

*Typewrite the following in double line spacing, with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-*

The extent of student participation in educational administration depends on different factors. In some places and in some fields student participation is not only justified but also its role is important. Their participation on the whole provides them due training in democracy. It inculcates in them a sense of responsibility and a certain grounding in understanding the problems. It helps the creation of youth leadership and provides experience in administration. The young mind of the student gives scope for innovative ideas. Modern youth has sufficient glimpse into present trends in social, political and economic affairs and his participation in administration enables him to present solutions to problems sometimes unthought of by

elders. But student participation has its disadvantages also. Firstly, it leads to dissipation of the energy of the students into useless activity.

Secondly, their immature judgement sometimes causes reckless decisions being taken. Thirdly, the worst thing that corrupts the educational atmosphere in most of the institutions is the influence of political parties. The young mind is susceptible to exploitation by political leaders who make inroads into educational administration through their representatives. It is desirable that student representation should be only discriminatory in the case of governing bodies of educational institutions. These unions should have more say in matters like sports councils and other extra-curricular activities.

516

JUNIOR
I Baren

August 2017

Time - 45 minutes
(Maximum Marks: 100)

- [N.B.:-- (1) Special attention should be paid to accuracy and neatness of execution.
(2) All abbreviations should be amplified, spelling mistakes corrected and figures punctuated wherever necessary.
(3) Each question should be typed on a separate sheet of paper on anyone side of the answer sheet.]

Question I]

[Marks : 50

Type the following STATEMENT in proper form and rule up:-

Population Statistics as per 2001 census

All
Caps.

S	Districts	Rural		Urban	
		Males	Females	Males	Females
Eys.	Cuddalore	629,052	625,622	769,355	731,727
	Tiruvallur	771,786	759,248	379,122	375,239
stet.	Vellore	1,088,090	1,081,229	652,993	655,006
	Tiruvannamalai	895,738	889,626	200,640	200,121
k	Salem	852,453	773,709	711,180	679,004
	Namakkal	1,473,597	465,865	277,186	268,036
Eys.	Dharmapuri	482,365	1,382,703	233,475	222,471

1,240,122

[turn over

JUNIOR
Batch.

... 2 ...

Question II]

[Marks : 50

Type the following PROFESSIONAL LETTER in proper form:-

All Caps. / S. Vijayalakshmi, A.C.A.,
Chartered Accountant.

Telephone: 2534761
4 Ganapathi St.,
T.V.S. Nagar,
Madurai 625 003.
15th Feb. 2017.

/ 6

Messrs. Rajan and Sons,
Engineering Contractors,
215 West Veli St.,
Madurai 625 001.

I / Sirs,
financial / ~~We~~ have certain doubts to be cleared in respect
of yr. accounts for the last / year before ~~we~~ finalise them / I
and prepare the Income-tax returns to be submitted to
the authorities. || If you can send any one of your
N.P. experienced staff connected with the Accts. Dept., to my
office on any working day, I will get the / clarifications / necy.
from him. [~~hope you will best on your personal attention~~
~~in the matter since the submission of Tax returns has~~
~~to be done according to fixed time schedule~~]. Kindly let
me know the exact date on which your staff will be able
myself / to attend to the work so that I can make / available in
the office at that time. I expect a prompt reply from / Stet.
you within a few days.

yrs. faithfully,

(S.VIJAYALAKSHMI)

* * *

11 BATA
Junior

295

August 2017

Time: Ten minutes

(Maximum Marks: 100)

*Typewrite the following in double line spacing, with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-*

The ancient symbols of Indian womanhood, namely, purity, fidelity, submission and devotion to her husband, have undergone a radical change in this country and the western concept of the equality of rights and privileges enjoyed by the female species has obviously found acceptance in a big way. The Indian woman is no longer backward, suppressed and treated almost like chattel which has been our tradition. Our women enjoyed a comparatively high status during the early period surpassing contemporary civilisations in other places. Women were regarded as useful and productive members of the society and they enjoyed equality to acquire the highest knowledge. They were accorded the highest social status as the qualified women of those days.

Thereafter, the status of women, however, slumped and they were not considered equal to men and did not enjoy the same rights and privileges. Initially, religious leaders were indifferent towards women and they were reluctant to admit women into their faith.

The later period saw an era of increasing subjugation of women. Widow re-marriage was prohibited and the horrible practice of Sati was eulogised as an ideal. The daughter came fifth on the scheme of inheritance and she could inherit the property only in the absence of another heir. With the advent of the Muslim rule, the status of women deteriorated. The prophets regarded them as untrustworthy. The situation improved to some extent during Akbar's regime and during the Bhakti Movement.

583

II Batch
JUNIOR.

August 2017

Time - 45 minutes
(Maximum Marks: 100)

- [N.B.:-- (1) Special attention should be paid to accuracy and neatness of execution.
(2) All abbreviations should be amplified, spelling mistakes corrected and figures punctuated wherever necessary.
(3) Each question should be typed on a separate sheet of paper on any one side of the answer sheet.]

Question I]

[Marks : 50

Type the following STATEMENT in proper form and rule up:-

Schools for general education in 2002-2003

All
Caps.

	Type of Institutions	Number	Boys	Girls	Teachers
Eys.	Primary Schools	6,383	20,93,568	19,89,289	1,20,524
	Middle Schools	31,678	11,22,501	10,95,169	59,680
	State Board High Schools	2,905	6,57,182	7,22,841	33,439
Other	Anglo-Indian High Schools	12	7,686	2,817	272
	State Board Higher Secondary Schools	2,602	17,08,401	15,53,817	81,954
Other	Anglo-Indian Higher Secondary Schools	129	21,195	21,568	1,211

Eys.

stet.

[turn over

II Batch.

JUNIOR

... 2 ...

Question II]

[Marks : 50

Type the following GOVERNMENT ORDER in proper form:-

All
Caps. /

Government of Tamil Nadu

Abstract

Elections - Lighting arrangements made in the
counting centres - Expre. - Sanctioned - Orders - Issued.

Public Dept.

G.O. Ms. No 185

Dated the 1st Feb. 2000.

Read the following:

LY. No. 548/99, dated the 16th Sep. 1999, from the collector, Erode. 15

u.c. /

ORDER:

stet. /

The Collector, Erode, has forwarded estimates for Rs. 70,000/- ~~towards the~~ provision of lighting in the for counting centres and requested sanction for the above amt.

2. The Govt., after careful consideration, have decided to accord sanction for a sum of Rs. 70,000/- (Rupees seventy thousand only).

3. This order issues with the concurrence of the Finance Department.

(By order of the Governor)

S. Suresh,

/Caps.

Ch. Electoral officer.

/u.c

To

The Colly., Erode.

The Treasury officer, Erode.

Forwarded/By order

* * *

S.O. 1801

268**August 2017**Time: Ten minutes
(Maximum Marks: 100)

*Typewrite the following in double line spacing, with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-*

1975 had been declared by the United Nations as 'The International Women's year'. This was not to undermine the achievement of women all over the world over ages. Women have never proved themselves inferior to men in any sphere they choose as their area of operation. Already they have a number of achievements to their credit. India and Sri Lanka till recently were being ruled by two powerful women. Kiran Bedi is the first woman to enter the police service in India, traditional preserve of tough men. These achievements are bound to multiply and women are likely to prove their mettle of efficiency in many other fields. The conference at Mexico tried, and succeeded to an appreciable extent, in focussing world attention on women's struggle for

equality with men in all spheres of life. The urgency of the problem of raising women's status is being particularly felt in the new Afro-Asian countries that are waging their struggle against the evil heritages of the past.

The conference highlighted the themes of equality, development and peace and also laid down guidelines as to how women's participation in national and international activities could help advance these objectives. It also devoted considerable time to find ways and means to remove the disabilities women suffered in many parts of the world. The conference marked a major event in the history of emancipation of women. In a message to the organisers of the conference, Mrs. Gandhi stressed the need of female literacy.

502

August 2017

Time - 45 minutes
(Maximum Marks: 100)

- [N.B.:-- (1) Special attention should be paid to accuracy and neatness of execution.
(2) All abbreviations should be amplified, spelling mistakes corrected and figures punctuated wherever necessary.
(3) Each question should be typed on a separate sheet of paper on anyone side of the answer sheet.]

Question I]

[Marks : 50

Type the following STATEMENT in proper form and rule up:-

All Caps. /		Beds and doctors, Districtwise- 2002-2003				run on.	
Districts		Beds	Population per bed	Doctors	Population per doctor		
stet.	Chennai	1,09,999	383	1,804	6,537	EYS.	
	Kancheepuram	2,735	1,049	439	2,337		
	Tiruvallur	594	1,853	183	14,966		
EYS.	Villupuram	1,231	4,611	191	11,940	EYS.	
	Cuddalore	1,074	2,741	231	12,744		
	Vellore	2,023	1,722	294	11,847		8
	Tiruvannamalai	971	2,247	182	11,988		
	Tiruchirappalli	1,488	1,605	358	6,673		4

[turn over

... 2 ...

Question II]

[Marks : 50]

Type the following BUSINESS LETTER in proper form:-

RAMAKRISHNA AGENCIES

(Dealers in Electrical Goods)

Telephone : 24912231

P. B. No. 2711,

/8

21 Luz Church Rd.,

Mylapore,

Chennai 600 004.

Ref. No. 72/17

20th March 2017.

Messrs. Sumathi Electricals,
72 T.P.K. High Road,
Madurai 625 003.

DEAR Sirs,

- 1 We thank you ~~very much~~ for yr. kind Lr. Of 10th inst. along with your order. We ~~are in a position to supply the~~ /will goods required by you within a month. We are sure that
- 2 you will be satisfied with the quality of our goods. On receipt of the goods, you may send your payment. ||As /N.P. usual, we will allow you a discount of 10 per cent on the price of the goods if the payment is made without delay. In this connection, we request you to clear the pending bills as early as possible. We expect yr. kind patronage in the future also.

← ← Yrs. ffly.,

All
Caps. /for Ramakrishna Agencies,

(K. RAJENDRAN)
Manager.

* * *

209

August 2017

Time: Ten minutes
(Maximum Marks: 100)

TV Batch
JUNIOR

*Typewrite the following in double line spacing, with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-*

Raja Ram Mohan Roy was the first of the reformers to raise his voice against the gross injustice of prejudices against women. The crusade led by Mahatma Gandhi to involve womenfolk in the struggle for freedom brought them to the forefront in the nation's life. Women became gradually more conscious of their rights. But it was only after Independence that women truly came into their own as equal partners with men. The government took several steps to assign equal status to women in economic, political and social fields. More avenues were opened for them to show their talents and have a sense of participation in national activities. Measures were announced to introduce legislation that guaranteed equal pay for equal work to all women working with men in various spheres.

The Constitution provides for equal rights for all, irrespective of caste, creed, religion and sex. There is guarantee for equality between men and women in every walk of life. There can be no discrimination against any citizen on grounds of sex, but special provision can be made for women. There is no bar to women contesting for any office. Legislation has been made offering better opportunities to women and establishing their equality for all times to come in matters of property and inheritance. Women are playing an important part in the economic and social development of the country. They figure prominently in all fields of economic activity, namely, agriculture, commerce, transport services, etc.

537

IV Batch
JUNIOR A.

August 2017

Time - 45 minutes
(Maximum Marks: 100)

- [N.B.:-- (1) Special attention should be paid to accuracy and neatness of execution.
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(3) Each question should be typed on a separate sheet of paper on anyone side of the answer sheet.]

Question I]

[Marks : 50

Type the following STATEMENT in proper form and rule up:-

In Kilometres

Transport Development in Tamil Nadu

ALL
Caps.

Year	National Highways	State Highways	Commercial	Non-commercial	
1995-96	2,003	54,972	24,88,442	2,83,404	lys.
1996-97	2,003	53,417	3,09,817	28,72,002	
lys. 1998-99	3,773	56,822	3,44,244	32,70,004	3
lys. 1997-98	2,582	56,391	3,68,922	37,01,812	
1999-2000	3,789	55,352	3,99,300	42,07,928	4
2000-2001	3,865	55,397	4,21,365	47,40,717	
stat. 2001-2002	3,850	55,488	4,32,306	52,25,991	4

[turn over

Question II]

[Marks : 50

Type the following BUSINESS LETTER in proper form:-

Ram Engineering works
(Dealers in Engineering goods)

ALL
Caps.

Telephone: 24712198

P. B. No. 42,

148 Anna Salai,
Chennai 600 002.

9

Ref. No. 72/17

21st Feb. 2017.

The Modern Furniture Mart,
181 Avinashi Rd,
Coimbatore 641 018.

Dear Sirs,

We thank you very much for having promptly
sent yr. Consignment of 50 chairs as per our order. ~~dated 1st Feb. 2017.~~ When we checked the goods, we were
sorry to find that about one half of them ~~had been~~ in a
damaged condition. We realise that it will be due to
improper handling of the same during transit. ~~we~~

We can make a complaint to the Transport Co. which is
~~responsible for the damage.~~ In the meantime, we request
you to send us replacements because we have to meet
the requirements of our customers. ~~to their entire~~
Satisfaction. We hope you will take immediate action in
the matter.

y.f.,

for RAM - - - - WORKS,

ALL
Caps.

(V. Kasturi Rangan)

Manager.

* * *

241

August 2017

Time: Ten minutes
(Maximum Marks: 100)

*Typewrite the following in double line spacing, with a left margin of ten degrees.
(Special attention must be paid to accuracy and neatness):-*

Student participation in University administration should be permitted subject to some improvements in the method of election of office bearers for inducing really capable students to get in. It is also proposed to seek diversification in the activities of the students' unions so that they could become worthwhile institutions, imparting training to students in the art of management of University administration, satisfying at the same time, the students' urge to participate in University life. It would be most unfortunate to regard students as indisciplined and, therefore, fit to be shunned away from responsibility. It is desirable that some kind of a Committee on national level, comprising students, teachers and eminent educationists be set up to evolve a suitable machinery

to implement progressive educational policies in different spheres. A three-tier administrative machinery to receive, consider and remove students' grievances without delay is not sufficient. It has been observed that even ordinary problems of the students are not attended to at proper time and with proper care.

There is a feeling that the old concept of a University is not adequate to meet the needs of the present day society. Universities in the western countries are drawing out new ideas to meet the challenges of the modern world of science and technology, of explosion of knowledge and of subsequent rapid changes in social life. It is very necessary in the case of developing countries like India.

* * *

JUNIOR
V Balen.

595

August 2017

Time - 45 minutes
(Maximum Marks: 100)

- [N.B.:-- (1) Special attention should be paid to accuracy and neatness of execution.
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(3) Each question should be typed on a separate sheet of paper on anyone side of the answer sheet.]

Question I]

[Marks : 50

Type the following STATEMENT in proper form and rule up:-

Source - wise IRRIGATED area in Districts

ALL
Caps.

2	Districts	Government Canals	Tanks	Tube Wells	Other Wells
		(In Hectares)			
stet. /	Cuddalore	48,654	5,243	87,223	8,192 / 3
	Vellore	11,528	4,848	682	88,534
	Namakkal	13,406	2,230	800	42,440 / 6
←	← Erode	46,357	158	75	83,302
lys. /	Coimbatore	65,809	1,755	8,493	116,865
	Tiruchirappalli	44,728	4,946	625	44,054
1 /	Karur	20,196	1,336	4,118	23,945 / lys.
	Thanjavur	152,746	8,003	9,221	1,130 / 4

[turn over

... 2 ...

Question II]

[Marks: 50

Type the following PROFESSIONAL LETTER in proper form:-H/K. RAJESWARAN, M.L.,
Advocate.Tel.: 2253745
46, Thennamaram, St.,
Vellore 632 001.
12th Jan. 2017.6
March3/K. Thiru. N. K. Moorthy,
52 Gandhi Road,
Vellore 632 001.
Sir,From yr. Lr. dated 5th inst., I find that you are in
a difficult situation and you are pleading your
stet. inability to ~~repay~~ the loan amt. of Rs. 50,000/- (Rupeesfifty thousand only) ~~from~~ my client, Thiru. R. Silva. When to
you borrowed the said sum and executed a promissory
note in July 2016, you promised to repay the same with
interest within six months.You have failed and neglected to repay the loan
with interest within the stipulated period. If you fail to
repay the loan within 30 days from the date of receipt
of this letter, my client will have no other alternative
except to seek remedy through legal process.

H/K

y.f.,
(K. Rajeswaran)ALL
Caps.