

785

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):-*

Let us examine for a short while the role of women in modern India. In Vedic times, women were given equal status in our country. They became scholars and served as ministers. Women poets were able to influence the political decisions of kings. But as the man became modern, he used flattery to subjugate women. It took the will of people like Bharathiar to restore the dignity of women. Even today if there are two children, a boy and a girl, always the boy is sent to school in poor families. The parents hope that the boy would grow up and look after them in their old age, but now times have changed and educated women take care of their aged parents. An illiterate girl child is not able to develop self-respect. Uneducated women usually depend on their husbands for meeting their basic needs. Economic independence of women is possible only through education and employment. In the past women were confined to the kitchen. The value of educating them was not realised by the poor people and even if they got educated, society expected them to take up jobs as typists, nurses and teachers. A few people who hailed from royal families took up medicine or engineering, but

a recent survey says that lady graduates of software engineering in the southern states of our country outnumber the lady engineering graduates of Canada and America. In recent times, multi-national companies offer women graduates plum jobs in call centres and data entry centres.

Labour ruins the academic career of many girl children. They do the baby sitting job and also help their parents in agriculture and household chores. Women self-help groups are making great changes in the lives of uneducated women in villages. They organize themselves and fight against economic exploitation. They raise loans, do small scale business, get trained in making handicrafts and involve themselves in some income generating activity all through the year.

In this modern world women openly demand their rights and if more women get elected to Parliament, real issues of the common man will be discussed so that solutions may be found at the government level. Indeed we may hope that with the active involvement of women, nation building process will be speeded up.

121

August 2017

Time – ONE HOUR
(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 : 60

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

caps./ Data base on Indian Banking, 2001-2002

Name of the Bank	Total Assets/ Liabilities		Contingent Liabilities	
	31st March 2001	31st March 2002	31st March 2001	31st March 2002
	(Rupees in crores)			
Allahabad bank	7,759	24,764	6,699	22,057
Bank of Baroda	63,322	70,910	19,720	14,916
Andhra Pradesh 47/ Allahabad Bank	20,389	20,937	2,265	2,340
Bank of Maharashtra	19,040	21,100	24,005	7,136
Corporation Bank	19,703	23,604	25,364	4,240
Bank of India	59,567	69,806	41,545	50,981
Dena Bank	17,909	18,842	4,933	2,259
U.C. Canara bank	66,521	72,135	35,202	36,024
Indian Bank	26,111	30,263	5,859	6,690
Central Bank of India	47,260	52,614	10,122	9,206
Indian Overseas Bank	30,234	35,441	5,091	5,187
Oriental Bank of Commerce	37,072	32,237	2,352	2,190

Note: The above Statement shows the amount of total assets / liabilities and contingent liabilities of various Banks in India as at 31st March 2001 and 31st March 2002.

[turn over

Question II]

... 2 ...

[Marks: 40

Type the following GOVERNMENT ORDER in proper form:-

All
Caps.

Government of Tamil Nadu
Abstract

Motor Vehicles - Stage Carriages - Provision of
notice boards showing the time of arrival and departure
of buses - ordered.

Home Dept.

G.O. Ms. No. 3469

Dated the 11th Dec. 1968.

Read the following:

From the Deputy Transport Commissioner, Chennai,
letter No. 367/EI/56, dated the 28th Sep. 1968.

ORDER:

The Deputy Transport Commissioner,
Chennai, has suggested th. notice boards[⊗] showing
wh. make use of bus stands and that in the
the arrival and departure timings of all buses
case of heavily congested bus stands, sepa[○]rate
notice boards may be put up for mufassal /stet.
and City buses. ||2. The Govt. have examined
these suggestions and direct that notice Boards /l.c
showing the arrival and departure timings
of all /shd. be put up in all bus stands.

(By order of the Governor)

K. Ramaswamy, /Caps.
Secy. to Government.

To
u.c. / The director of Government Bus
Transport, Chennai 600 006.
Copy to
The Transport Commissioner, Chennai 600 005.

Forwarded/By order

⊗ may be put up

S.O.

757

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):-*

It is not necessary to point out that ageing is a process which none of us can escape. Generally, people above the age of sixty are called old people. In our country due to poverty and malnutrition many reach old age well before their 50's. Many retired old people seek shelter in old age homes and old age is causing a lot of trouble to those people who are not cared for at home as joint family system is crumbling today. On account of this, as we are aware, old age homes are increasing every year. Basically, they need food, clothing and shelter but these alone do not satisfy most of them. It is an irony that there are wealthy businessmen who stay in well-furnished old age homes while their children are settled in foreign countries. It is true that such people crave for the love of their children. In old age what elderly people need is affection and personal attention. It is a pity that educated children are ready to pay but not to spend quality time with their parents. It is but right to point out here that loneliness eats away their peace of mind and there is cure for many diseases but not for the stress caused by loneliness. It is sad to note that if

poor old people fall sick, they are left in government hospitals and at times, none turns up to claim the dead body for months. Such an attitude towards the lot of aged people shows the erosion of values in our culture.

It will be indeed good for young ones to remember that they will also become old one day. So, it is wise for them to do their duties towards their old parents and grandparents. We know that aged ones tend to become physically weak and, as age advances, memory power wanes. So, they need the support of someone they love. It will be apt to point out here that those who live beyond eighty years may lose the sense of hearing and seeing also. On such occasions, the young ones should be very tolerant and they should treat them with love and affection. Death is the final reality and, being left alone, it is really frightening for them. But in the presence of all loved ones, even death is not a terror for the old people.

In the light of what has been discussed above briefly, as we are also on the road to old age, let us take good care of the aged.

* * *

August 2017

Time - ONE HOUR

(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 : 60

Type the following STATEMENT in proper form and rule up.

State Legislative Assembly Elections, 1971

All Caps.

Area	Electorate		Number voted	
	Men	Women	Men	Women
Vilathikulam	29,593	47,034	30,321	43,469
Koillpatti		47,521	32,953	33,765
Ambasamudram	46,356	48,425	33,938	36,842
Kadayanallur	47,261	49,19	35,841	36,593
Cheran/devi	43,625	48,651	32,323	28,980
Sri Vaikuntam	47,172	51,529	35,861	35,716
Tirunelveli	51,517	51,687	31,603	35,790
Thoothukudi	51,530	50,183	36,199	42,173
Tiru chendur	54,762	58,543	33,360	32,746
Melapalayam	44,595	52,166	35,18	38,362
Vasunallur	48,142	51,472	36,796	36,925
Alangulam	45,613	47,858	35,600	35,419

Note: The strength of the electorate and the number of persons who voted in the Tamil Nadu Legislative Assembly Elections in 1971 in Tirunelveli District are indicated in the above table.

[turn over

Question II]

[Marks: 40]

Type the following OFFICIAL LETTER in proper form :-

OFFICE OF THE SUPERINTENDING ENGINEER

From

Thiru. R. Ramanathan, B.E.,
Superintending Engineer,
Madurai.

To

The Chief Engineer
(Buildings),
Public Works Dept.,
Chennai 600 005.

Letter No. 639/16-ID, dated the 4th Aug. 2016.

Sir,

Sub: Madurai district - Govt. poramboke lands near
Madurai City - Survey No. 965 - Eviction of
unauthorized occupants.Ref: Fr. the Chief Engineer (Bldgs.), Letter No. 239/16-B2,
dated the 3rd July 2016.

The land referred to above belongs to the Public Works Department. About twenty persons, ~~some time~~ ² in AP. this yr., unau~~tedly~~ ² put up temporary ~~houses~~ ^{huts} on it. || 2. I recd. Complaints from the ~~public as well~~ ² as the inmates of the near^{by} Women's Hostel th. these ² persons were engaged in some undesirable activities. Hence, after ~~giving~~ them alternative sites to put up huts, they were asked to vacate the land. But, as they ² refused to vacate the land, ~~they~~ ² were evicted from the ² ~~stet.~~ ² land.

3. Under the above circumstances, I am to state that it is not possible to Comply with their request.

Yours faithfully,

S.E.

* * *

732

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):-*

There are many people who render useful service to society as a whole and among them we may count the postman and the policeman. Let us see for a while the role played by the postman in social life. He does his duty very sincerely and delivers the post regularly and in time. Of course, it is true that he brings messages of joy as well as sorrow. We are aware that he has a big bag which he hangs on the handle of his bicycle and in which he puts the letters, parcels and money orders which he has to deliver. If the parcel is heavy, he places it on the carrier of the bicycle he is riding. Whether the sun is shining or it rains, he goes about his duty and delivers the post. Sometimes he delivers a letter to an illiterate person and if that person asks him to read it for him, he readily agrees and helps him. People wait for the postman eagerly just as they look forward to the newspaper in the morning. There is no doubt that his work is arduous but it is a pity that his salary is low. But, at the same time, he is pleased that he gets a uniform once a year. In spite of being poor, he is not greedy and if he is offered a present of money or

in kind on the occasion of any festival, he politely refuses to accept it. As a matter of fact, he is contented with his lot even though he has to live from hand to mouth. It is a pity that on some occasions some people complain against him or take him to task for a minor mistake like delivering letters in a wrong house or throwing them in the open. Of course, he should not do so and should be careful, but it will be nice if this point is explained to him in polite language. Let us hope that some steps will be taken to improve the lot of postmen.

In the same way, a policeman is a very useful member of society. But, his service to society is generally not recognised by the common people to the extent desired.

It should be realised by one and all that law and order cannot be maintained without the presence of policemen and there will be danger to the lives of honest members of society. Without safety and order, we will have to live in fear of danger always. Life and property will be in danger. In times of riots the policemen will be of great help to the common citizens.

175

August 2017

Time – ONE HOUR
(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 : 60

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

ALL
Caps.

Sales of Motor Spirit Taxation Act, 1939

4,42,531

District	1956-57		1957-58	
	Demand	Collection	Demand	Collection
(In rupees)				
th/ Madurai (Nor/)	3,97,696	3,42,912	3,98,403	3,50,448 yrs.
stet./ Madurai (South)	4,09,140	4,03,525	4,71,139	4,730 63
90/ Tirunelveli (East)	2,17,351	2,14,124	2,12,790	2,13,454 yrs.
4/ Tirunelveli (West)	4,03,631	3,684	3,99,474	3,95,548
21/ Salem	7,86,521	7,41,890	7,67,693	7,17,864
lys./ Chengalpattu	6,29,881	5,83,967	7,07,834	6,39,941
natha/ Tiruchirappalli	7,64,454	7,46,513	7,48,264	7,46,675
○ Rama/ Puram	3,58,449	3,57,991	3,73,960	3,71,2443 2
Thanja/ vur	4,14,280	4,14,280		4,31,435
North Arcot	6,05,447	5,97,803	6,52,692	6,481 49
South Arcot	6,86,495	6,76,588	8,45,461	8,18,622

Note: The above Statement shows the tax collected under the Tamil Nadu Sales of Motor Spirit Taxation Act, 1939.

[turn over

Question II]

[Marks: 40]

Type the following OFFICIAL PROCEEDINGS in proper form:-

All
Caps. /

Proceedings of the Director of School Education,
CHENNAI.

PRESENT: THIRU. S.V. CHITTIBABU,

Director of School Education.

Rc. No. 221/71

Dated the 9th Nov. 1973.

Sub: Education - Recruitment of Secondary Grade
Teachers in Government (Board) High Schools.

Ref: G.O. Ms. No. 761, Education, dated the 16th May 1970.

The Govt. in the G.O. cited have ordered

Staff of Government (Bd.) Secondary Schools

the absorption of the teaching and non-teaching

/ lrs.

w. effect fr. 1-4-1970 F.N. In the light

of these orders, the Tamil Nadu public

/ u.c.

service Commission has selected candidates for

appointment as B.T. Assistants in these

Schools. || 2. Similarly, the Chief Educational

Officers ~~or~~ requested to prepare an Estimate of

/ l.c

vacancies in respect of all categories of posts (except

those coming within the purview of the T.N. Public

Service Commission) in Government (Board) High

Schools and to make regular re/ment to these vacancies

/ recruit

arising from 1-4-1970.

Director of S.E.

To

All Chief Educational Officers.

* * *

719

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):-*

Let us consider the value of rain harvesting as we have drought from time to time. First, earth is a watery planet and water sustains life on earth. Though three fourth of the earth is covered by water, only about one per cent of water is potable. A part of the pure water is stored in glaciers and the remaining water is stored inside the earth. It has to be said that due to unwise irrigation methods, a lot of good water mixes, unused, with the ocean. The main source of pure water is rain. So far as our country is concerned, erratic rainfall has, in fact, led to acute famine and the rice bowl of South India has now become a drought-hit area. It is the duty of every citizen to consider why rains have failed. Man has greedily used up ground water too and bore wells dug deep in a competitive spirit have led to seepage of sea water in Chennai and in other coastal regions of Tamil Nadu. If we deplete the water table, future generation will have only sea water left. There can be no doubt that nature's bounty is limitless and when it gives, it gives plentifully. But the excess water drains into the sea or gets clogged due to plastic heap in the drainage lines and

unconserved rain water becomes a breeding ground for mosquitoes. When people do not have the capacity to foresee the consequences of not conserving water resources, it requires the initiative of the government.

The Government of Tamil Nadu brought in an Ordinance and made house owners make provision for storing rain water. The majority of the people did it and those who needed technical support were guided by the Corporation and Municipal Officials. Though there was an initial resistance to this idea, people by and large implemented it and it is praiseworthy that students led processions and made the common people aware of the need to harvest rain water. In rural areas open pits were also dug up with the help of rural labour force.

At the same time, tree planting should be made a household responsibility across the country and each student may plant one sapling and take care of it till he leaves the school. Greening of school should be taken up with a missionary zeal and felling of living trees should be put an end to as water is the elixir of life.

August 2017

Time – ONE HOUR
(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 : 60

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

caps./

Data base on Indian Banking, 2001-02

56,131

Name of Bank	Owned Funds		Deposits	
	31st March 2001	31st March 2002	31st March 2001	31st March 2002
(Rupees in Crores)				
Bank of Baroda	61,304	3,825	34,070	3,356
Bank of India	2,686	2,845	51,079	59,589
Corporation Bank	2,046	1,348	16,560	18,14
Indian Bank	2,890	34,185	5,130	24,039
Oriental Bank of Commerce	1,549	1,620	24,680	28,488
Canara Bank	2,814	3,471	59,070	64,030
Punjab National Bank	2,669	3,216		64,123
Syndicate bank	1,219	1,410	25,095	28,548
UCO Bank	2,628	2,761	21,236	26,849
Union Bank of India	1,849	2,107	34,888	39,794
United Bank of India	1,967	1,964	18,477	19,611
Central Bank of India	2,541	1,997	41,518	41,137

Note: The above Statement shows the owned funds and deposits of various Banks in India during the period 2001-2002.

[turn over]

⑤
IV

Question II]

[Marks: 40]

Type the following DEMI-OFFICIAL LETTER in proper form:-

ALL
Caps. /

Govt. of Tamil Nadu

Public Works Dept.

C.N. RAGHAVAN, I.A.S.,
Secretary to Government.

Fort St. George,
Chennai 600 009.

D.O. Letter No. 131/75-12

Dated the 3rd Sep. 1976.

Dear Thiru. Ramulu,

Sub: Panels - Constitution of panel to study
Revised estimates of works executed by the
Chief Engineers - ~~order the panel~~ - References
of cases - ~~End particulars~~ called for.

Ref: G.O. Ms. No. 618, Public Works, dated
the 20th September 1976.

2

1st

I am to enclose a copy of the G.O. cited in
what a Panel has ^{been} set up ^{by} to examine cases
involving upward re^{vision} of the estimated cost
and to suggest steps to avoid it in future.

run on / The panel wd. go into the works executed by the
Heads of Departments under the control of this
l.c. / Department on Behalf of other Departments also.

The panel shall study any other case or cases
that the Government may refer to it. I would Know to Like / yrs.
whether you have any case of this kind to be ³ ² ¹ referred / stet.
to the panel.

Yours faithfully,

(C.N. RAGHAVAN)

To
Thiru. M. Ramulu,
Secretary to Government,
Revenue Department,
Fort St. George,
Chennai 600 009.

⊗ by this Department