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	TOTAL	40

FIRST TERMINAL EXAMINATION 2022-2023

QUESTIONWISE MARKS DISTRIBUTION

SUB: SECRETARIAL PRACTICE

MAX.MARKS: 40

STD: XI

DURATION : 90 MINUTES

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2.	TYPES OF SECRETARIES	1(1)	-----	-----	4(1)	05
3.	SECRETARIAL CORRESPONDENCE	1(1)	2(1)	3(1)	4(1)*	10
4.	FORMALITES OF COMPANY MEETINGS	1(1)	2(2)	-----	-----	05
5A	JOINT STOCK COMPANY	-----	-----	-----	4(1)*	04
5B	KINDS OF COMPANIES	1(2)	-----	-----	4(1)	06
6.	FORMATION OF A COMPANY	-----	2(1)	3(1)	-----	05
	TOTAL					40

SECOND INTERNAL TEST/SECOND FORMATIVE TEST -2022-2023

Sample Test For Secretarial Position

Elizabeth D. Johnson



Sample Test For Secretarial Position:

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Federal Office Assistant Examination Elizabeth D. Johnson, 1976 Personnel Selection Neal Schmitt, David Chan, 1998-08-04 The purpose of the books in the Foundations for Organizational Science series is to describe what is known in a subject area what we need to know to substantially increase our knowledge and practice and ideas about how to go about obtaining this knowledge The books are also targeted to graduate students in the organizational sciences Personnel Selection offers a comprehensive state of the art look at the field of personnel selection This book also emphasizes the role of theory in the personnel selection research an area of organizational science that is often characterized as lacking in theoretical bases Traditional topics such as job analysis performance measurement the measurement of individual difference characteristics the design of validation research and the evaluation of validation data are covered In addition novel ideas concerning levels of analysis issues examinee reactions to tests the impact of changing technology and means of communication and globalization are also discussed Each chapter provides detailed access to current knowledge identifies sources that can provide further detail and ends with a summary of the major research questions that should be addressed to advance understanding of the issues described in that chapter **Strategic Human Resource Management: Volume 1** Feza Tabassum Azmi, 2019-05-23 This book provides a comprehensive and up to date text in the subject It seeks to address a wide gap existing in terms of the availability of a book that provides extensive coverage in the field It aims to provide students in human resource management courses and practising managers with a comprehensive view of essential concepts and techniques in a highly readable and understandable form This book particularly focuses on practical applications examples and cases that managers can utilise in gaining insights into the subject in order to carry out their HR related responsibilities It focuses on practical applications examples and cases that will be useful for both students and HR managers It serves two important purposes to provide an academically rigorous study and at the same time offer comprehensive and

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