

DAY — 07

SEAT NUMBER /

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2023 II 28

1100

J-241

(E)

**SECRETARIAL PRACTICE (52)**

Time : 3 Hrs.

(4 Pages)

Max. Marks : 80

- Note :*
- (1) All questions are compulsory.
  - (2) Figures to the right indicate full marks for the questions.
  - (3) Figures to the left indicate question numbers.
  - (4) Answer to every question must be started on a new page.

**Q. 1.** (A) Select the correct answer from the options given below and rewrite the sentences :

(5) [20]

- (1) Company has to pay \_\_\_\_\_ to government.  
(a) taxes (b) dividend (c) interest
- (2) \_\_\_\_\_ shares are issued free of cost to existing equity shareholders.  
(a) Equity (b) Right (c) Bonus
- (3) \_\_\_\_\_ is a proof of title of shares.  
(a) Register of member  
(b) Share certificate  
(c) Letter of Allotment
- (4) Debenture Capital is a \_\_\_\_\_ capital of a company.  
(a) owned (b) permanent (c) borrowed
- (5) Dividend is paid first to \_\_\_\_\_ shareholders.  
(a) equity (b) preference (c) deferred

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inclined plane the lever the wedge the wheel and the axle the pulley and the screw

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