

BIO-DATA (GUEST FACULTY)



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Subject/Topics	1. Office Procedure 2. CCS, CCA Conduct Rules 3. Noting and Drafting 4. Right to Information Act-2005. 5. Computer Operations (MS Office, Power Point) Basic and Advanced Level. 6. Overview of Indian Constitution 7. Cashless/e-Transactions 8. Hindi ka Karyalaya Mein Prayog