



## Secretarial Assistant

### Secretarial Assistant

Chirang - Assam

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➤ Apply for this Opportunity

#### Description

#### Establishment Details

Establishment Name	Indian Oil Corporation Ltd, Bongaigaon Refinery	Establishment Code	E07191800001
Establishment Type	Central Public Sector Undertaking	Establishment Strength	1161
Registration Type	Government	Working Days	6
Operating states	1		

#### Locations

Address Line 1	Dhaligaon	Address Line 2	Dhaligaon
city	Dhaligaon	District	Chirang
State	Assam	Pin Code	783385

#### Minimum Qualification Required

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

#### Course Details

Course Name	Secretarial Assistant	Is NAPS	Yes
Sector	Banking, Financial Services & Insurance (BFSI)	Type	Designated
Duration	15 Months		

#### Basic Training Duration



12 Months

## Overview



Opportunity Name  
Secretarial Assistant



Number of Openings  
2



Stipend from  
₹6,000.00 - ₹11,500.00

Gender  
Male, Female



Naps Benefit  
Yes



Qualification  
Educational Qualification,  
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](#)

[Gazette Notification regarding Apprenticeship \(Amendment\) Rules, 2024. Dated: 19th April, 2024](#)

## Authorities and Framework

[Authorities under Apprenticeship](#)

[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](#)
- [Apprenticeship Promotion across Central Ministries and Departments.](#)
- [Office Order on PM National Apprenticeship Mela \(PMNAM\)](#)
- [Mapping of Establishment's account with MSDE's new Account No.](#)
- [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](#)
- [Apprenticeship Curriculum Template](#)
- [Apprenticeship Curriculum Template-guidelines](#)
- [Sample - Apprenticeship curriculum](#)
- [Degree Apprenticeship Curriculum template](#)
- [Degree Apprenticeship Curriculum Guidelines](#)
- [Standard Operating Procedure \(SoP\) for seeking approval for Optional Trade Courses having duration Exceeding One Year](#)

## Apprenticeship Examination

- [Guidelines for Assessment under Optional Trades](#)
- [Guidelines on Optional Trades Assessment Fee](#)
- [Schedule of AITT 114](#)
- [Revised Schedule of AITT 114](#)
- [Schedule of AITT 115](#)
- [Schedule of AITT 116](#)
- [Schedule of AITT 117](#)

