத்தகத்தை அனுப்பி வைக்குமாறு எங்களுக்குக் கடிதங்கள் மூலம் கேட்டுள்ளார்கள். எனவே, தங்களுடைய தேவை குறி//த்து எங்களுக்கு உடனடியாக தெரிவித்தால் அவற்றை அனுப்பி வைக்கத் தயாராக உள்ளோம்.

தங்கள் நம்பிக்கையுள்ள, (7)

படிக்க நேரம் - ஏழு நிமிடங்கள்
 விரிவெழுத்தில் எழுத நேரம் - ஒரு மணி 30 நிமிடங்கள்
 (பெரும மதிப்பெண்கள் : 100)
 கண்காணிப்பாளர் கவனத்திற்கு

1. பின்வரும் உரைப் பகுதியைத் தெளிவான, உரத்தக் குரலில், ஒரு தடவை மட்டுமே, எந்த ஒரு சொல்லையோ அல்லது சொற்றொடரையோ திரும்பப் படிக்காமலும், நிறுத்தக் குறிகள் எதையும் குறிப்பிடாமலும், தேர்வு எழுதுவோர்க்குப் படிக்க வேண்டும்.
2. இவ்வரைப் பகுதி நிமிடத்திற்கு 90 சொற்கள் (மூன்று எழுத்துக்கள் கொண்டது ஒரு சொல் என்று கணக்கிடும் முறையில்) வீதம், நிமிடப் பகுதிகளாகவும், ஒவ்வொரு நிமிடப் பகுதியும் மீண்டும் கால் நிமிடப் பகுதிகளாகவும் குறிக்கப்பட்டுள்ளது. படிப்பவர், வினாடி முள் கொண்ட கைக்கடிகாரத்தை வைத்துக் கொண்டு, படிக்கும்பொழுதே ஒவ்வொரு கால் நிமிடத்திலும் மொழிவின் வேகம் சரியாக உள்ளதா என்பதைக் கவனிக்க வேண்டும்.
3. படிக்கப்பட்டதைச் சுருக்கெழுத்தில் எழுதிக் கொள்ள வேண்டுமென்றும், சுருக்கெழுத்தில் எழுதிக் கொண்டதை, அதற்கு நேரான விரிவெழுத்தில் எழுத வேண்டுமென்றும் தேர்வு எழுதுவோர்க்குத் தெரிவிக்க வேண்டும்.
4. படிக்க ஆரம்பிக்கும் முன்னரே, படிப்பவர் வினாடி முள் கொண்ட கைக்கடிகாரத்தின் உதவியுடன் உரைப்பகுதி முழுவதையும் படித்துப் பார்த்து, குறிப்பிட்ட வேகத்தில் படிப்பதற்குத் தம்மைச் சரிப்படுத்திக் கொள்ள வேண்டும்.
5. விடை எழுத அனுமதிக்கப்பட்ட நேரம் முடிந்தவுடன், தேர்வு எழுதுவோர் தாங்கள் எழுதிய சுருக்கெழுத்துக் குறிப்பேட்டையும், விடைத்தாளையும் ஒன்றாக இணைத்துக் கண்காணிப்பாளரிடம் கொடுக்க வேண்டும்.
6. சுருக்கெழுத்துத் திறனுக்காக பத்து மதிப்பெண்கள் ஒதுக்கப்பட்டுள்ளன என்று மொழிவுக்கு முன்னரே தேர்வு எழுதுவோர்க்குத் தெரிவிக்க வேண்டும்.
7. "விரிவெழுத்தில் எழுதும்போது, கையெழுத்து தெளிவாக இருப்பதுடன், வரிகளுக்கிடையே உரிய இடைவெளி இருக்க வேண்டும்" என்று தேர்வு எழுதுவோர்க்கு அறிவிக்கப்பட வேண்டும்.

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மாண்புமிகு அமைச்சர் பெருமக்களே, உயர் அதிகாரிகளே,

காவல் துறை பணி நியமன ஆணை வழங்கும் விழாவில் கலந்து கொண்டு உங்களுையெல்லாம் சந்திப்ப/தில் பெருமகிழ்ச்சியும், பெருமையும் அடைகின்றேன். இந்தியாவிலேயே தமிழகம் முதன்மை மாநிலமாக விளங்க வேண்டுமென்ற அடிப்படையில், பல்வேறு நலத் திட்டங்களை நம்முடைய அரசு செயல்படுத்தி வருவதை நீங்கள் அனைவரும் அறிவீர்கள்.

அந்த வகையில் தமிழ்நாடு காவல் துறை தனிப் பெருமையோடு சிறப்பாகப் பணியாற்றி வருகிறது. அதன் காரணமாக, சட்டம்-ஒழுங்கு சிறப்பாக பராமரிக்கப்பட்டு வருவதோடு, குற்றங்களும் உடனடியாகக் கண்டுபிடி(1)க்கப்பட்டு, தமிழகம் அமைதிப் பூங்காவாகத் திகழ்ந்து கொண்டிருக்கிறது என்பதை நான் இந்த நேரத்தில் மிக்க மகிழ்ச்சியுடன் தெரிவித்துக் கொள்ள விரும்புகிறேன். இயற்கைப் பேரிடர் ஏற்படும் காலங்களில், காவல் துறை, தீயணைப்பு

மற்றும் மீட்புப் பணிகள் துறை, பிற துறைகளோடு ஒருங்கிணைந்து சிறப்பாக பணியாற்றி வருவதை நீங்கள் அறிவீர்கள். அதேபோன்று, சிறைத் துறையினரும் குற்றவாளிகளை நன்னடத்தை உள்ளவர்களாக மாற்றுவதற்கு சிறப்பான பணிகளை மேற்கொண்டு வருகிறார்கள்.

பல்வேறு மாநிலங்களை ஒப்பிடுகையில், தமிழகத்தில் இந்தத் துறையில் அதிக எண்ணிக்கையில் காவலர்கள் பணி(2)புரிந்து வருகிறார்கள். இந்த நிலையில், பொது மக்களுக்கு மேலும் சிறப்பான பாதுகாப்பு வசதிகளை அளிக்க வேண்டுமென்ற அடிப்படையில், இந்த ஆண்டு / காவல் துறையில் கூடுதலாக காவலர்கள் பணி நியமனம் செய்யப்பட்டிருக்கிறார்கள் என்பதை நான் பெருமிதத்துடன் தெரிவித்துக்கொள்கிறேன். காவல் துறையில் பணியாளர்கள் உரிய முறையில் தேர்ந்தெடுக்கப்பட வேண்டுமென்ற ஒரே நோக்கத்தில், இந்த அரசு ஒரு தனி வாரியத்தை இருபது ஆண்டுகளுக்கு /// முன்பு தொடங்கி,

அதன்மூலம் இன்று வரையில் எந்தவொரு புகாருக்கும் இடம் அளிக்காமல் சீருடைப் பணியாளர்கள் தேர்ந்தெடுக்கப்பட்டு வருகின்றார்(3)கள் என்பதை நான் மெத்த மகிழ்ச்சியுடன் தெரிவித்துக்கொள்கிறேன்.

கடந்த ஆண்டு சட்டமன்றத்தில் நடைபெற்ற நிதிநிலை அறிக்கையின்மீதான விவாதத்தின்போது நான் அறிவிப்பு வெளியிட்டதற்கு ஏற்ப, இந்த ஆண்டு இந்தப் பணி நியமனம் நடைபெற்று, காவலர்கள் தேர்ந்தெடுக்கப்பட்டிருக்கிறார்கள். // தொடர்ந்து சரித்திரம் படைக்கும் வகையில், நான்கு திருநங்கைகளும் காவலர்களாகத் தேர்ந்தெடுக்கப்பட்டிருக்கிறார்கள் என்ற செய்தியினை உங்//களோடு நான் பகிர்ந்துகொள்ள விரும்புகிறேன். அதுமட்டுமல்லாமல், ஆறாயிரத்திற்கும் மேற்பட்டவர்கள் இந்த துறையில் விரைவில் தேர்ந்தெடுக்கப்ப(4)ட உள்ளார்கள் என்ற மகிழ்ச்சியான தகவலை உங்களுக்குத் தெரிவித்துக்கொள்ள விரும்புகிறேன். இதன்மூலமாக தமிழ்நாடு காவல் துறையில் காலிப் ப/ணியிடங்களே இல்லை என்ற உயரிய நிலையை உருவாக்கி, உலகமே வியக்கும் வண்ணம் இத்துறையை உயர்த்துவதே இந்த அரசின் இலட்சியம் என்பதை நான் // தெரிவித்துக் கொள்கிறேன்.

தமிழ்நாடு காவல் துறையின் மொத்த எண்ணிக்கையில் ஏறக்குறைய மூன்றில் ஒரு பங்கு பெண் காவலர்கள் இருக்கிறார்கள். அந்த /// பெருமையைப் பெற்ற ஒரே மாநிலம் தமிழ்நாடு என்று சொன்னால் அது மிகையாகாது என்று சொல்லி, இந்த அரிய வாய்ப்புக்கு நன்றியைத் தெரிவித்துக் கொள்கிறேன். (5)

சென்னை, தியாகராய நகர், ரங்கநாதன் தெருவிலுள்ள மணிமேகலை அழகு சாதனங்கள் விற்பனை நிலைய உரிமையாளருக்கு, திருச்சி, கண்ணன் கூட்டமைப்பின் / மேலாளர் எழுதும் கடிதம். அன்புடையீர்,

வணக்கம். இரண்டு மாதங்களுக்கு முன்னர் தாங்கள் சில அழகு சாதனப் பொருட்களை குறிப்பிட்ட எண்ணிக்கையி//ல் உடனடியாக அனுப்பி வைக்குமாறு எங்களைக் கேட்டுக் கொண்டதற்கிணங்க, அவை தங்களுக்கு உரிய பாதுகாப்போடு அனுப்பி வைக்கப்பட்டது. பின்னர் /// அதனைப் பெற்றுக் கொண்ட தாங்கள், அவ்வாறு அனுப்பி வைக்கப்பட்டதில் சில வகை பொருட்கள் குறிப்பிட்ட நிறுவனங்களைச் சார்ந்தவையாக இல்லை என்று(6)ம், அவற்றை விற்பனை செய்வது கடினம் என்றும் தற்போது தெரிவித்திருக்கிறீர்கள். தாங்கள் எங்களிடம் ஏற்கெனவே கேட்டுக் கொண்ட வகை பொருட்களைத்/தான் நாங்கள் தங்களுக்கு அனுப்பி வைத்திருந்தோம். இருப்பினும், தங்களோடு எங்களுக்குள்ள நீண்ட கால வியாபாரத் தொடர்பின் காரணமாக, தாங்கள் குறிப்//பிடும் அந்த பொருட்களை நாங்கள் மீண்டும் பெற்றுக் கொள்ளத் தயாராக இருக்கிறோம் என்பதைத் தெரிவித்துக் கொள்கிறேன். தாங்கள் குறிப்பிடும் அப்பொ///ருட்களை தவிர்த்து, மீதமுள்ள பொருட்களுக்குண்டான தொகையை எங்களுக்கு காசோலையாக அனுப்பி வைக்குமாறு கேட்டுக் கொள்கிறேன்.

தங்கள் நம்பிக்கையுள்ள, (7)

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[பிரிவு (1) - சுருக்கத்திற்குரிய பகுதி - ஐந்து நிமிடங்கள்.

பிரிவு (2) - விரிவாக்கத்திற்குரிய பகுதி - நான்கு நிமிடங்கள்.]

[மூக்கியக் குறிப்பு:-

சுருக்கத்திற்கான பகுதியை மொழிந்து இரண்டு நிமிட இடைவெளிக்குப் பிறகு, விரிவாக்கத்திற்கான பகுதியை மொழிய வேண்டும். இவ்விரண்டு நிமிட இடைவெளிபின்போதும் தேர்வு எழுதுவோர் மொழிவு அறைக்கு வெளியே செல்லாமல் தம் இருக்கையிலேயே அமர்ந்திருக்க வேண்டும். இரண்டு மொழிவுகளையும் ஒரே சுருக்கெழுத்துக் குறிப்பேட்டில் எழுத வேண்டும்.]
சுருக்கம் மற்றும் விரிவாக்கம் செய்ய மொத்த நேரம் - 2 மணியும் 15 நிமிடங்களும்

(பெரும மதிப்பெண்கள்: 100)

பிரிவு (1) - சுருக்கம் : 40

பிரிவு (2) - விரிவாக்கம் : 60

பிரிவு (1) - சுருக்கத்திற்குரிய பகுதி கண்காணிப்பாளர் கவனத்திற்கு

1. பின்வரும் உரைப் பகுதியைத் தெளிவான, உரத்தக் குரலில், ஒரு தடவை மட்டுமே, எந்த ஒரு சொல்லையோ அல்லது சொற்றொடரையோ திரும்பப் படிக்காமலும், நிறுத்தக் குறிகள் எதையும் குறிப்பிடாமலும், தேர்வு எழுதுவோர்க்குப் படிக்க வேண்டும்.

2. இவ்வரைப் பகுதி நிமிடத்திற்கு 90 சொற்கள் (முன்று எழுத்துக்கள் கொண்டது ஒரு சொல் என்று கணக்கிடும் முறையில்) வீதம், நிமிடப் பகுதிகளாகவும், ஒவ்வொரு நிமிடப் பகுதியும் மீண்டும் கால் நிமிடப் பகுதிகளாகவும் குறிக்கப்பட்டுள்ளது. படிப்பவர், வினாடி முள் கொண்ட கைக்கடிகாரத்தை வைத்துக் கொண்டு, படிக்கும்பொழுதே ஒவ்வொரு கால் நிமிடத்திலும் மொழிவின் வேகம் சரியாக உள்ளதா என்பதைக் கவனிக்க வேண்டும்.

3. படிக்கப்படும் உரைப் பகுதியை சுருக்கெழுத்தில் எழுதிக் கொள்ள வேண்டுமென்றும், அதை 150 சொற்களுக்கு மிகாமல், அயற்கூற்றில், கடந்த கால வினைச் சொல்லாக்கத்தில், தகுந்த தலைப்புடனும், உட்தலைப்புடனும், பொழிப்பு அறிக்கையாகச் சுருக்கி அளிக்க வேண்டுமென்றும், சுருக்கி அளிக்கப்பட்ட விடையில் உள்ள வார்த்தைகளை எண்ணி, விடையின் கடைசியில் குறிக்க வேண்டுமென்றும் தேர்வு எழுதுவோர்க்கு மொழிவுக்கு முன்னரே தெரிவிக்க வேண்டும்.

4. படிக்க ஆரம்பிக்கும் முன்னரே, படிப்பவர் வினாடி முள் கொண்ட கைக்கடிகாரத்தின் உதவியுடன் உரைப்பகுதி முழுவதையும் படித்துப் பார்த்து, குறிப்பிட்ட வேகத்தில் படிப்பதற்குத் தம்மைச் சரிப்படுத்திக் கொள்ள வேண்டும்.

5. விடை எழுத அனுமதிக்கப்பட்ட நேரம் முடிந்தவுடன், தேர்வு எழுதுவோர் தாங்கள் எழுதிய சுருக்கெழுத்துக் குறிப்பேட்டையும், விடைத்தாளையும் ஒன்றாக இணைத்துக் கண்காணிப்பாளரிடம் கொடுக்க வேண்டும்.

6. சுருக்கெழுத்துத் திறனுக்காக ஐந்து மதிப்பெண்கள் ஒதுக்கப்பட்டுள்ளன என்று மொழிவுக்கு முன்னரே தேர்வு எழுதுவோர்க்குத் தெரிவிக்க வேண்டும்.

7. "விரிவெழுத்தில் எழுதும்போது, கையெழுத்து தெளிவாக இருப்பதுடன், வரிகளுக்கிடையே உரிய இடைவெளி இருக்க வேண்டும்" என்று தேர்வு எழுதுவோர்க்கு அறிவிக்கப்பட வேண்டும்.

சட்டமன்றப் பேரவையில் மாண்புமிகு அரிய கருத்துக்களை எடுத்து
முதலமைச்சர் அவர்கள் ஆற்றிய வைத்தமைக்காக முதற்கண் என்
உரையாவது: நன்றியைத் தெரிவித்துக்கொள்கிறேன்.

மாண்புமிகு பேரவைத் தலைவர் மாண்புமிகு உறுப்பினர்கள் அனைவரும்
அவர்களே, மேதகு ஆளுநர் அவர்கள் / உரையைப் /// பாராட்டியும், எதிர்க்கட்சி
இந்த மாமன்றத்தில் உவந்தளித்த உறுப்பினர்கள் சிலர் குற்றஞ்சாட்டியும்
பேருரைக்கு நன்றி தெரிவிக்கும் தங்களது கருத்துக்களை எடுத்து
தீர்மானத்தினமீது நடைபெற்ற விவாதத்தில் வைத்துள்ளனர்.

மாண்புமிகு உறுப்பினர்கள் தங்க//ளது தமிழக மக்களின் வள(1)மான
வாழ்விற்கான திட்டங்களையும், அதனைச்

செயல்படுத்தியதன் காரணமாக தமிழக அரசிற்குக் கிடைத்த பெருமையையும், புகழையும் பல்வேறு பத்திரிகை/கள் பாராட்டியுள்ளன. ஆளுநர் உரையில் தமிழ்நாடு அரசின் கொள்கைகளும், பல்வேறு திட்டங்களும், சாதனைகளும் குறிப்பிடப்பட்டுள்ளதை விடுத்து, சா//தனைகளுக்காகப் பெறப்பட்ட விருதுகள் பட்டியலிடப்பட்டுள்ளதை தற்பெருமை என்று எதிர்க்கட்சியைச் சார்ந்த மாண்புமிகு உறுப்பினர் விமர்சனம் செய்துள்ளார். மத்திய அரசால் வழங்கப்படும் விருதுகள், தமிழக அரசின் சாதனைகளுக்கான பாராட்டுகள் என்கிற முறையில் அவற்றை எடுத்த(2)துக்கொள்ள வேண்டுமேயன்றி, மாண்புமிகு உறுப்பினர் குறிப்பிட்ட கருத்து ஏற்படையதல்ல என்பதைத் தெரிவித்துக் கொள்கிறேன்.

மக்களின் குடிநீர்ப் பி/ரச்சினையைத் தீர்க்கும் வகையிலும், வேளாண் பெருமக்கள் மகிழ்ச்சியடைகிற வகையிலும் கடுமையாக உழைக்கின்ற இந்த அரசின் செயல்பாடுகளுக்கு வ//லுசேர்க்கும் வகையிலும் மாநிலம் முழுவதும் பருவமழை பொழிந்து தூர்வாரப்பட்ட பெரும்பாலான நீர்நிலைகள் நீர் நிரம்பி இருக்கின்றன. தமிழ் நாட்டின் /// வறட்சியான பகுதிகளிலுள்ள விவசாயிகளின் துயர் துடைக்கவும் அப்பகுதிகளில் நீராதாரத்தினை உயர்த்தவும் காவேரி-குண்டாறு திட்டத்தின் முத(3)ற்கட்டப்

பணிகளைச் செயல்படுத்த நடவடிக்கை எடுக்கப்பட்டு வருகிறது என்பதை மகிழ்ச்சியுடன் தெரிவித்துக்கொள்கிறேன்.

கல்வி என்பது மனிதனை சிந்திக்க வைக்கக்கூடியதாக இருக்க வேண்டும் என்பதை நன்கு உணர்ந்த இந்த அரசு, பன்னிரெண்டாம் வகுப்பு வரையில் புதிய பாடத் திட்டங்//களை வெளியிட்டுள்ளது என்பதையும், ஆசிரியர் காலிப் பணியிடங்கள் துரிதமாக நிரப்பப்பட்டு வருகின்றன என்பதையும், பள்ளிகளின் தரம் உயர்//த்தப்பட்டு வருகிறது என்பதையும் இந்த மாமன்றத்திற்குத் தெரிவித்துக்கொள்ள விரும்புகிறேன்.

அமைதி, வளம், வளர்ச்சி என்ற கோட்பாட்டிற்கேற்ற(4)ப, தமிழ்நாட்டில் சட்டம் ஒழுங்கு சிறப்பாகப் பேணப்பட்டு வருகிறது. அனைத்துத் துறைகளும் வளர்ச்சி காண ஆக்கபூர்வமான திட்டங்களைத் தீட்டி/ இந்த அரசு செயல்படுத்தி வருகின்றது என்பதைத் தெரிவித்துக்கொள்கிறேன். மாண்புமிகு உறுப்பினர்கள் இங்கே தெரிவித்த கருத்துக்கள் அவைக் கு//றிப்பில் பதிவு செய்யப்பட்டுள்ளன. அவை குறித்து அரசு மிக கவனமாகப் பரிசீலித்து உரிய நடவடிக்கை எடுக்கும் என்பதைத் தெரிவித்துக்கொண்டு, /// மாண்புமிகு உறுப்பினர்கள் அளித்துள்ள திருத்தங்களை திரும்பப் பெற்று, தீர்மானத்தினை நிறைவேற்றித் தருமாறு அன்போடு கேட்டுக் கொள்கிறேன். நன்றி. (5)

பிரிவு (2) - விரிவாக்கத்திற்குரிய பகுதி

கண்காணிப்பாளர் கவனத்திற்கு

1. பின்வரும் உரைப் பகுதியைத் தெளிவான, உரத்தக் குரலில், ஒரு தடவை மட்டுமே, எந்த ஒரு சொல்லையோ அல்லது சொற்றொடரையோ திரும்பப் படிக்காமலும், நிறுத்தக் குறிகள் எதையும் குறிப்பிடாமலும், தேர்வு எழுதுவோர்க்குப் படிக்க வேண்டும்.
2. இவ்வரைப் பகுதி நிமிடத்திற்கு 90 சொற்கள் (மூன்று எழுத்துக்கள் கொண்டது ஒரு சொல் என்று கணக்கிடும் முறையில்) வீதம், நிமிடப் பகுதிகளாகவும், ஒவ்வொரு நிமிடப் பகுதியும் மீண்டும் கால் நிமிடப் பகுதிகளாகவும் குறிக்கப்பட்டுள்ளது. படிப்பவர், வினாடி முள் கொண்ட கைக்கடிகாரத்தை வைத்துக் கொண்டு, படிக்கும்பொழுதே ஒவ்வொரு கால் நிமிடத்திலும் மொழிவின் வேகம் சரியாக உள்ளதா என்பதைக் கவனிக்க வேண்டும்.
3. படிக்கப்படும் கற்பனைக் கதைங்கள் முதலியவற்றின் குறிப்புகளைச் சுருக்கெழுத்தில் எழுதிக் கொள்ள வேண்டுமென்றும், அக்குறிப்புகளைக் கொண்டு ஒவ்வொரு வினாவிற்கும் ஏற்ற வகையில், தேவைப்படும் இடங்களில் கையொப்பமிடுவதற்கேற்ப, உரிய படிவத்தில் விரிவாக்க வேண்டும் என்றும் தேர்வு எழுதுவோர்க்கு மொழிவுக்கு முன்னரே தெரிவிக்க வேண்டும்.
4. ஒவ்வொரு வினாவின் எண்ணையும் படிக்க வேண்டும். ஆனால், ஒவ்வொரு வினாவிற்கும் ஒதுக்கப்பட்டுள்ள மதிப்பெண்கள் மொழிவிற்குப் பின்னர்தான் தேர்வு எழுதுவோர்க்குத் தெரிவிக்கப்பட வேண்டும்.
5. படிக்க ஆரம்பிக்கும் முன்னரே, படிப்பவர் வினாடி முள் கொண்ட கைக்கடிகாரத்தின் உதவியுடன் உரைப்பகுதி முழுவதையும் படித்துப் பார்த்து, குறிப்பிட்ட வேகத்தில் படிப்பதற்குத் தம்மைச் சரிப்படுத்திக் கொள்ள வேண்டும்.
6. விடை எழுத அனுமதிக்கப்பட்ட நேரம் முடிந்தவுடன், தேர்வு எழுதுவோர் தங்கள் எழுதிய சுருக்கெழுத்துக் குறிப்பேட்டையும், விடைத்தாளையும் ஒன்றாக இணைத்துக் கண்காணிப்பாளரிடம் கொடுக்க வேண்டும்.
7. சுருக்கெழுத்துத் திறனுக்காக ஐந்து மதிப்பெண்கள் ஒதுக்கப்பட்டுள்ளன என்று மொழிவுக்கு முன்னரே தேர்வு எழுதுவோர்க்குத் தெரிவிக்க வேண்டும்.
8. "விரிவெழுத்தில் எழுதும்போது, கையெழுத்து தெளிவாக இருப்பதுடன், வரிகளுக்கிடையே உரிய இடைவெளி இருக்க வேண்டும்" என்று தேர்வு எழுதுவோர்க்கு அறிவிக்கப்பட வேண்டும்.

1. ஈரோடு சிப்காட் தொழில் வளர்ச்சி மைய வளாகத்தில் படர்ந்துள்ள முட்புதர்களை அகற்றி, ஒதுக்கீட்டுப் பகுதிகளைச் சுற்றி முள்வேலி அமைக்கும் பணி/க்காக மூடி முத்திரையிடப்பட்ட ஒப்பந்தப் புள்ளிகள் அரசு சார்பு நிறுவனங்களில் பதிவு பெற்ற கட்டுமானப் பணிகளில் அனுபவம் பெற்ற ஒப்பந்தக்காரர்களிடமிருந்து சென்னை, தமிழ்நாடு தொழில் முன்னேற்ற நிறுவனத்தின் கண்காணிப்பு பொறியாளரால் வரவேற்கப்படுகின்றன. பணியின் தோராய /// மதிப்பு இருபது இலட்சம் ரூபாய். ஒப்பந்தப்புள்ளி ஆவணங்களை ரூபாய் இருநூறு செலுத்தி, தலைமை அலுவல(1)கத்திலிருந்து வேலை நாட்களில் பெற்றுக்கொள்ளலாம். மூடி முத்திரையிடப்பட்ட ஒப்பந்தப்புள்ளிகள் சனவரித் திங்கள் நான்காம் தேதி பிற்பகல் 198/9—3

மூன்/று மணி வரை பெறப்பட்டு, நான்கு மணிக்கு திறக்கப்படும். ஒப்பந்தப்புள்ளி அறிவிப்பு தயார் செய்க.

(மதிப்பெண்கள் 20)

2. தமிழ்நாடு சிமெண்ட்ஸ் நிறுவனத்தால் புதிதாக // அரியலூரில் துவங்கப்பட்டுள்ள தொழிற்சாலைக்கு நேர்முக உதவியாளர் பணியிடத்திற்கு விண்ணப்பங்கள் வரவேற்கப்படுகின்றன. கல்வித் தகுதி /// ஏதேனும் ஒரு பட்டப்படிப்பு. சுருக்கெழுத்து மற்றும் தட்டச்சு முதுநிலைத் தேர்வில் தேர்ச்சி பெற்றிருக்க வேண்டும். வயது முப்பதுக்கு மேற்படாம(2)ல் இருக்க வேண்டும். இருபத்தைந்தாயிரம் ரூபாய் சம்பளம். விண்ணப்பங்கள் பொது மேலாளர், தமிழ்நாடு சிமெண்ட்ஸ் நிறுவனம், அண்ணா சாலை, சென்னை என்ற முகவரிக்கு சனவரி இருபதாம்

[திரும்புக...

தேதிக்குள் அனுப்பப்பட வேண்டும்.
விளம்பரம் தயார் செய்க.

(மதிப்பெண்கள் 15)

3. ராணிப்பேட்டை மாவட்டம்,
அரக்கோணத்தில் உள்ள தனியா//ர் ஆடை
ஏற்றுமதி நிறுவனத்தில் பணிபுரியும் பெண்
ஊழியர்கள் அந்த நிறுவனத்திற்குச்
சொந்தமான பேருந்தில் பள்ளிப்பட்டு என்ற
இடத்திலிருந்து//து பணியிடத்திற்கு பயணம்
செய்து கொண்டிருந்தனர். பேருந்து
பொன்பாடி அருகில் சென்று
கொண்டிருந்தபோது கட்டுப்பாட்டை
இழந்து சாலையில் கவிழ்ந்த(3)து.
இருபதுக்கும் மேற்பட்டோர்
காயமடைந்தனர். விபத்தை நேரில்
பார்த்தவாறு விவரிக்க.

(மதிப்பெண்கள் 10)

4. மறைமலைநகர் நகராட்சியால்
சேகரிக்கப்படும் குப்பைகள் / அங்குள்ள
தனியார் தொழிற்சாலை அருகே கொட்டி
வைக்கப்படுகின்றன. எரியூட்டப்படுவதால்
அருகிலுள்ள தொழிற்சாலைகளில்
பணிபுரிபவர்களுக்கும், // சுற்றி குடியிருந்து
வரும் மக்களுக்கும் எரிச்சல், சுவாசக்
கோளாறு உள்ளிட்ட பிரச்சினைகள்
ஏற்படுகின்றன. இதற்கு நிரந்தரத் தீர்வு
காண மறை//மலைநகர் நகராட்சி நிர்வாகம்
நடவடிக்கை எடுக்க வேண்டும். நகராட்சி
ஆணையருக்கு குடியிருப்போர் நலச்
சங்கத்தின் சார்பாக கடிதம் வரைக. (4)

(மதிப்பெண்கள் 10)

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