

Q.5 Write a note on travel information Air Road sea and internet.

No. of Printed Pages : 4
Roll No.

123036

Q.6 Write a note on the following.

- a) Medical allowance
- b) Staff conveyance.

O.M.C.A.

Subject : Secretarial Practice

Time : 3 Hrs.

M.M. : 100

Q.7 Meaning and significance of a role of secretary.

SECTION-A

Note: Very Short Answer type questions. Attempt any 15 parts. (15x2=30)

- Q.1
- a) Define secretary
 - b) Proxy
 - c) Minutes
 - d) Amendments
 - e) Full form of GPF GIS
 - f) Agenda
 - g) Notice
 - h) Two types of meeting.
 - i) Define personal secretary
 - j) Motion

- k) Two types of secretary
- l) Resolution
- m) Define meeting
- n) The qualities of personal secretary
- o) IRCTC
- p) Internet.
- q) TA/DA
- r) Promotion.

SECTION-B

Note: Short answer type questions. Attempt any ten parts 10x4=40

- Q.2
- i) Duties of secretary before the meeting.
 - ii) Annual general Meeting of company.
 - iii) Yellow pages
 - iv) Qualification of secretary .
 - v) Responsibilities of secretary during the meeting.

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- vi) Telephone directory
- vii) Encyclopedia
- viii) Brief note on confirmation & resignation.
- ix) Post office guide
- x) Write a brief note on pensionary benefits
- xi) Types of leave
- xii) Confidential report
- xiii) Receptionist's duties
- xiv) Seniority
- xv) Qualities of a secretary.

SECTION-C

Note: Long answer type questions. Attempt any three questions. 3x10=30

- Q.3 Explain various types of secretary.
- Q.4 Responsibilities of secretary before during after the meeting

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