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|    | TOTAL                           | 40 |

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#### QUESTIONWISE MARKS DISTRIBUTION

SUB: SECRETARIAL PRACTICE

MAX.MARKS: 40

STD: XI

DURATION : 90 MINUTES

| SR.NO | NAME OF THE UNIT                  | VSA   | SA1   | SAII  | LA    | TOTAL |
|-------|-----------------------------------|-------|-------|-------|-------|-------|
| 1     | SECRETARY                         | ----- | 2(1)  | 3(1)  | ----- | 05    |
| 2.    | TYPES OF SECRETARIES              | 1(1)  | ----- | ----- | 4(1)  | 05    |
| 3.    | SECRETARIAL<br>CORRESPONDENCE     | 1(1)  | 2(1)  | 3(1)  | 4(1)* | 10    |
| 4.    | FORMALITES OF COMPANY<br>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

**Annelies Wilder-Smith**



### **Sample Test For Secretarial Position:**

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**Federal Office Assistant Examination** United States Civil Service Commission, 1973

**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

user friendly pedagogy The case studies cited in the book are from across the globe including studies from India and will appeal to a large audience

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rather than the HR department Chapters present the basics of HR including the fundamentals of hiring performance appraisal reward systems and disciplinary systems so that any manager regardless of his or her background or functional area can approach these parts of the job with confidence The book also covers the latest developments in equal opportunity law and describes the manager s responsibilities in controlling sexual harassment and managing diverse employees including older workers and employees with disabilities Each chapter s material is firmly grounded in the current HR academic literature but the book s friendly conversational tone conveys basic principles of good practice without technical jargon Designed to make the material more accessible and personally relevant the book includes the following special features

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- Boxes that describe real life examples of how companies respond to HR challenges
- For Further Reading references to articles published in outlets that bridge the academic practitioner divide
- Manager s Knots presented in a question and answer format these describe typical managerial problems take the reader into some of the gray ambiguous areas of HR and suggest ways to apply the chapter material to real life managerial dilemmas

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