

Total No. of Printed Pages—2

CODE : 33VT OS (Pr-I)

(EN)

2026

Suggestive Question Paper for

OFFICE SECRETARYSHIP

(Office Practice and Computer Learning)

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.***

<p>Note : 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 a Performa of standard form of application for job. 10
2. Prepare a spreadsheet and used the operation of addition, multiplication, subtraction and division. 10
3. What is word processing in computer ? 5
4. Project/Practical File. 10
5. Viva voce 5

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2026

Suggestive Question Paper for

OFFICE SECRETARYSHIP

(Shorthand)

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>Note : 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. Dictate the following passage at the speed of 70 (seventy) words per minute and give the student to type at 30 (thirty) minutes : 10

Fortune favours the brave

In this world, those succeed in life who exert themselves. People who are hardworking, courageous and perseverent can attain success in life. In other words, fortune or goodluck crowns the efforts of those who work tirelessly with courage and devotion. Luck does not favour those who simply idle away their time. Success in life is often an elusive thing. To succeed in life, we must exert ourselves. We must also be not afraid of bearing a risk. Ambitious and brave men are never afraid of any risk. In fact, it is through a risk and bold venture that success comes to a man.

Goodluck rewards those of us who are bold, enterprising and adventurous. There is a useful saying in English that 'the sleeping fox catches no poultry. To be crowned with success, we must be active, we must be bold, we must be ready to face and fight a risk.

2. Dictate the following pages at the speed of 80 (eighty words per minute) to the students and give them to type at 45 (forty-five) minutes : 15

The Koch Kingdom was established by Biswa Singha in 1527 AD. Biswa Singha organized the strength of his tribes and defeated all neighbouring Bhuyans. His Kingdom was known as Koch Behar, extending from Karatova in the West and Barnadi in the east. Capital of Koch Behar was Kamatapur.

Biswa Singha was contemporary to great Ahom King Suhungmug/Dihingia Raja. Biswa Singha died in 1540.

At the death of Biswa Singha, his son Nara Singha took the throne of Koch Kingdom in the absence of his brothers Malladev and Sukladhvajas they both were studying at Benaras. After hearing the news Malladev and Sukladhvaj came back to their kingdom, raised an army and defeated Nara Singha.

After expelling Nara Singha, Malladev became king and assumed the name Naranarayan Sukladhvaj, as was very skilled in military skills became commander-in-chief and assumed the name Chilarai.

Ahom King Suklengmug and Sukhampha (1552-1603) were contemporary to Naranarayan. The reign of Naranarayan was the most glorious era of Koch Kingdom.

Naranarayan ruled about 50 years and died in 1584. The glory of Koch Kingdom ended with the death of Naranarayan.

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| 3. Project/Field visit | 10 |
| 4. Viva voce | 5 |

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