

SECRETARIAL PRACTICE SECTOR

JOB ORIENTED
VOCATIONAL TRAINING COURSES

Skills for Employability



India's largest Vocational Training Organization



राष्ट्रीय परिषद की व्यवसायिक परिशिक्षण और अनुसंधान
National Council of Vocational and Research Training

(An Autonomous Body, Recognized by Government of India - New Delhi)

SECRETARIAL PRACTICE SECTOR SIX MONTHS CERTIFICATE COURSE

SECTOR CODE		ELIGIBILITY	DURATION	EXAM FEES
SEC - 1032	Certificate in Personality Development	10 th Pass	6 Months	Rs.1750/-
SEC - 1033	Certificate in Intermediate Course	10 th Pass	6 Months	Rs.1750/-
SEC - 1034	Certificate in Office Practice Management	10 th Pass	6 Months	Rs.1750/-
SEC - 1035	Certificate in Secretarial Practice	10 th Pass	6 Months	Rs.1750/-
SEC - 1036	Certificate in Personal Secretary ship	10 th Pass	6 Months	Rs.1750/-
SEC - 1037	Certificate in Office Assistantship	10 th Pass	6 Months	Rs.1750/-
SEC - 1038	Certificate in Basic Financial Services	10 th Pass	6 Months	Rs.1750/-
SEC - 1039	Certificate in Purchasing & Store Keeping Technician	10 th Pass	6 Months	Rs.1750/-
SEC - 1040	Certificate in Receptionist	10 th Pass	6 Months	Rs.1750/-
SEC - 1041	Certificate in Public Relations Officer	10 th Pass	6 Months	Rs.1750/-
SEC - 1042	Certificate in Clerk-Cum Typist	10 th Pass	6 Months	Rs.1750/-
SEC - 1043	Certificate in Cashier	10 th Pass	6 Months	Rs.1750/-
SEC - 1044	Certificate in Office Computer Operator	10 th Pass	6 Months	Rs.1750/-
SEC - 1045	Certificate in Office Accounting	10 th Pass	6 Months	Rs.1750/-
SEC - 1046	Certificate in Clerical Job In Computerised Office	10 th Pass	6 Months	Rs.1750/-
SEC - 1047	Certificate in Computerised Secretarial Management	10 th Pass	6 Months	Rs.1750/-
SEC - 1048	Certificate in Computerised Financial Management	10 th Pass	6 Months	Rs.1750/-
SEC - 1336	Certificate in Security Guard	10 th Pass	6 Months	Rs.1750/-

Note: New courses with new syllabus are invited. Kindly consult with proposal with Central Board of Training, National Council of Vocational and Research Training, New Delhi.

