

# Secretarial office practice

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## **Secretarial Practice: Definition, Importance and Qualifications**

Good Personality and Character: The secretary must have dynamic and pleasant personality, and an amiable nature.

## **Secretary Civil Service Exam**

Normally, you will find that any student has a certain orientation period that they must go through when they start working professionally. They are taught very specific skills like steno-typing, business correspondence, office management etc.

## **Secretarial office practice (Book, 1966) [localize-img.justmote.me]**

Naturally, when you graduate from IWP and start looking for a job, you are going to find a lot of use for the interpersonal skills you learn with us. They have worked tirelessly to develop the course and keep it relevant in every business.

## **Diploma in Secretarial Practice Admission, Colleges, Job 2021**

The average salary for such a job profile ranges from INR 3 LPA to INR 5 LPA. Side by side, the salaries drawn by secretaries also increased significantly. In order of responsibility, there may be first secretary, second secretary etc.

## **Secretary Civil Service Exam**

He is the mouthpiece of the Board of Directors and an agent of the shareholders. Some institutes are also known to offer 24 months long course. They include MNCs, Government departments, personal assistance, office management, clerical operations, and more.

## **Secretary Civil Service Exam**

Duration Course duration may vary from one institute to another. The duties of the secretary of an association or club vary with the size and type of organisation.



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## Related Books

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