शासकीय लघु उद्योग विकास महामंडळ
GOVERNMENT SMALL INDUSTRIES DEVELOPMENT CORPORATION
Skill Development & Vocational Training | www.gsidc.org.in

Address: Plot No.8, Aishwari Society, Zingabai Takli Godhani Road Nagpur - 440011 | **Phone:** 8669858354 | **Email:** info@gsidc.in

COURSE CURRICULUM / पाठ्यक्रम

Certificate in Computerised Secretarial Management

Certificate Programme · Management & Business Sector · Ref: GSIDC/CUR/0747

Course Type	**Certificate**	**Sector**	**Management & Business**
Duration	**6 Months**	**Eligibility**	**10th Pass**
Total Subjects	**6**	**Total Marks**	**600**
Course Fee	**Rs. 6,500**	**Examination**	**Theory**

SUBJECT-WISE CURRICULUM & MARKING SCHEME

Sr.	Subject Code	Subject Name	Type	Theory		Total
				Max	Min	
1	CCSM-101	Secretarial Practice	Theory	100	35	**100**
2	CCSM-102	Computerised Office Tools	Theory	100	35	**100**
3	CCSM-103	E-Governance & Documentation	Theory	100	35	**100**
4	CCSM-104	Business Communication	Theory	100	35	**100**
5	CCSM-105	Corporate Law Basics	Theory	100	35	**100**
6	CCSM-106	Office Automation Systems	Theory	100	35	**100**
		GRAND TOTAL		**600**		**600**

EXAMINATION & CERTIFICATION

- Course poora hone par GSIDC dwara nirdharit examination hoga.
- Har subject mein upar di gayi **Min (passing) marks** laana avashyak hai.
- Pass hone par GSIDC ki **marksheet** aur **course certificate** jaari kiya jaata hai.
- Certificate ka online verification **www.gsidc.org.in** par kiya ja sakta hai.
- Admission ke liye nazdeeki GSIDC authorised study centre se sampark karein ya website par Admission Form bharein.

Note: Course ki poori jaankari, fee aur admission ke liye upar diya QR code scan karein ya dekhein: **https://gsidc.org.in/courses/certificate-in-computerised-secretarial-management**. Ye curriculum GSIDC website se generate kiya gaya hai (19-11-2026). Syllabus, fee aur niyamon mein samay-samay par badlav ho sakta hai; antim jaankari study centre / GSIDC office se prapt karein.