





Secretarial Assistant

Secretarial Assistant

Ochirang - Assam

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➢ Apply for this Opportunity

Description

Establishment Details

Establishment Type

Registration Type

Indian Oil Corporation Ltd, Bongaigaon Establishment Name

Central Public Sector Undertaking

Government

Operating states

Establishment Code

Establishment Strength

Working Days

1161 6

E07191800001

Locations

State

Address Line 1 Dhaligaon Dhaligaon city Assam

Address Line 2 District

Pin Code

Dhaligaon Chirang 783385

Minimum Qualification Required

Qualification Type	Eligibility Criteria(Min. Qualification)	Minimum Qualification	Category/Sector	Specialization
Educational Qualification	-	10th		

Course Details

Secretarial Assistant Is NAPS Yes Course Name Banking, Financial Services & Insurance Designated Sector Type

(BFSI)

15 Months Duration

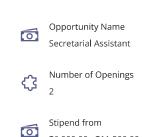






12 Months

Overview



Gender

Male,Female



Naps Benefit

Yes

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Qualification

Educational Qualification,

₹6,000.00 - ₹11,500.00

10th

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Acts and Guidelines

NAPS 2.0 Guidelines issued dated: 25-08-2023

Apprentices Act 1961

Apprenticeship Rule 1992

Apprenticeship Rules (Amendment)-2019

NAPS GuideLines

Guidelines for framing Courses

Guidelines for BTP

Guidelines for TPA

Variant for BTP eligibility

SoP for Basic Training Partner registration under Designated Trade

<u>Gazette Notification regarding Apprenticeship (Amendment) Rules, 2024.Dated: 19th April, 2024</u>

Authorities and Framework

<u>Authorities under Apprenticeship</u>

Role of Agencies

Corrigendum of CAC Gazette Notification

CAC Gazette Notification







Notices and Advisories

National Apprenticeship Promotion Scheme (NAPS) Claim Payout Process - Designated Trade

SOP for Claims Verification Process by SSCs

Clarification on Reimbursement under NAPS

OM for category of Apprentices

Modalities for Apprentices as placed

SOP for NAPS Claims and Reimbursement

CSR funds utilization under Apprenticeship Act

NAPS Continuation OM dated 06-04-2020

SoP for Apprenticeship during COVID-19

DO on sending notifications to industries under Apprenticeship Act

<u>Apprenticeship Promotion across Central Ministries and Departments.</u>

Office Order on PM National Apprenticeship Mela (PMNAM)

<u>Mapping of Establishment's account with MSDE's new Account No.</u>

Request for Proposal (RFP) under Pradhan Mantri Kaushal Vikas Yojana 4.0 (2023-24).

Advisory and Frequently asked Questions (FAQ) Aadhaar - Based Payment Bridge System (ABPS)

SOP for TPA Name change

Approved Courses

Apprenticeship Courses

<u>Apprenticeship Curriculum Template</u>

<u>Apprenticeship Curriculum Template-guidelines</u>

<u>Sample - Apprenticeship curriculum</u>

<u>Degree Apprenticeship Curriculum template</u>

Degree Apprenticeship Curriculum Guidelines

Standard Operating Procedure (SoP) for seeking approval for Optional Trade Courses having duration Exceeding One Year

Apprenticeship Examination

<u>Guidelines for Assessment under Optional Trades</u>

<u>Guidelines on Optional Trades Assessment Fee</u>

Schedule of AITT 114

Revised Schedule of AITT 114

Schedule of AITT 115

Schedule of AITT 116

Schedule of AITT 117

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