



# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

*Inspiring Students, Empowering Society*

(A Central University Established by an Act of the Parliament in 2007)

Amarkantak, Dist. Anuppur, Madhya Pradesh – 484887

## ADMISSION NOTIFICATION FOR JULY 2024

### Advance Diploma in Office Management, Shorthand and Secretarial Practice

S. No.	Programme	Course	Duration	NSQF Level	No. of Seats
1.	Advance Diploma in Office Management, Shorthand and Secretarial Practice	Certificate	01 Semester	Level - 4	40
2.	Advance Diploma in Office Management, Shorthand and Secretarial Practice	Diploma	02 Semesters	Level - 5	40
3.	Advance Diploma in Office Management, Shorthand and Secretarial Practice	Advance Diploma	04 Semesters	Level - 6	40

**Course fee: Rs. 9500.00 per Semester**

Minimum Qualification for Admission: 10+2 in any discipline with minimum of 45% marks for General and OBC Categories and 40% marks for candidates belonging to ST/SC/PWD categories.

### Application fee

**General/EWS/OBC Categories:- Rs. 500.00/-**

**ST/SC/PWD categories:- Rs. 300.00/-**

**Note:**

1. Classes will be scheduled in morning sessions and on weekly offs
2. Reservation will be applicable as per Govt. of India rules

### Importants Dates

**Beginning of online submission: 20.09.2024**

**Closing of online submission: 30.10.2024**

**Helpline (Contact Time : 10:00 AM to 06:00 PM)**

**Department of Vocational Education**

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**

**7648976407, 9993800495, 8889972346**