

Sl.No. :

नामांक			Roll No.			

No. of Questions – 3

SS-33-SH. HD. English

No. of Printed Pages – 7

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SHORTHAND IN ENGLISH

Subject : English Stenography

SENIOR SECONDARY EXAMINATION, 2023

Time : 3¼ Hours

Maximum Marks : 40

GENERAL INSTRUCTIONS TO THE EXAMINEES :

- 1) Candidates must write first his/her Roll No. on the question paper compulsorily.
- 2) The shorthand outlines may be written by pencil but the transcription should not be hand-written but it should be typed.
- 3) The shorthand note-book must be attached with the answer-book.
- 4) Only the following punctuations should be dictated :
 - i) full stops
 - ii) signs of interrogation
 - iii) brackets
- 5) There should be an interval of *five* minutes after the dictation of each section. *Two and a three-fourth* hours will be allowed for transcription of the three sections of dictation (i.e. excluding the time for dictation and intervals).
- 6) All the three sections should be dictated at a speed of 80 (Eighty) words per minute and in one sitting.
- 7) 20% marks should be reserved for outline.

TEAR HERE TO OPEN THE QUESTION PAPER

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SECTION - A**(Steno Speed 80 words per Minute)**

1. Short Hand - 02
 Typing - 08
 Total Marks - 10

B. Bhattacharya, IRS

Director General

Govt. of India

Ministry of Finance

Department of Revenue

Central Board of / Excise & Customs [1/4]

Directorate General of Human

Resource Development

BVSSS Gole Market,

New Delhi - 110001

D.O.F./No. 8/B/27/HRD(HRM-1)/GST/2021 [1/2]

Dated : 12th January, / 2022 [3/4]

Dear Colleagues,

As you are aware, the Reorganisation of customs formation in CBEC is to be implemented // w.e.f. 15th of January, 2022. [1]

- (1) The re-organisation involves creation of two new custom commissionerates / at Nagpur and Indore, redistribution of work and post of Chennai customs V and Appeal II. Mumbai II / Customs zone and assignment of customs Functions. Currently being performed by GST formations to exclusive customs formations. [1¹/₄]
[1¹/₂]
- (2) Consequently, / the reorganisation has necessitated the reallocation of few posts which are currently under the functional control of GST commissionerates to // the functional control of customs commissionerates. These posts though under the functional control of GST commissionerates, were / performing functions pertaining to customs work viz (1) Manning of customs formations such as minor sea ports, air / ports, ICDs, CFSs, LCSs etc., and (2) Customs work related to EOU, SEZ, Brand rate fixation /, Export promotion schemes etc.. The administrative control over these posts is not being changed and the existing cadre // controlling Authority (CCA) of the GST will continue to exercise such control. Hence, the said reallocation of / posts will not alter / revise the cadre strength in group 'B' and 'C' grade officers in any / CCA. Career prospects of Gr. B & C cadres, will also not be affected, as they are linked / to the sanctioned strength in the jurisdictional CCA. [1³/₄]
[2]
[2¹/₄]
[2¹/₂]
[2³/₄]
[3]
[3¹/₄]
[3¹/₂]
[3³/₄]

With Best Regards,

Yours Sincerely,

Sd/-

(B.Bhattacharya) // [4]

SECTION - B**(Steno Speed 60 words per Minute)**

2.

Short Hand - 02

Typing - 08

Total Marks - 10

PREETI SUDAN, IAS

Secretary

Government of India

Department of Health & Family Welfare

Ministry of Health and Family Welfare / [1/4]

Do. No. Z. 28015/01/2021 - EMR(Pt.)

Dated the 20th March, 2021 / [1/2]

Dear Colleague,

This is in continuation to my previous communication to you dated 19.03.2021 with / regard to dealing with N coronavirus / covid - 19. [3/4]

The central Government had shared elaborate guidelines on social Distancing // with all states / UTs on 16.03.2021 (copy enclosed). In [1]
 compliance, with some / of the states / UTs issued necessary guidances in [1 1/4]
 this regard, the measures taken by the states / UTs / are not uniform. Expert [1 1/2]
 Group constituted under this Ministry has emphasised on a need for uniform [1 3/4]
 implementation of guideline / on social distancing. It is, therefore, imperative [2]
 that all the states / UTs take following social distancing measures //

- (1) Regulate hours and work in government offices to reduce congestion and maintain hygiene.
- (2) Regulate working hours / in all services except for essential services. [2¼]
Industrial establishments to adopt staggered timings and regulation of crowd in market / should also be resorted to. [2½]
- (3) Private sector to consider work from home, wherever feasible.
- (4) Educational institutions / theatres, museums, gyms, examination centres, etc. to be closed. [2¾]
- (5) Sporting events, competitions // and religious gatherings to be postponed and maintain required social distancing even in smaller gatherings. [3]
- (6) Plan decrease in / Frequency of services of metros, railways, Buses and airplanes ; alternate seating to ensure social distancing ; disinfection and / crowd control in places like railway stations, metro stations, bus stand, airports, etc.. [3¼]
[3½]

State // UT Governments have necessary authority under the Epidemic diseases Act, 1897, the disaster Management Act, 2005 and // also under various provisions of Cr. PC and IPC, as has been already conveyed by me vide letter D /O. No.z.28015/19/2020 EMR; dated 13th March, 2020 (copy enclosed). / [3¾]
[4]
[4¼]
[4½]

All state / UT Governments are requested to implement these directions and if required, they may consider invoking relevant / provisions of law, as warranted in larger public interest. [4¾]

With Regards.

Yours Sincerely

Sd/-

(Preeti Sudan) // [5]

6
SECTION - C

(Steno Speed 80 words per Minute)

3.

Short Hand - 04

Typing - 16

Total Marks - 20

DAY HAD DAWNED COLD AND GRAY

When the man turned aside from the main Yukon trail. He climbed the / [1/4]
high earth-bank where a little. – Travelled trail led east through the pine forest.
It was a / high bank, and he paused to brea the at the top. He excused the act [1/2]
to himself by / looking at his watch. It was nine O' clock in the morning. There [3/4]
was no sun or promise of / sun, although there was not a cloud in the sky. It [1]
was a clear day. However, / there seemad to be an indescribable darkness [1 1/4]
over the face of things. That was because the sun was absent / from the sky. [1 1/2]
This face did not worry the man. He was not alarmed by the lack of / sun. [1 3/4]
It had been days since he had seen the sun. The man looked along the way be // [2]
had come. The Yukon lay of mile wide and hidden under three feet of Ice. On
top of / this ice were as many feet of snow. It was all pure white. North and [2 1/4]
South, as / far as DP Jack London 64 his eye could see, it was unbroken [2 1/2]
white. The one / thing that relieved the whiteness was a thin dark line that [2 3/4]
curved from the pine.

Covered is land to the // South. It curved into the north, where it [3]
disappeared behind another pine - covered Island. This / dark line was the trail - [3 1/4]
the main trail. It led South 500 miles to the chilcott pass, / and salt water, It led [3 1/2]
north 75 miles to Dawson, and still farther on to the north a / thousand mills to [3 3/4]
Nulato, and finally to St. Michael, on being sea a thousand miles and half // a [4]
thousand more. But all this the distant trail, no sun in the sky, the great cold /, and [4 1/4]
the strangeness of it all - had no effect on the man. It was not because he / was [4 1/2]
long familiar with it. He was a new comer in the land, and this was his / first [4 3/4]
winter. The trouble with him was that he was not able to imagine. He was quick
and // ready in the things of life, but only in the things, and not in their [5]

meaning. Fifty / degrees below zero meant 80 degrees of frost. Such facts to Id [5¼]
 him that it was cold and uncomfortable /, and that was all. It did not lead him to [5½]
 consider his weaknesses as a creature affected by / temperature. Nor did he [5¾]
 think about man's general weakness, able to live only within narrow limits of
 heat // and cold. From there, it did not lead him to thought of heaven and the [6]
 meaning of a / man's life. 50 degrees below zero meant a bite of frost that hurt [6¼]
 and that must be guarded against / by the use of mittens, ear coverings, warm [6½]
 moccasins, and thicks. 50 degrees below zero was / to him nothing more than [6¾]
 50 degrees below zero.

That was a thought that never entered his head. // [7]



DO NOT WRITE ANYTHING HERE