



उच्च शिक्षा परिषद व्यावसायिक शिक्षा अनुसंधान

HIGHER EDUCATION COUNCIL OF VOCATIONAL EDUCATION RESEARCH TRAINING

(An Autonomous Education Council Registered Under MCA - Government of India, New Delhi)

HECVERT is the Unique Council to Promote Training on Self-Employment

Secretarial Practice Sector



SECRETARIAL PRACTICE SECTOR ONE YEAR CERTIFICATE COURSE

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

Note: New course with syllabus are available. Kindly consult with proposal with Central Board of Training, Higher Education Council of Vocational Education Research Training, New Delhi.

