DBT Status   DBT FAQs   **Apprenticeship Mela**   Dashboard & Reports   📞 8800055555 1800123962   ✉ Technical Support   Login/Register⌄

Skill India   NAPS   Scan QR Code

Secretarial Assistant

Secretarial Assistant

📍 **Thiruvananthapuram** - Kerala

← **back**

▷ **Apply for this Opportunity**

Description

NEW OPPORTUNITY

Establishment Details

Establishment Name	Southern Railway Thiruvananthapuram Division	Establishment Code	E05203200509
Establishment Type	Central Government	Establishment Strength	11690
Registration Type	Government	Working Days	6
Operating states	2		

Locations

Address Line 1	Divisional Railway Manager's Office, Personnel Branch, Thycaud	Address Line 2	--
city	THIRUVANANTHAPURAM	District	Thiruvananthapuram
State	Kerala	Pin Code	695014

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		

500 Hours

12 Months

Overview

Opportunity Name

Secretarial Assistant

Number of Openings

10

Stipend from

₹6,000.00 - ₹7,000.00

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

— Appointment of Deputy Apprenticeship Adviser for engagement of Apprentices in Central Ministries/Departments

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