



Est. 2016

**St. Xavier's College, Simdega**

# Call for Admission

**Three months  
(Mid Sept. -to – Mid Dec., 2025)**

## *Certificate in* **Office Management and Secretarial Practices**



**A value-added and job-oriented course  
Under Department of Commerce**

**Eligibility for admission: +2/intermediate/I.A./I.Sc/I.Com. for equivalent**



**Time: 1:30 p.m. to 3:45.p.m**

**Practical: 75% and Theory : 25%**

**1st Batch; Maximum seat: 40**

contact:

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Dt. Simdega; Jharkhand

Ph. No: 7838239194/7218526750

<http://sxcsim.ac.in/>