

059/2026

(Pages : 2)

SHORTHAND ENGLISH HIGHER
DICTATION AND TRANSCRIPTION TEST

Maximum : 100 marks

[Time for dictation : 5 Minutes

Time for Transcription : 1 Hour]

Instructions :

1. The following matter should be dictated to the candidates loudly and distinctly and only Once, at the rate of 120 words per minute.
2. Speed should be regulated at every quarter of minute.
3. Before commencement at the dictation, the candidate should be asked to take down the matter in short-hand and transcribe into longhand in ink.

Ladies and Gentleman, I-am-very-happy to welcome you to-this conference. At-the-outset, I-would-like to remind you that our functions in-the various fields has / provided us satisfaction, many-more-things have-to-be done by-the-Government. I-would-like to point-out some of-the merits and demerits in-the important functions, as //-it-is my duty to streamline-the functions of-the administration of-the-Government. There-is-no-doubt that whenever genuine demands are received, the Government are readily coming forward /// to-take immediate action to redress-the grievances. Likewise, when complaints are received with enough evidence, the Government will-not hesitate to examine-the same and-take action against the (1) people concerned. At-the-same-time, the Government will-not waste the precious time at-their disposal, in pursuing false complaints, without any specific evidence, made by persons. As heads / of district administration, you-have to bear-in-mind the real objective of-the-Government, before looking into-the petitions are received by-you. I-would-like to remind them // that at-the time of elections equal opportunity is being given to all-the recognized political parties. Guidelines have-been laid down in-this-regard after a great deal of /// thought. If there-are any violations, Members are at liberty to raise them and-they

[P.T.O.]

can-be rest assured that-their genuine grievances, if any, will receive the best possible (2) attention. In-the initial stages of-our development, we depended more on planned growth with-the intention of build-up a strong infrastructural base for our industry and rapid expansion / of core sectors. This policy did help in India large and varied industrial base, a skilled labor force and a vast army of scientists, managers and technocrats. Now, we-have // to reverse the trend and that-is-the real challenge before us. Let-me say clearly that our objectives remain as-they-were when-we set out to build an /// independent India. The policies that we adopted since our independence must-be reviewed to give effect to our new thinking and new objective. In-this-regard within a short time, (3) we-have removed controls on economic activity and opened our economy significantly. While inflation has-been brought under control and stability restored to-the balance of payments, these have naturally / had a somewhat sad effect on domestic economy and also export growth last-year. With-this the Government has brought-about a substantial increase in public investment especially in agriculture // and rural development.

Today, the resources have a vital role to-play in-our economy. They-are required for our various developmental activities. If-you taken-into-consideration all-these /// aspects, you-will realize that-it-is in-the interests of-trade and also-the administration to-have a tribunal exclusively dealing-with the revenue-matters. I appreciate-the concern (4) expressed by an Honourable-Member that-we should come-up with clear legislation and-there-should-not-be any deficiency. I admire this thorough knowledge about Constitutional points. I assure / him that our Law Ministry has taken care this. There-is another aspect to-which I-would-like-to refer. It-has-now become a fashion for-us to-say // that-the standards have down. I-should-like to know who-has-been responsible for-the fall in standards. The Education-Department is supervising educational activities. I have all praise /// for it, I-know-that all educational institutions are today managed by trained teachers. In-this-connection, I-would-like-to point-out that schools are concentrated in particular areas. (5)