

SHORTHAND ENGLISH

This **FREE** booklet contains

**Tamil Nadu Government Technical
Examinations AUGUST 2023**

Question papers
with outlines and model answers

by



R. RAJAGOPALAN

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

Retd: Indian Bank

Principal

[Holder of **FIRST CLASS** certificate in
English Shorthand @ 200 wpm.]

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My dear friends,
 It is always a pleasure to meet and address
 the new generation since in their minds and /
 eyes there is fond hope for the future. Anyway, I
 shall endeavour my best to say a few words to //
 them. In this connection, I offer my sincere
 thanks to you all for giving me this opportunity to
 meet and /// give out few thoughts of mine to
 you with pleasure.
 We have seen mighty changes in the world
 such as (1) geo-political tensions, pollution,
 earthquakes, havocs, etc., On the other hand,
 advance made by Science and Technology in
 recent years / is the greatest revolution of all.
 But, as of now, the pace of change has been very
 fast and it // has been difficult for men and
 women to adjust themselves in this fast
 changing situation.
 We shall try to bring /// about a welfare
 state in India. In any event, we cannot stop or
 reverse the current of change. I am (2) afraid the
 disintegration of society will proceed in spite of
 all material advances.
 The Government of Tamil Nadu has already
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 well as in the city // limits by frequently
 conducting global meet with foreigners and other
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 The unemployment /// problem is
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 estimated that our population had crossed
 hundred million people, ranking first in the
 world, over-riding China. / We have to think
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 In a developing country like ours, in spite
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In a developing country like ours, in spite of financial difficulties, heavy // allocation is

being made for education and the Government expects an educated person owes a duty to society to use /// properly their knowledge and training, for the general advancement of the common people of our country, which can make real (4) progress.

However, we are fortunate in having a strong and stable government at the Centre and in our State and / they will meet the problems in an effective way. At the same time, every one of us has a sole // responsibility to discharge as no Government can be expected to carry the burden except with the co-operation of the whole /// nation. I am happy to offer you my congratulations and hope to gain brighter future in the years to come. (5)

Letter from Messrs. Anand and Company, Chennai to Messrs. Ravi Enterprises Limited, Hyderabad.

Dear Sirs,

We are in receipt of / your Letter of the 3rd instant, and regret to state that we are unable to give you the information you // need. We can assure you that we should be pleased to do so if it were possible. We are surprised /// to hear that the funds trend are not safe and we cannot understand the reality of the situation.

You know (6) we are having business connection with several parts of the world. Please intimate to us the current situation so as / to enable us to proceed further in the matter. In case you could not furnish any details within a fortnight, // we shall be forced to disconnect our deal. We hope and trust that you would not come to such a /// conclusion.

Expecting your reply with regard to the position at present and let us have a suitable reply.

Yours faithfully, (7)

ADVANCED READING

Handwritten notes in Telugu script on a lined background, appearing to be a student's response to the reading passage. The text is dense and covers most of the left column.

Friends,

The management with the grace of God and with the co-operation of the Central and State Governments, could achieve its objective to start the / plant at the earliest possible.

You are aware that the country has faced an acute shortage of tyres and tubes to meet home and export // demand. The consumers have suffered badly because adequate capacity has not been created. To relieve the shortage of tyres and meet increasing demand, the Fifth /// Five Year plan has fixed a target of eleven million automobile tyres by 1979. I would like to point out that if tyre (1) shortage is to be avoided, it is necessary that the Government should examine why new capacity is not being established. In my opinion, it is / because of the fact that investment is not remunerative. A new tyre plant today requires an investment of more than Rs.30 crores as against // the investment of Rs.9 crores in old plants. Thus investment cost has increased four fold. Unless this additional investment is made remunerative, new companies /// will not come up. The only way to compensate the disadvantage of high investment cost to new companies is by giving them suitable rebate in (2) excise duty so that their cost of production may come at par with old companies and there may be fair competition with existing manufacturers. The / rebate in excise duty will not only help growth of industry but will also bring more revenue to the Government by faster development of the // industry.

It is a matter of great pride that your plant has been completed in record time of less than two years. We had to /// face various difficulties in procuring equipment in time, both indigenous and imported. There was also shortage of steel, cement and other construction materials and power. (3)

It is a great pleasure for me to extend to you all a cordial welcome to the Third Annual General Meeting and to present to / you the Directors' Report and audited statement of accounts of the company for the year ending 30th April 1974.

As you all know, // the country and the world

have been passing through very difficult period for the last two years due to drought, shortage of food grains, inflation /// of currency and oil crisis. Your company was adversely affected by all these factors, resulting in rise in project cost and delays in supplies, etc. (4)

We were able to overcome all these various hurdles and the entire erection was completed within a period of six months due to ingenuity and / efforts of the dedicated staff of the company. You will be glad to know that the tyres produced in your factory are excellent in quality // and can be compared favourably with the best tyres available in India and abroad. Our tyres are already in use by very experienced truck and /// fleet operators and they have all unanimously acclaimed the quality and uniformity of the product. We can proudly say that the plant is very modern. (5)

From the Admin, Mani Mala Printers,
Tirunelveli to Messrs. Victoria and Company, Thomas
Road, Thoothukudi.

Dear Sirs,

We have great pleasure in introducing ourselves as / one of the leading printers of modern calendars, diaries and also various attractive advertising materials. As the new year is approaching, I am sure you // will realise that the best way to get more and more customers for the coming year is to supply them beautiful calendars. We wish to /// suggest that attractive picture calendars with your company's name printed on them will prove to be an excellent medium of advertisement. This will keep your (6) company's name fresh in the memory of your customers for a full year. We have supplied such fine calendars to a number of leading firms / in your place in past years and all of them are continuously placing orders for more and more of these calendars.

Our representative Mr. Suresh // will call on you sometime in the last week of this month. He will then show you the samples of all the calendars and diaries. /// After having a look at them, you may place your final order. We will promptly execute it and cooperate to your fullest satisfaction.

Yours faithfully, (7)

ADVANCED READING

Speedstar/IEL/92

Handwritten Tamil text on the left side of the page, consisting of approximately 25 lines of cursive script. The text appears to be a student's response to the reading questions, though it is largely illegible due to the cursive style and some fading.

1. Sealed Tenders are invited by the Chief Engineer, Public Works Department, Madurai, for formation of new road for the Housing Colony. Estimated cost of / the work Rupees seven lakhs. Earnest Money deposit Rupees sixteen thousand. The work should be completed within five months. Tender forms can be had from // the Executive Engineer of Public works Department on all working days from 5th August to 20th August 2019 between 10.00 a.m. /// and 5.00 p.m. on payment of Rs.1,000 in cash. Contractors should have registered with the Trust under "Class B" or above. Contractors (1) should have executed similar type of works and completion certificate of such works should be enclosed with the request for issue of tender forms. Tenders / will be received up to 3.00 p.m. on 22nd August and will be opened at 4.00 p.m. on the same day. Draft // Tender Notice.

(30 Marks)

2. Vivekanandha College of Engineering, Virudhunagar invites applications for the post of Principal. Candidates should possess First Class Bachelor or Master level Degree in /// Engineering Technology with ten years of distinguished experience in teaching and research, out of which 8 years must be at the level of Professor or (2) equivalent. Administrative experience in a responsible position is desirable. The applicant should be above Forty Seven but below Fifty Seven years. The appointment will be / made by the Board of Governors of the college on contract basis for a period of five years and renewable for a further term of // five years depending upon performance. Applications should be submitted along with a passport size photograph within fifteen days to the Principal, Vivekanandha Engineering College, 6, /// Kamaraj Road, Virudhunagar. Draft Advertisement.

(25 Marks)

3. Two Passengers of a private Transport Bus were killed when it collided head-on with a Truck coming in (3) the Opposite direction on Kanyakumari-Nagercoil Road. The Truck driver did not observe lane regulations on the road and was driving his vehicle in a / rash and negligent manner. The Driver and cleaner of the Truck fled the scene after the accident. The Driver and Conductor of the Bus who // were seriously injured had been admitted to the nearby Multi-speciality Private Hospital. The other injured persons were given first aid. The bus was coming from /// Kanyakumari to Tirunelveli and the truck was proceeding towards Kerala. This is the third accident in that spot within a month. Draft Eye-Witness account (4).

(20 Marks)

Answer to Question 1:**1535****August 2023**

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

GOVERNMENT OF TAMIL NADU
Public Works Department
Madurai 625 001

TENDER NOTICE

No.PWD/NRHC/21 dated 7th July 2019

(Maximum Marks 100)
PITMAN SYSTEM

SECTION II

On behalf of the Governor of Tamil Nadu, sealed tenders are invited for the formation of new road for the Housing Colony as per details given below:

- I Elaborate the notes dictated to you in proper letter or documentary form for signature wherever required. 80
- II In which cases is the aspirate "H" represented by a tick? Give examples. 4
- III
- What is a Dipthong? 2
 - Explain, with an example, how the prefix 'self-con' is represented in Shorthand. 2
 - Explain, with examples, any two rules as to how special Contractions are formed. 4
- IV Write the following words in shorthand: 8

- Trifler
- Corner
- Punish
- Leather
- Hansom
- Uphill
- dash
- Embower

Job description	Formation of new road for the Housing Colony
Estimated cost of work	Rs.7,00,000/-
Earnest Money Deposit	Rs.16,000/-
Period of completion	The work should be completed Within five months from the date of awarding the contract
Availability of tender forms	Tender forms can be had from the Executive Engineer from 5 th to 20 th August 2019 between 10 am and 5 pm
Cost of tender forms	Rs.1,000/- payable in cash.
Eligibility	(1) Contractors should have registered with the Trust under "Class B" or above. (2) Contractors should have executed similar type of works and completion certificate of such works should be enclosed with the request for issue of tender forms.
Last dated for receipt of tenders	3.00 pm on 22 nd August 2019.
Opening of Tender forms	Tender forms will be opened at 4.00 pm on the same day in the presence of attending tenderers.

Sd/-
CHIEF ENGINEER

Answer to Question 2:

VIVEKANANDHA COLLEGE OF ENGINEERING
VIRUDHUNAGAR 626001

requires

PRINCIPAL

Applications are invited from eligible candidates for the post of PRINCIPAL for Vivekanandha College of Engineering, Virudhunagar details of which are given below:

Name of Post	Principal
Number of vacancy	One
Qualification	First Class Bachelor or Master Level Degree In Engineering Technology
Experience	Minimum ten years of distinguished experience of which atleast 8 years must be at the level of Professor or equivalent. Administrative experience in a responsible position is desirable.
Age	Above 47 but below 57
Term of appointment	The appointment will be made by the Board of Governors of the College on contract basis for a period of FIVE years and renewable for a further period of FIVE years depending upon performance.
Last date for application	Intending candidates should submit application along with a recently taken passport size photograph within 15 days of this advertisement to The Principal Vivekanandha Engineering College 6 Kamaraj Road Virudhunagar – 626 001

Answer to Question 3:

An eye-witness account:

BUS-TRUCK COLLISION – Toll 2

When I was on a stroll on the morning of 10th August 2023, I was shocked to witness an horrible accident involving a Bus and a Truck. The bus was coming from Kanyakumar to Tirunelveli with over 40 passengers. When the bus was coming in Kanyakumari-Nagercoil road it collided head-on with a Truck coming in the opposite direction. The truck was proceeding towards Kerala. As I observed, the truck driver did not observe lane regulations on the road and was driving his vehicle in a rash and negligent manner. Soon after the accident, the driver and the cleaner of the truck fled the scene. Two passengers in the bus died on the spot as a result of head-on collision.

On seeing the accident, I immediately telephoned to local Police and Fire and Rescue Stations who arrived immediately. The Driver and Conductor of the bus who were seriously injured, had been admitted in the nearby multi speciality private hospital. The other injured persons were given first aid treatment at the hospital and discharged.

Tirunelveli
August 10, 2023.

Sd/-
S. CHANDRIKA

PRINCIPAL

PART I – ELABORATION – 1347

Q.No.	Question	Marks to be allotted for			Total Marks
		Format	Points	Adequate Elaboration	
1	Tender Notice	5	20	5	30
2	Advertisement	5	15	5	25
3	Eye-witness	4	12	1	20
				Shorthand performance	5
				Total marks	80

Part II – Theory – 1535

II. In which cases is the aspirate "H" represented by a tick? Give examples: (Marks: 4)

Ans: When preceding strokes h m, h l, and h r, initial 'h' is represented by a short tick. It is written in the direction of downward 'h'.

Eg., h home h healthy h harm

The 'Tick H' may be employed medially in phrasing but not in words; for whom h of her h to her h

III. a. What is a diphthong? (Marks: 2)

Ans: A diphthong is a union of two vowel-sounds in one syllable.

b. Explain, with examples, how the prefix 'self-con' is represented in Shorthand? (Marks: 2)

Self-con is indicated by a disjoined circle s written in the position of

the con- dot; eg., sc self-control sh self-confident

c. Explain, with examples, any two rules as to how special contractions are formed. (Marks: 4)

Special contractions are formed

(a) by employing the first two or three strokes of the full outline as in

perform h advertisement h

(b) By medial omission, as in intelligence h sympathetic h

(c) By using logograms, as in something h remarkable h

(d) By "Intersection" enlarge h nevertheless h

IV. Write the following words in shorthand: (Marks: 8)

- a. Trifler h
- b. Corner h
- c. Punish h
- d. Leather h
- e. Hansome h
- f. Uphill h
- g. dash h
- h. Embower h

ADVANCED READING

Handwritten notes in a cursive script, likely a student's response to the reading passage. The notes are written on lined paper and cover the entire left side of the page.

Ladies and Gentlemen,

I would like to say a few words on some of the matters that were discussed in this seminar during the last few days. Of course, these / subjects have been under discussion from time to time, in some form or other. First of all, I think it will be proper for me to take up the matter // of economic development in the country. There is no doubt that, after Independence many schemes have been taken up and implemented by the Government. For instance, on account of the /// execution of a number of major and minor irrigation schemes wherever possible, thousands of acres of Land have been brought under cultivation in different parts of the country. Therefore, it (1) has been possible to increase the food production to meet the requirements of the people of this country. It is a matter for satisfaction that increase in food production has / not only enabled the people to get their requirements of foodgrains without any difficulty, but has also improved the economy of the cultivators. It has also been possible for us // to reduce the import of foodgrains from other countries.

As a matter of fact, the country has not only become self-sufficient in the matter of food production but also /// reached the stage of exporting foodgrains to other countries. I hope and trust that you are aware that this policy of the Government in the matter of increasing the food (2) production has contributed very much to the economic development of the country. On this occasion, we will have to remember that this has been made possible on account of a / number of incentives given by the Central Government as well as the State Governments. We are aware that the Governments are supplying chemical fertilizers, etc. at subsidised rates. I may // mention in particular that the electricity charges have been fixed at a Lower rate for agricultural purposes when compared to the industrial sector. Some States give free electricity for agricultural /// production. The most important matter is that the foodgrains produced are purchased by the Government authorities as soon as the harvest is over. This is a great incentive to the (3) farmers because, on account of this arrangement, the producers are able to sell their produce not only at a reasonable price but also without delay. This will enable the ryots / to set apart a sizeable sum of money for agricultural operation for the next season.

Within the short time at my disposal, I do not want to go into detail // on this matter. Nevertheless, I would like to appeal to the Ministers and Officers of the Central and State Governments who are present here to help the farmers in such /// a manner that they may devote their best attention on food production.

Having made the country self-sufficient in the matter of food production, the standard of living of the (4) people has to be raised so that they will be in a position to spend and buy their day to day requirements such as food grains, clothing and other things. For / this purpose, a number of large scale industries, small scale industries and cottage industries have been started in the public sector, private sector and joint sector in various parts of // the country and these provide employment opportunities to a large number of the population. However, considering the unemployment problem facing the country, I request the Government to see that more ///and more opportunities are created for providing employment to young men and women so that the whole nation works with a view to make the country economically sound and prosperous. (5)

Dear Sirs,

We thank you very much for your kind letter dated 10th instant, appointing us as your Agent for Trichy. We are grateful to you for your action in / this regard. We would like to take this opportunity to inform you about our Company.

We are the dealers for the various goods in Trichy and we are representing over // 10 companies at the present time. We have been making prompt payment to our suppliers even though we may not be getting payment from the parties to whom we have /// sold our goods. We have a credit facility of Rupees 5 lakhs by way of overdraft with our Bank. Therefore, you can rest assured of timely payment by us. We (6) enclose herewith our orders for your goods and you may send them by lorry within two weeks. The bill may be sent through our bankers. We would like to insist / that the goods supplied by you must be of good quality and you should be in a position to take back any unsold goods which are not satisfactory. For such // goods, you have to supply fresh ones and bear the cost of freight not only for the replacement of goods but also for taking back the returned goods. We shall /// place our order in the first week of every month. We are sure that our business connection will improve in the years to come.

Thanking you,

Yours faithfully,
Managing Director. (7)

ADVANCED READING

Handwritten Tamil text on lined paper, appearing to be a student's response to the reading passage. The text is written in a cursive style and covers most of the left column of the page.

Speaking in the Tamil Nadu Legislative Assembly, an Honourable Member Said:

Sir, The first point I would like to mention is about the Doctors. It is not enough if a / doctor has only the healing touch. We cannot cure disease by his healing touch. We should understand that drugs are necessary to cure diseases. But on the other hand we // are limiting the amount of money spent on drugs. In these circumstances, in view of the fact that we have a large population and a large number of patients in /// our hospitals, it may not be possible for the drugs to reach the people to cure them. So I want to make it clear that the Government must be prepared (1) to allot more money for purchasing the drugs for Primary Health Centres and other hospitals. If that is not done, I think we may not succeed in taking medical care / to the villages.

I will now refer to another point and that is about petroleum products. In the note given to us, it has been said that the Ministry of // Petroleum is concerned with the planning of production as well as the policy of pricing in regard to petroleum products. I am told that so far as the petroleum products /// are concerned no planning has been made. Similarly, so far as the pricing is concerned, I am told that no decision has been taken. If that is so, we will (2) be doing harm to the national economy. It is, therefore, necessary that early action should be taken in regard to planning of production as well as pricing of petroleum products. / As it is, the present position is that we have got the necessary raw material, but we cannot enter upon production of petroleum products. The raw material will have to // be used. Otherwise, it is bound to waste to some extent. Therefore, it is necessary that planning for production of petroleum products must be made at the earliest opportunity and /// the pricing policy must be decided upon at the earliest moment.

Sir, the next point I would like to take up is Banks. I consider that Bank nationalisation is one (3) of the biggest achievements of our country. It was a turning point in our economic history. We are not allowing Banks to rest on their past reputation and

achievements. As / a result of our drive, there has been a big growth in rural deposits and in the number of branches opened. We are giving loans to as many people as // possible who are credit-worthy. Some people do not want us to succeed in this objective. So, problems are being created and false propaganda made in order to bring this /// credit-worthy programme into discredit. I appeal to them to avoid such anti-national and anti-social activities.

Sir, now a days functioning of Stock Exchanges is causing a great (4) concern to us. The recent scam in the stock market is really very bad and it will affect our image in the world market. I request the Finance Minister to / conduct a detailed enquiry into this and place the facts before this House. I take this opportunity to point out that the functioning of banks should be reorganized in a // very good manner so as to avoid any other scam in the future. I would even suggest that Government should set up a separate police force for detecting bank frauds. ///

With these words, I conclude my speech and thank all the members of the House for their patience. I also personally thank the Speaker for the opportunity given to me. (5)

TNGTE - Senior - Elaboration - August 2023 - Code No.1979 - CD.2322/53-55

1. Draft a tender notice from the Project Engineer, Tamil Nadu Tourism Development Corporation, Udthagamandalam, for the supply of paints, varnishes and hardware items for Tamil Nadu Tourism Development Corporation / Complex, Udthagamandalam. Cost of tender schedule Rs.1,000/-. Earnest Money Deposit Rs.50,000/-. Validity of offer 90 days from date of opening of tenders. Application for tender schedules // should be submitted before 7th May 2023. Earnest money deposit in the form of draft issued by any nationalised bank in favour of Project Engineer will be /// accepted. Tenders in sealed covers should reach Project Engineer by 3 p.m. on or before 24th May 2023. Tenders received after due date or without (1) Earnest Money Deposit will be summarily rejected. Project Engineer reserves the right to accept or reject tenders without assigning reasons.

(20 Marks)

2. Tamil Nadu Public Service Commission, Chennai, invites applications for / the post of English Reporter in the Legislative Assembly Department. Intending candidate should be a graduate with proficiency in English. Should possess high speed Government Technical Examinations in Shorthand English // at 150 words per minute and 120 words per minute in Shorthand Tamil. Preference will be given to those who have passed high speed technical examinations /// in Shorthand English at 180 words per minute. Must be able to translate English to Tamil and vice versa. Age between 25 and 35. Scale of (2) pay Rs.50,000 to Rs.2 Lakhs plus allowances admissible as per rules. Draft an advertisement.

(15 Marks)

3. Geetha Textiles Private Limited, Coimbatore, propose to hold their 20th Annual General / Meeting at 3 p.m. on Monday, 20th April 2023 in their registered office at 10, Race Course, Coimbatore to transact the following business: - Adoption of audited // Balance Sheet, Profit and Loss Account for the year ended 31st March 2023, appointment of a Chemical Engineer, appointment of auditors, declaration of dividend, bonus to /// staff, election of two directors in the place of retiring directors and any other matter with the permission of the Chair. Draft a notice to be issued by S. Saravanan, (3) Managing Director to shareholders.

(10 Marks)

4. Lorry accident on 20th May 2023 at Dr. Natesan Road, Triplicane, Chennai. Kannagi, aged 30 and her daughter aged 10 of Triplicane / were knocked down by a lorry. Both of them were killed on the spot. Bodies removed to Government Royapettah Hospital for post-mortem. Eye witness say that the women // and her daughter suddenly crossed the road to collect coconut kernel to be offered in front of a temple at the time of accident. You were standing in a shop /// opposite to temple and shocked to see the incident. You informed Police who arrived immediately, arrested the driver and investigating the case. Draft an eye-witness account of the accident. (4)

(10 Marks)

SENIOR – AUGUST 2023 – CONDENSATION – 1979 – ANSWERS**Points: (Draft copy)**

1. Allotting more money for purchasing drugs for primary health centres and other hospitals.
2. Planning of production and pricing of petroleum products.
3. Bank nationalisation – loans – to stop false propaganda against credit worthy programmes of Government.
4. Scam in stock market – functioning of banks to be reorganised to thwart any scam – set up separate police force for detecting bank frauds.

MORE ALLOTMENT FOR PROCURING MEDICINES FOR HOSPITALS

An Honourable member, speaking in the Tamil Nadu Legislative Assembly, opined that in addition to doctors' healing touch, drugs were sine-qua-non to cure diseases. He appealed to allot more money for procuring drugs for Primary Health and other hospitals in order to take medical care to villages.

PRODUCTION AND PRICING OF PETROLEUM PRODUCTS

Referring to the statement in the note of Ministry of Petroleum, regarding production and pricing of petroleum products he alleged that no planning had been done with regard to petroleum production nor any decision taken on its pricing. Pointing out the availability of redundant raw materials he

insisted that early action be taken on production and pricing of petroleum products.

BANK NATIONALISATION FOR NATIONAL BONANZA

He lauded Bank Nationalisation as a big achievement and highlighted that nationalisation led to spurt in number of branches opened and growth in rural deposits. Banks were giving loans to many people. He condemned false propaganda made by unscrupulous elements to bring the credit-worthy programmes into discredit. He appealed to them to shun such anti-national and anti-social activities.

STOCK MARKET SCAM

Expressing concern over the functioning of stock markets and the recent scam he requested the Finance Minister to conduct detailed enquiry and place the facts before the House. He also suggested for reorganisation of functioning of banks to avoid recurrence of such episodes. He concluded by appealing to Government to set up a separate police force for detecting bank frauds.

*No. of words in the epitomized summary
(Excluding heading and sub-headings) = 226*

Attention students: In Government you need not write draft copy. However it is advisable to write draft as given above so that you will not miss salient points. After writing fair copy (your answers for condensation) score out the draft copy with pencil.

SENIOR –AUGUST 2023 – ELABORATION – 1979 - ANSWERS

Answer to Qn.1

TAMIL NADU TOURISM DEVELOPMENT CORPORATION

UDHAMANDALAM - 643 001

TENDER NOTICE

No.TNTDC/p-1/2587 dated 10th April 2023

On behalf of the Governor of Tamil Nadu, sealed tenders are invited for the supply of various items for the Tamil Nadu Tourism Development Corporation as detailed below:

Items to be supplied	Paints, Varnishes and other hardware items as given in the Tender schedule.
Cost of Tender schedule	Rs.1,000/- (Rupees one thousand only).
Earnest Money Deposit	Rs.50,000/- (Rupees fifty thousand only) by way of demand draft issued by any nationalised bank in favour of Project Engineer.
Validity of offer	The rates quoted by the tenderer should be valid for 90 days from the date of opening of tender
Availability of tender forms	7 th May 2023 onwards till 23 rd May 2023.
Last date for receipt of tenders	3.00 p.m. (Office clock) on 24th May 2023

Tenders should be submitted on or before the last date and time mentioned above along with Earnest Money Deposit. The tenders received after due date or without Earnest Money Deposit will be summarily rejected. The Project Engineer reserves the right to accept or reject any or all tenders without assigning any reasons therefor.

Sd/-

Project Engineer



Answer to Qn.2

TAMIL NADU PUBLIC SERVICE COMMISSION

Chennai 600 003

invites applications for

ENGLISH REPORTER

in the Legislative Assembly Department

Academic Qualification	The candidate should be a graduate with proficiency in English.
Technical qualification	A pass in English Shorthand at 150 words per minute and Tamil Shorthand at 120 words per minute. Preference will be given to those who have passed high speed technical examinations in Shorthand English at 180 words per minute.
Translation	The candidate must be able to translate English to Tamil and vice versa.
Age	25 to 35 years as on 1 st August 2023.
Scale of Pay	Rs.50,000/- to Rs.2,00,000/- with allowances admissible as per rules.

Intending candidates who fulfil the above requirements may submit their application along with self-attested copies of certificates, within 15 days of this advertisement to:

Tamil Nadu Public Service Commission

TNPSC Road
VOC Nagar, Park Town
Chennai 600 003



Answer to Qn.3

GEETHA TEXTILES PRIVATE LIMITED
(Manufacturers of Textiles)

Telephone: 0422-26459875

10 Ramalinga Nagar,
Coimbatore 631 001.

No.GTPL/AGM/05/2023

March 29, 2023.

NOTICE

Notice is hereby given that the 20th Annual General Body meeting of Geetha Textiles Private Limited, Coimbatore, will be held on Monday, 20th April 2023 at 10.00 a.m. in the registered office of Geetha Textiles Private Limited, 10 Ramalinga Nagar, Coimbatore, 631 001, to transact the following business.

AGENDA

1. Adoption of audited Balance Sheet, Profit and Loss Account for the year ended 31st March 2023;
2. Appointment of a Chemical Engineer;
3. Appointment of Auditors and fix their remuneration;
4. Declaration of Dividend to shareholders;
5. Declaration of Bonus to Staff;
6. Election of two Directors in the place of retiring Directors; and
7. Any other matter with the permission of the Chair.

(By order of the Board)

Sd/-
S. SARAVANAN,
Managing Director

Note:

1. Share transfer books of the company will be closed two days prior to meeting.
2. A member who is eligible to attend the meeting and vote can appoint a proxy and such proxy need not be a member of the company.
3. A proxy to be valid, should be submitted in prescribed form 7 days prior to meeting.

To



All Shareholders.

Answer to Qn.3

An Eye-witness account

Lorry fatally runs over Mom and daughter

When I was standing in a shop opposite to a temple in Dr. Natesan Road, Triplicane, on Saturday, May 20, 2023. I witnessed an horrible accident. Kannagi, aged 30 and her daughter aged 10 were visiting the temple. Suddenly, they crossed the road to collect a coconut to be offered in front of the temple. At that time, a lorry which was coming at a great speed ran over both the mother and her child and killed them on the spot. On witnessing this flabbergasting accident, I immediately informed the police over phone. Within minutes, the police arrived at the spot and arrested the driver. Police removed the bodies from the scene and sent to Government Royapettah Hospital for post-mortem.

Lorries and other vehicles running at a great speed on this road is a common eye-sore for all pedestrians and it is time the authorities lay speed breakers at vulnerable places to prevent recurrence of such fatal accidents, at least in future.

Triplicane,
May 20, 2023

Sd/-
R. Uttarkumar



ADVANCED READING

Handwritten text in Devanagari script, appearing to be a transcription of the printed text on the right. The text is written on lined paper and includes the same content as the printed text, such as 'Ladies and Gentlemen, It gives me great pleasure to visit your State of Bihar...'.

Ladies and Gentlemen,

It gives me great pleasure to visit your State of Bihar. First of all, I would like to thank the Honourable Governor and the Honourable Chief Minister of the State for inviting me to / dedicate some important projects for the welfare of the State at large. I also extend my warm wishes to my Cabinet Ministers who belong to this State for being present here.

On this occasion, I would like to // point out that this day is very important in the development of your State. Today, the State is receiving from the Union Government projects worth Rupees Seven thousand crores. I have no doubt that this would go /// a long way in improving connectivity. There are also many schemes in the health sector which are going to be inaugurated today. You are aware that these will make life easier for the people of the State and (1) I have no doubt that it will improve the health care here. With these projects, the Government of India wants to provide more employment opportunities to all. In this connection, I wish to bring to your kind / attention that paddy farmers are also going to be benefitted by today's projects. At the same time, a few of these schemes are also related to mineral wealth and tourism. I congratulate the people of the State and // the State Government in this regard.

It has been realised that wherever infrastructure was weak, development reached very late. That is the reason why India is. We are now focussing on developing our infrastructure, especially in the rural areas. /// By infrastructure, I do not mean only creation of assets. It means making life easy for the people. It also means creation of employment opportunities and rapid development. I would like to place on record that in the (2) last nine years, we have laid about three thousand kilometer of roads in tribal areas. These modern projects are not only related to development but also to social justice. We want to provide these modern facilities to / those who have suffered for centuries. At the same time, these roads and railway lines will provide access to modern facility and health care in these parts of the country.

Ladies and Gentlemen, it is a matter of // great

pride that we have also improved mobile connectivity in this State to a great extent. As you are aware, this State has been affected by Naxalite violence for the past few years. With the provision of /// mobile connections, the people of the villages are now getting access to information and Government is also able to easily move policemen whenever the people are affected by violence. It may not be out of place if I (3) say that a new development story is being written in this State today. The six lane road now being built will connect distant parts to the rest of the country. I am aware that this road will / pass through forest areas also. While developing such roads, we will take care to see that wildlife is not affected. I would like to assure you that animal passes would be constructed under these roads so that wildlife // is not affected by traffic.

On this occasion, I would like to point out that we want to ensure that wherever there is natural wealth, new opportunities are created. In the light of the above, more number /// of industries would be started in the years to come. I would like to remind you that development work has increased in those districts which have mineral wealth. You will be glad to know that schools, water bodies (4) and roads are created using money from the District Mineral Fund.

On this occasion, I would like to congratulate the State Government for implementing the banking scheme for the poor people in an excellent manner. The poor / are getting direct help from the Government as a result. You will be glad to note that the Government of India is totally committed to the welfare of the poor. I would like to request you to see // that these people get the benefit of social welfare schemes by direct credit to their bank accounts.

It is a matter of satisfaction that the Union Government has given health cards to people below the poverty line /// in all parts of the State. This would enable them to get medical treatment even outside the State.

With these few words, I have great pleasure in inaugurating all these schemes and wish you all success.

Thank you. (5)

ADVANCED READING

Handwritten Tamil text on the left side of the page, consisting of approximately 20 lines of cursive script.

Speaking in the Legislative Assembly, an Honourable Member said:

"Honourable Speaker Sir, at the outset I would like to thank you for the opportunity to participate in the General Discussion on the Budget. As a matter of / fact, I would like to confine myself to points which have not been raised by other Members.

First, I would like to touch upon the field of higher education. It is a matter of great pride that the // Presidency College situated in Chennai is one of the oldest colleges in the country. It has a history of more than a hundred years and it has produced several great leaders. I would like to request the /// Honourable Chief Minister to make it as a University and bring all the colleges in and around the City under its management.

The next point I would like to make relates to the Agriculture Department. My district of (1) Salem is known for the farming of mangoes. At present the farmers are not able to store the mangoes safely during the peak season due to lack of proper storage facilities. The mangoes get damaged due to / climatic conditions and rodents. In this connection, I would request the Honourable Minister for Agriculture to build a cold storage unit in my district as early as possible.

Next, I would like to congratulate the Government for starting // a scheme to convert Assembly Debates into digital format. This is a very welcome feature. At present, printed copies of some old proceedings are not available even in the Assembly Library. I have no doubt that this /// scheme would help the Honourable Members to view the Debates on their computers. In this connection, I would request the Government to scan the Debates for the last ten years in the first place, so that the recent (2) records are available online.

Next, I would like to bring to the attention of the Government one important thing. The District of Nagapattinam was an important centre of Buddhism several centuries ago. A lot of statues and / other art work of that period are now being found in construction sites. I would therefore request the

Government to conduct excavation to bring out these old things and keep them in museum for display.

Honourable Speaker Sir, // it is a matter of satisfaction that our State is the first in the matter of tourism. There is no doubt that we have a lot of places to attract local and foreign tourists. At the same /// time, I would like to bring to the notice of the Government, the fact that facilities like public toilets and free drinking water are not available. It is therefore necessary that these facilities are set up in all (3) tourist places as soon as possible. I hope and trust that this would be taken up on a war footing.

The next important issue relates to judicial reforms. At the present time, there is a lot of / pendency in our Courts all over the State. We should change this sorry state of affairs. It takes more than ten years to get justice even in criminal cases. I am therefore to request you to set up // a Commission to recommend judicial reforms and simplify Court process for speedy trial of cases. I am certain that this would help reduce expenditure for the Government in the matter of security, prisons and prosecution.

I now /// turn to the subject of water bodies. As a matter of fact, the Courts have given orders that encroachments on water bodies should be removed at all costs. Most of the people who live along the water bodies (4) are very poor. During the last few years a lot of them have been removed. At the same time, we have to ensure that the new accommodation given to them is located nearby, so that their daily / life is not affected in any manner.

On this occasion, I am glad to say that this Government has done a lot to reduce the sufferings of the fishermen. These people risk their lives every day to make // a living. Due to fishing ban and weather conditions, they are not able to engage in their work for many months in a year. I would also like to reiterate the long pending request to include fishermen /// under Scheduled Castes category so that they are able to get more benefits from the Government.

Finally, I would conclude my speech with the hope that my points would get the direct attention of the Government.

Thank you. (5)

(16) Answer to

TNGTE – 150 wpm – August 2023 – II paper – Code: 1826

SALIENT POINTS

1. Higher education – Presidency College – Oldest – Produced eminent persons – Make it as University and bring all colleges in and around under its management.
2. Agriculture department – Salem – Mangoes – Storage facilities – Cold storage unit
3. Converting assembly debates into digital format
4. Nagapattinam – Centre of Buddhism - To conduct excavation and preserve items obtained during excavation in Museum.
5. Tourism – Public toilets and free drinking water
6. Judicial reforms – Set up commission to recommend judicial reforms and simplify court process for speedy trial of cases.
7. Water bodies – encroachments – Give alternate accommodation to those who were removed from the encroachment
8. Fishermen – Fishing ban and weather conditions – include them under scheduled caste category

DIGITALISATION OF ASSEMBLY DEBATES

Speaking in the Legislative Assembly an honourable Member congratulated the Government for starting a scheme to convert Assembly Debates into digital format. He suggested to scan the debates for the last ten years firstly so that recent records would be available online,

He requested that Presidency College functioning for over a century and produced great leaders be elevated as University and all colleges in City brought under its Management.

COLD STORAGE IN SALEM

He further stated that his District of Salem known for farming of mangoes, lack in storage facilities and requested to build a cold storage unit early.

CONDUCT EXCAVATION IN NAGAPATTINAM

Nagapattinam was an important centre of Buddhism several centuries ago. As lot of statues and art work were found in construction sites, he requested to conduct excavation, bring out old things and keep them in Museum for display.

PUBLIC CONVENIENCE IN TOURIST SPOTS

He also requested for provision of public toilets and free drinking water at all tourist places in the State to attract local and foreign tourists.

JUDICIAL REFORMS

Observing that there was lot of pendency in courts, he pleaded to set up a Commission to recommend judicial reform and simplify court process. He added that it would help in speedy trial of cases and reduce expenditure in the matter of security, prisons and prosecution.

ENCROACHMENT ALONG WATER BODIES

He expressed concern that in spite of court orders, encroachments were not removed. He requested to remove encroachments while at the same time ensure that new accommodation given to them was located nearby so that their daily life was not affected.

INCLUDE FISHERMEN IN SCHEDULED CASTE CATEGORY

The Honourable Member concluded stating that fishermen risked their lives and suffered sans income due to fishing ban and weather conditions. He pleaded that their long pending request to include in Scheduled Caste category be considered benignly to get benefits from Government.

*Total number of words in the above epitomized answer
(excluding heading and sub-heading)*

.. 286

ADVANCED READING

Handwritten notes in Devanagari script on a lined background. The notes are written in black ink and appear to be a transcription or summary of the printed text on the right. The handwriting is cursive and fills most of the page.

Mr. Speaker Sir, after the general elections, I am happy to be present in this House again, to support the Motion of Thanks on the President's Address. The Honourable President, has given the outline of the things that we want to do, in the course / of this year. His speech reflects the overall views of the people. It is therefore true that this motion of thanks for his Address is a thanks to the people of the country at large.

Honourable Speaker Sir, I would also like to assure you // that in this regard, this Government will move forward with the schemes mentioned in the Address to fulfil that dream. It is necessary for us to remember that India should not lose this opportunity. I believe that with your support we can overcome the problems /// and at the same time meet the ambition of the people.

I would like to bring to your attention that nearly sixty members have taken part in this discussion. Those who have been elected for the first time have been given more opportunity to speak. (1) In this connection, I am glad to say that I am grateful to every one of them for making this discussion useful. It is true that the influence of the election speeches made in recent months is still visible in this House. I am grateful / to the House for co-operating with the new Speaker.

It has to be borne in mind that the nation has given a strong mandate after several years. They have once again, voted the same Government to power with greater strength. I am sure that every // Indian can feel proud of the fact that our voters are very aware. It is a matter of satisfaction that we have done hard work in the last five years, for the welfare of the people. As a result of this, the people have once /// again elected us to power. It appears to me that the people have placed more faith on us and it is therefore necessary that we should work hard to honour them.

Mr. Speaker, the great leaders of our country who guided us, have always talked (2) about the poorest of the poor. It is my belief that when a welfare state is dealing with poverty, the people should be provided with ease of living through welfare schemes. At the same time, the nation should also progress. It is true that the / poor people should be uplifted but at the same time modern India should also move forward. That is why, we have focused upon both these things. I am the first Prime Minister who said that every Central and State Government since independence has made great

// contribution to the country's development. I have said the same thing several times even in this House. I would like to reiterate the same on this occasion.

Honourable Speaker Sir, this year by celebrating Gandhiji's birth anniversary and seventy five years of our independence, we /// can create a new spirit within the nation. Our success has been entirely due to the fact that our leaders toiled hard to get freedom. So, we need to find ways and means to make India enter the group of top five economies. In this (3) regard, it has to be borne in mind that in order to achieve this, exports have to increase rapidly. In this connection, the Government has started the Make in India scheme to increase production at all levels. At the same time, we need to ensure / employment opportunities for the youth.

Honourable Members of this House would agree that there is a great possibility in the tourism sector in this country. I am aware that, we have to improve our sanitation facilities to achieve this. I am absolutely certain that with so // many great places to visit, we can promote tourism to a great extent. I may assure the House that this would not only earn foreign exchange but also provide more employment opportunities. I entirely agree with the Honourable Member who said that we have to /// improve local sanitation and transport facilities in order to achieve our goal as soon as possible. I may call the attention of the House to the fact that this year, the Government had allotted rupees two thousand crores to this sector. I would like to (4) suggest that Honourable Members of this House should also take steps to identify tourist places in their States for allotment of these funds.

Next, I would like to talk about the concept of ease of living. All developing nations are talking about this, at present. / In other words, we must ensure that the common man is able to lead a happy life and has the means to do this. It means that we must provide equal opportunity to everyone, whether it is a village or a city. I think you // will be glad to note that India has an advantage with respect to its population. A majority of our population is still young. Hence, it is a matter of necessity that we should provide skill development and training to our youth as early as possible. /// In our opinion, it is absolutely necessary that the State Governments should also be involved in this regard. Only then we would be able to succeed.

With these words, I conclude my speech and will reply to some points at the end of the discussion. (5)

ADVANCED READING

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Ladies and Gentlemen, first of all I would like to compliment the Honourable Supreme Court for organising this function. I am grateful to the Honourable Chief Justice for giving me an opportunity to be here. This function is held to mark the Constitution Day. At the same time, we are / opening the new building of the Jharkhand High Court. My dear friends, I am glad to see that the new building is impressive, with modern facilities. It is a matter of satisfaction that it is complete in all respects. I am happy to see that it has residences for the // Judges and also members of the Registry. I find the new building to be pleasing as well. As a matter of fact, I am told that the entire campus is energy efficient. On this occasion, I am sure that this will inspire others to undertake such projects to save the /// environment.

Ladies and Gentlemen, it has to be borne in mind that the people of this nation see the Courts as temples of justice. As a matter of fact, the final request in each petition is called a prayer. In this regard, I wish to say a few words on (1) access to justice. I would like to assure you that we are always trying to progress on this account. It is a matter of necessity that we find, new ways and means to take justice to the poorer sections of the society, as soon as possible. In this connection, we / have to take into account different aspects of the matter. It is true that the cost of litigation is one of the main factors. I hope and trust that the Courts do not become, out of reach for the poor, due to the cost involved. As far as I am // concerned, I am certain that the Court fee is very low. However, the cost for engaging lawyers is increasing day by day. In this connection, I would like to place on record the steps taken by the Government to improve the situation. These include free legal aid for the poor. /// It is a source of satisfaction that many leading lawyers come forward to offer free service in deserving cases. On this occasion, I request all those involved to find ways and means to expand the reach of justice to all parts of the society.

It must be borne in mind (2) that language of the Court is equally important. You are aware that English has been the main language of the Courts in India. It is true that large sections of the population which do not know English, find it difficult. In my opinion people can get effective justice only if / they understand the language of the Courts. With this end in view, the Supreme Court has made many judgements available in Indian languages. I am sure that the High Courts will also publish their judgements in the local language in the same manner. I hope and trust that technology will // help to a great extent

Handwritten text in Hindi script, appearing to be a speech or address, written on lined paper. The text is dense and covers most of the left page.

in this regard. On this happy occasion, I once again congratulate the people of Jharkhand on getting a new Court building. I am confident that this building will bring new energy to all those involved, to provide justice to the people, as soon as possible. ///

As I stated at the outset, today we are celebrating the Constitution Day. It may not be out of place for me to state that the Constitution provides a map for good governance. In my opinion, the most important feature is the separation of powers. As far as possible, I (3) think the Executive, the Legislature and the Judiciary have respected the boundaries set for them. We must not lose sight of the fact that these three organs have the same aim, that is to serve the people. I believe that all these bodies will continue to work together to achieve / this objective in the years to come.

In this regard, I would like to place on record the respect that I have for the Supreme Court. You will agree that the Supreme Court has earned a reputation for high standards. As a matter of fact, I am happy to state that // it has played a key role as the interpreter of the Constitution. In the same manner, several judgements made by this Court have strengthened the basic structure of our Constitution. At the same time, it is a matter of pride that this Court has remained the custodian of justice. There /// is no doubt that in the long run, the Judges and Lawyers have created a world class institution. On this occasion, I wish them the very best in the years to come.

When I talk of the Courts, I am always reminded of the problem of under-trials. It is a (4) sorry state of affairs that lakhs of people are in the prisons all over the country due to pendency of trial. As a result of this, our prisons are too crowded. You will remember that the same point was raised last year also. As a matter of fact, this issue / is close to my heart. Since, I am addressing a gathering of Judges and lawyers, I think it would be better to bring this to your kind attention once again. I am aware that this problem has been there, for a long time. I agree that the main reason for // this is, the large number of pending cases and the consequent burden on the Courts. However, it is absolutely necessary, that more number of Judges are appointed as early as possible, to reduce the burden.

I am glad to note that several steps have been taken in this direction. I /// am confident that we will be able to find a way out, in this regard. Before concluding, I would like to impress upon you, the need for judicial reforms.

Finally, I thank you once again for the opportunity to address this gathering. With these few words, I conclude my speech. (5)