

K R Chandratre

Company Secretarial Practice Manual

Third Edition



अंतर्राष्ट्रीय परिषद् व्यावसायिकी का शिक्षा अनुसंधान प्रशिक्षण
Inter National Council of Vocational Education Research Training
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SECRETARIAL PRACTICE SECTOR 6 MONTHS CERTIFICATE COURSE

Sector code	Course	Eligibility	Duration
ISE-1195	Certificate in personality Development	10 th Pass	6 Months
ISE-1196	Certificate in Intermediate Course	10 th Pass	6 Months
ISE-1197	Certificate in Office Practice Management	10 th Pass	6 Months
ISE-1198	Certificate in Secretarial Practice	10 th Pass	6 Months
ISE-1199	Certificate in personality Secretary ship	10 th Pass	6 Months
ISE-1200	Certificate in Office Assistantship	10 th Pass	6 Months
ISE-1201	Certificate in Basic Financial Services	10 th Pass	6 Months
ISE-1202	Certificate in Purchasing & Store Keeping Technician	10 th Pass	6 Months
ISE-1203	Certificate in Receptionist	10 th Pass	6 Months
ISE-1204	Certificate in Public Relations Officer	10 th Pass	6 Months
ISE-1205	Certificate in Clerk –Cum Typist	10 th Pass	6 Months
ISE-1206	Certificate in cashier	10 th Pass	6 Months
ISE-1207	Certificate in Office Computer Operator	10 th Pass	6 Months
ISE-1208	Certificate in Office Accounting	10 th Pass	6 Months
ISE-1209	Certificate in Clerical job in Computerized Office	10 th Pass	6 Months
ISE-1210	Certificate in Computerized Secretarial Management	10 th Pass	6 Months
ISE-1211	Certificate in Computerized Finance Management	10 th Pass	6 Months

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

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