Instruction : All questions are compulsory.

[Time : 10 Minutes]

1. Type the following passage in DOUBLE LINE SPACING leaving a margin of one inch on the left hand side and half an inch on the right hand side :-

Discipline is necessary not only in the army but also in every organisation, in every walk of life, in every activity. In order to understand why discipline is necessary, we must first understand what discipline is. It is obvious that no army can function and no battle can be fought successfully if every soldier wants to know the reasons behind his superior's orders or argues with him about the necessity of his order.

Whenever any individual is doing some work, he has before him some goal, some purpose. One may or may not be conscious of this goal or purpose. This goal can be best achieved if the work is done in the most efficiently why with complete concentration, devoting all available time, energy and other resources to the activity. For this the doer must obey certain rules. Strict obedience to the required rules for any work or activity is called discipline. Since adults are supposed to have some self-control, they can, on their own, obey the necessary rules of work or activity. Hence discipline comes to them automatically. It is internal.

But children are not in a position to understand the necessity of obeying certain rules, or even if they do understand, they may be swayed by immediate or unimportant interests or diversions. So discipline has to be inculcated into them. It is external. Children must accept the authority of the elders like their parents and teachers and obey their orders or instructions ungrudgingly. Discipline, whether it is internal or external...
Typewrite a fair copy of the following manuscript incorporating the corrections indicated in the margin in double-line spacing:

Capital

Special Cell at Headquarters

The scheduled castes & scheduled tribes cell set up in the Ministry of Health & Family Welfare, under the control of the liaison officer continued to look after the service interest of the scheduled castes and scheduled tribes employees of the Ministry during the year 1954. This cell assisted the liaison officer in discharge of his duties in respect of matters relating representations of scheduled castes & scheduled tribes regarding services and establishments under their control. The cell scrutinises where cases approval for reservation of posts is moved and advice is also rendered regarding reservation procedure and maintenance of rosters to various sections and officers. Complaints and representations from various associations are also dealt with in this cell thus keeping a close watch to ensure justice and equality.