

Total No. of Printed Pages—2

<b>CODE : 33VT OM (Pr-I)</b>
<b>(EN)</b>

**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

—————×—————

**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.***

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

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

—————×—————