

CommClass.in F.Y.J.C Subject: S.P Ch. 1.Secretary	DATE: _____
	TIME: 1 hrs
MARKS: 30	

Q.1. (A) Select the correct answer from the options given below and rewrite the statements: (2)

- (1) means correctness in doing a work.
a) Accuracy b) Loyalty c) Courteous
(2) The Secretary of a Joint stock company should be a member of
a) IPS b) ICSI c) IAS

(B) Write a word or a term or a phrase which can substitute each of the following statements: (2)

- (1) A Secretary appointed by an individual.
(2) Sports club is an example of this type of organization.

(C) State whether the following statements are True or False: (2)

- (1) Chitnis is a term used in the ancient Roman period.
(2) Secretary can be a firm, an institution or a corporate body.

(D) Complete the sentences: (2)

- (1) ----- Secretary is the oldest type of Secretary.
(2) The word 'Secretary' is derived from the Latin word -----

(E) Answer in one sentence: (2)

- 1) Who can appoint a personal Secretary?
2) Which company should appoint a full time company secretary?

Q.2. Study the following case/situation and express your opinion (3)

Harshada has cleared her CS examination and intends to make her career as a Secretary at the Government department.

- (a) Can she apply for the post of a Secretary at Government Department?
b) Can she be appointed as the Secretary of ABC Ltd.?
c) As a Company Secretary will Harshada be considered as an employee?

Q.3. Justify the following statements: (Any one) (4)

- 1) A Secretary is a link between staff and management.
2) A secretary should be courteous and have a pleasing personality.

Q.4. Distinguish between: (Any one) (5)

- 1) Company Secretary and Secretary of a Government Department.
2) Personal Secretary and Company Secretary.

Q.5. Answer the following questions: (Any one) (8)

- 1) Describe the qualities of a Secretary. Explain in brief, the various types of institutional secretaries.