MODEL QUESTIONS PAPER
OFFICE ASSISTANTSHIP (213) - II YEAR PAPER – I

SHORTHAND II

Time: 1 Hour 30 Minutes **Marks:50**

Note: 7 Minutes for Dictation
1 Hour for Transcription

My Dear Officers, I-am-happy to join you again at a Conference like-this after nearly two-years. Let-/-me-place on record my appreciation of-the efforts put in by-the Collectors, Joint Collectors and others in solving-//-the problems of-the people in ensuring effective implementation of-the various schemes, policies and programs undertaken by-the State-Government. I-am-glad-that-the District Administrators, Heads of Departments and Senior Officials in-the Government have met here {1} again to discuss-the important problems facing-the State and to set new goals in various activities and developmental programs. / I-would-like-you to discuss all-the issues and come up with amicable solutions. I-am-happy to a // large-extent, we-have succeeded in translation into action most of-the decisions taken in-the last conference. I congratulate /// everybody for-this.

However, I-would-like to-tell that-we all know no functionary above or below-the District {2} Collector enjoys such an enviable status including-the other district officers. This-is because of-the faith that governments have / placed in-this institution. However, I-would-like-to caution some of-the district officials including Collectors on-the need // to-maintain good public relations with people's representatives. The Collectors must realize that-the non-officials have an important role /// to-play in democracy. The Collectors must therefore carry-the non-official machinery along-with-them. This will enable the {3} Collectors to discharge their functions in a more effective manner. It-must-be realized that once the non-official or / a Minister finds the Collector receptive to his suggestions, he-will assist the district administration in-the better way of // implementing the policies and programs of-the Government that-were announced from-time-to-time by-the Government. I-draw-///-your attention in particular to-the need to provide drinking water, ensuring efficient functioning if fair-price shops, cooperative and {4} commercial -banks, the primary health centers, hospitals and-the primary health centers, hospitals and-the primary and secondary schools. Along-with-this, we should ensure success / of programs uppermost in-the-minds of-the Government like implementation of ban on arrack, efficient conduct of-important programs // like-the total literacy program, the family planning program which-are aimed at-the upliftment of-the poor and-the /// needy with particular emphasis on women. Finally I-would-like-to congratulate all district officials including Collectors for their cooperation. {5}

Dear-Sir, In-reply to-your-letter, we-are sorry to inform-you that-we-are-unable-to give special tariff for-/-the chairs indicated in-your-letter. We-shall-be-happy to-supply-you at-the ordinary rates if-you give // your confirmed order. The chairs are of-the best quality and let-us have an order for-these chairs /// so-that-we-can make necessary arrangements to-deliver-the goods as per your order. As-there-is much demand {6} for-these chairs, we-cannot make this offer beyond Saturday next. The terms and conditions are enclosed along-with-/-this letter. With regard to-your other letter for-the supply of office equipment such-as computer tables, gift items for-/-the coming new year, we-have immediately forwarded your-letter to-our sister company at Bombay and-they-have given /// a wire to us indicating that-they-are shortly sending their representative to-your office. Thanking-you, Yours-faithfully, {7}

MODEL QUESTIONS PAPER
OFFICE ASSISTANTSHIP (213) - II YEAR PAPER – II

OFFICE ACCOUNTANCY II

SECTION.A

Time: 3Hours Marks:50

NOTE: (i) Answer All the Questions
(ii) Each question Carries 2 marks 10x2=20m

1. What is the Diminishing balance method?
2. What is revenue expenditure?
3. What is an honorarium?
4. What is profit and Loss appropriation Account?
5. What is meant by Goodwill?
6. What is Revaluation account?
7. Padma and Rani are partners sharing the Ratio of 2:3. They admit Ratna for ¼ th share and calculate new Profit Sharing Ratio?
8. Define hire purchaser?
9. What is suspense account?
10. Write two causes for preparing Bank Reconciliation Statement?

SECTION B

NOTE: (i) Answer 5 Questions
(ii) Each Question carries 6 marks 5 x 6 = 30m

11. Machinery purchased on 1.7.2009 for Rs.10,000 was sold on 31.12.2011 for Rs.5,000. Calculate the profit or loss of sale assuming depreciation is charged @ 10% per annum under fixed installment method.

12. What are the differences between receipts & payments account and income and expenditure account?

13. Anushka and Kajal are partners of a firm sharing profits and losses in the ratio of 2:1. Their capital, were Rs.90,000 and Rs.60,000. The profit during the year were Rs. 45,000. According to partnership deed, both partners are allowed salary, Rs. 700 per month to Anushka and Rs. 500 per month to Kajal. Interest allowed on capital @ 5%p.a. The drawings at the end of the period were Rs. 8,500 for Anushka and Rs. 6,500 for Kajal. Interest is to be charged @ 5% p.a. on drawings. Prepare partners' capital accounts, assuming that the capital account are fluctuating.

14. The Balance Sheet of Srinitha & Srihitha who are partners sharing profit & losses in the ratio 2:1, on 31-03-2018 was as under.

Liabilities	Amount Rs.	Assets	Amount Rs.
Sundry Creditors	1,00,000	Cash	5,000
Bills payable	3,20,000	Sundry Debtors 4,00,000	
		Less:	
		Provision for D.D. 5,000	3,95,000

General Reserve	1,80,000	Stock	2,50,000
Capitals		Furniture	1.00.000
Srinitha 3,00,000		Buildings	3,00,000
Srihitha 1,50,000	4,50,000		
	10,50,000		10,50,000

On that date Srinidhi was admitted for 1/3 share of profit on the following terms

(a) That Srinidhi brings in Cash Rs.90,000 for Goodwill & Rs.1,50,000 as Capital.
(b) That half of the goodwill shall be withdrawn by the old partners.
(c) The provision for bad and doubtful debts is to be increased by Rs.10,000.
(d) That a liability for Rs.8,500 be created against outstanding salaries.
(e) That the stock & Furniture to reduced by 5%
(f) That the value of Buildings be appreciated by 10%.

Prepare Revaluation a/c, Partners Capital Account & Balance Sheet of new firm.

15. A, B, C are sharing profits and losses in the ration of 5:3:2 on 31st December, 2018. The balance sheet was as follows:

Liabilities	Amount Rs.	Assets	Amount Rs.
Sundry Creditors	21,000	Cash	50,500
Bills Payable	10,000	Debtors 31,000	
General Reserve	20,000	(-) Res.forb.debt 500	30,500
Capital Accounts		Stock	20,000
A 80,000		Machinery	40,000
B 60,000		Building	80,000
C 30,000	1,70,000		
	2,21,000		2,21,000

On 1st January, 2019 C retired on the following terms

A. Value of buildings to be appreciated by 10%.
B. Bad debts reserve to be increased to Rs.1,200.
C. Goodwill is to be created Rs.40,000.
D. Amount due to C is to be transferred to 8% loan account in her name.

Prepare Profit and Loss adjustment account, and Capital Accounts.

16. Write the distinction between Hire purchase system and Installment purchase system

17. How many types Errors? Explain it?

18. Prepare BRS as on April, 28, 2018 from the following particulars.

(a) Balance as per pass book Rs. 10000.
(b) Interest on loan debited only in pass book Rs 500
(c) Bank collected dividend on behalf of Customer Rs1000. This transaction recorded in pass book only.
(d) Rs. 1000 worth of Cheque issued on Feb, 25, 2018. But not presented for payment
(e) Rs. 2000 worth of Cheque deposited. But this cheque was dishonored.

MODEL QUESTIONS PAPER
OFFICE ASSISTANTSHIP (213) - II YEAR PAPER – III

OFFICE MANAGEMENT

SECTION.A

Time: 3Hours Marks:50

NOTE: (i) Answer All the Questions
(ii) Each question Carries 2 marks 10x2=20m

1. What is Management?
2. What is meant by Administration?
3. Mention any four types of Office Furniture.
4. Define Ventilation.
5. Mention any four Stationery Items.
6. Define Note File.
7. What is E-Mail?
8. What is Meeting?
9. What is Agenda?

10. Define Modern office.

SECTION B

NOTE: (i) Answer 5 Questions
(ii) Each Question carries 6 marks 5 x 6 = 30m

11. Explain the Functions of Management.
12. Explain the modern office functions.
13. Explain the features of an organization.
14. Explain the types of Lighting system.
15. Explain the importance of stationery.
16. Describe the importance of Communication.
17. What is effective communication system and procedure?
18. Describe the steps to be taken to prepare agenda.

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