

PAPER - I
STENOGRAPHER & SECRETARIAL ASSISTANT (ENGLISH)
(THEORY)
SEMESTER - II

TIME: 3 HRS.

MARKS: 30

Note: Attempt all the questions.

All questions carry equal marks.

This paper carries negative marking. 25 % marks will be deducted for each wrong answer.



Choose the correct answers: -

1. General principles of filing and indexing should be -
 - (a) File documents tidily
 - (b) Classify the documents in details
 - (c) Labelling papers, putting them away and getting them out again when required.
 - (d) File documents suitably
2. All inward mail of small organization may be received through -
 - (a) The postman or peon or courier
 - (b) Postbox is compulsory to collect the mail
 - (c) Special staff deputed for the purpose
 - (d) Officer concerned
3. The process of office planning begins with-
 - (a) Forecasting
 - (b) Setting objectives
 - (c) Setting planning
 - (d) None of these
4. The duties and responsibilities of the Secretary are -
 - (a) He has not to see that office work is done properly
 - (b) He has to supervise and control all the sections in-charge of office services
 - (c) He is not valuable advisor
 - (d) He has not to look after planning of the office work
5. The process of decision making by office Secretary to find solution is
 - (a) Satisfying
 - (b) Heuristic
 - (c) Bounded rationality
 - (d) None of these
6. What function displays row data in a column or column data in a row?
 - (a) Hyperlink
 - (b) Index
 - (c) Transpose
 - (d) Rows

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