

Total No. of Printed Pages—2

CODE : 33VT OM (Pr-I)
(EN)

2026

Suggestive Question Paper for

OFFICE MANAGEMENT

(Office Appliance and Business Communication)

Practical Paper : I

Full Marks : 40

Pass Marks : 16

Time : 3 hours

Candidates shall note that each question will be bilingual, viz., in English/Assamese medium, for their ready reference. In case of any discrepancy or confusion in the medium/version, the English version will be considered as the authentic version.

The figures in the margin indicate full marks for the questions.

Note : The question paper for 2026 Exam has to be prepared on this basis without repeating from the suggestive questions as far as practicable.

1. Draft a letter calling candidates for interview. Mention date and time for interview and rate of a TA to be paid to each candidate. 10
2. Demonstrate the following procedure : *(any one)* 10
 - (a) Prepare appointment schedule of visitors.
 - (b) Prepare a file.
3. Practical File/Student's Portfolio. 10
4. Viva voce. 10

—————X—————

Total No. of Printed Pages—2

CODE : 33VT OM (Pr-II)
(EN)

2026

Suggestive Question Paper for

OFFICE MANAGEMENT

(Elements of Accounting-II)

Practical Paper : II

Full Marks : 40

Pass Marks : 16

Time : 3 hours

Candidates shall note that each question will be bilingual, viz., in English/Assamese medium, for their ready reference. In case of any discrepancy or confusion in the medium/version, the English version will be considered as the authentic version.

The figures in the margin indicate full marks for the questions.

Note : The question paper for 2026 Exam has to be prepared on this basis without repeating from the suggestive questions as far as practicable.

1. Prepare an Accounting Voucher. (As per examiners choice)	10
2. Prepare a cash receipt. (As per examiner's choice)	10
3. Practical File/Student's Portfolio.	10
4. Viva voce.	10

—————×—————