

Secretarial Practice (English): how employable, and how future- proof, is this trade?

Secretarial and administrative roles are among the occupations most frequently cited in automation research, yet real-world displacement has been slower and more partial than early models predicted. This report examines, using live hiring data and third-party research, what a CTS Secretarial Practice (English) graduate can honestly expect in India's 2025 job market and how to position the credential for the decade ahead.

54.4_{/100}

COURSE EMPLOYABILITY SCORE (CES V2)

Uncertain outcomes, scored across all four CES pillars (§02).

46%¹

of U.S. office and admin tasks
estimated automatable by
generative AI (Goldman Sachs,
2023)

54.81%²

overall employability rate for
Indian graduates in 2025 (India
Skills Report 2025)

1 lakh³

company secretaries needed
in India by 2030, per ICSI
demand projection

NSQF 3.5⁴

qualification level awarded by
this trade; NTC recognised
nationally and internationally
[P]

Subject: the "Secretarial Practice (English)" CTS trade · Compiled from NSQF program spec + independent third-party research (see Sources).

Can AI or automation replace this job? The honest answer.

Secretarial and clerical work sits near the top of most automation exposure lists, and the evidence for that concern is real. At the same time, the work that remains hardest to automate -- reading the room in executive interactions, managing confidential relationships, and navigating organisational politics -- is exactly what experienced secretarial professionals do daily. The honest answer is: partial and gradual displacement, not elimination.

The risk, stated plainly

Goldman Sachs (2023) estimated that 46% of U.S. office and administrative support tasks are technically automatable by generative AI ¹. The WEF Future of Jobs Report 2025 specifically lists administrative assistants and executive secretaries among roles projected to decline in absolute numbers by 2030 as AI handles routine document drafting, scheduling, and data entry ⁴. The ILO-NASK Global Index (2025) identifies clerical jobs as facing 'the highest exposure of all' occupations to GenAI transformation, noting that in high-income countries 9.6% of female employment -- women make up 70.6% of this occupation ⁵ -- sits in the highest automation risk band ⁶.

What automates vs what stays human

THE TASKS AUTOMATION IS TAKING

- Calendar scheduling and meeting coordination via AI assistants (e.g., automated scheduling tools) ¹
- Routine email drafting, acknowledgement letters, and standard correspondence ⁴
- Data entry into ERP or CRM systems and basic spreadsheet population ¹
- Transcription of dictation or recorded meetings into text ⁴
- Generating standard reports from templates or database pulls ¹
- Filing, indexing, and retrieval of digital documents from structured repositories ⁴

THE WORK THAT STAYS HUMAN

- Gatekeeping executive communications -- knowing what to escalate, delay, or redirect requires judgement built from organisational context ^P
- Managing confidential information (legal, financial, HR matters) where trust and discretion cannot be delegated to software ^P
- Coordinating multi-stakeholder meetings with conflicting priorities, personalities, and political sensitivities ⁶
- Interpreting ambiguous verbal instructions from senior executives and converting them into precise written outputs ^P
- Providing real-time physical support during board meetings, site visits, or corporate events ^P
- Proofreading and polishing AI-drafted content for tone, legal accuracy, and contextual appropriateness -- a distinctly human editorial layer ¹

The resilient anchors

25%⁶

of global employment exposed to GenAI transformation; the report notes transformation of tasks, not wholesale job elimination, is the most likely near-term outcome ⁶

39%⁴

of existing skills will be transformed or outdated by 2030 (WEF 2025) -- but the demand for human judgement, communication, and coordination skills is simultaneously rising ⁴

63.5%⁷

of ITI CTS graduates found employment in a national tracer study, including 6.7% in self-employment, showing vocational-route graduates do connect to the labour market ⁷

High automation exposure for routine tasks; the human layer stays but must be actively defended.

Routine secretarial tasks -- scheduling, templated correspondence, basic transcription -- will increasingly be handled by AI tools over the next five years. Graduates who treat the role as primarily a typing-and-filing job will face real displacement pressure ¹⁴.

Graduates who position themselves as executive support specialists -- combining strong English communication, discretion, Tally/ERP familiarity, and soft skills -- occupy a role that AI cannot replicate end-to-end. The CTS curriculum's emphasis on business correspondence, shorthand, and professional conduct ^P builds exactly this human-judgement layer, but graduates must layer digital literacy on top to remain competitive.

Automation exposure by task

Task in this trade	Automation risk	How this trade / program is positioned
Typing and transcription (dictation, minutes)	High	AI tools automate much of this; speed and accuracy standards still matter for verification and editing ¹
Calendar and travel management	High	AI scheduling assistants are widely deployed; value shifts to complex multi-party coordination ⁴
Routine email and letter drafting	High	Generative AI drafts these; human role becomes editing, tone-setting, and sign-off ¹
Business correspondence and formal letters	Moderate	Context-specific, legally sensitive letters still need human authorship and review ^P
Meeting documentation and board paper preparation	Moderate	Requires understanding of agenda items, confidentiality, and corporate governance ^{P3}
Executive interface and stakeholder coordination	Lower	Relationship, trust, and judgement elements are AI-resistant; experienced secretaries are gatekeepers ⁶
Confidential file management and compliance records	Lowest	Legal sensitivity, regulatory obligations, and accountability require a named human responsible party ^{P3}

How to read these numbers. Automation risk scores estimate the technical feasibility of automating a task with current or near-term technology; they do not predict how quickly employers will actually deploy those tools, nor do they account for cost, trust, regulatory requirements, or the organisational preference to have a human accountable for sensitive administrative decisions. Frey and Osborne (2013) estimated 47% of U.S. employment at high automation risk; no comparable displacement has materialised at that scale a decade later ⁸. These estimates are best read as signals of where skill investment is most urgent, not as timelines for job disappearance.

02 THE COURSE EMPLOYABILITY SCORE (CES)

How this trade scores on Lakshya's employability metric

The Lakshya Employability Score (CES) for Secretarial Practice (English) is 54.4 out of 100, placing it in the 'Uncertain Outcomes' band. This reflects a trade with decent institutional backing and reasonable training quality, but genuinely thin live-hiring signals and below-average market-dynamics scores -- consistent with a vocation undergoing structural transition as digital tools displace the most routine parts of the role. Scored on the evidence in this report, this role earns a **CES of 54.4 / 100, "Uncertain outcomes."**

CES Pillar (CES v2)	Weight	What it measures
Training Quality	0.30	Regulatory recognition and licensure of the qualification
Market Dynamics	0.30	Demand, salary band, sector trajectory, automation possibility and displacement risk
Placement Outcome	0.25	Whether the market actually hires this role: live employers, openings, pay and recency
Government Support	0.15	Migration pathways, federal frameworks and policy backing the role

Market Dynamics, by sub-signal

Sub-signal	Score/100	Sub-weight	Conf
Demand	36	0.40	0.65
Salary (vs country floor)	40	0.30	0.08
Sector trajectory	80	0.15	0.88
Automation possibility	50	0.10	0.30
Displacement risk	50	0.05	0.30
Market Dynamics composite	46	n/a	0.46

The four pillars, scored

CES pillar	Score	Conf	Weight	Evidence
Training Quality	65	0.95	0.300	Score 65/100: NSQF 3.5 curriculum with 60% practical weighting, covering typing, shorthand, business correspondence, Tally, and office administration ^P .
Market Dynamics	46	0.46	0.300	Score 45.75/100 (confidence 0.46): demand sub-score 35.6, salary sub-score 40, with neutral priors applied on automation and displacement signals due to thin data.
Placement Outcome	43	0.16	0.250	Live market hiring of the role: 4 openings · 6 employers · 1 with pay · 11 recent postings
Government Support	70	0.90	0.150	Score 70/100: Skill India Mission, CTS under DGT/MSDE, and NTC recognition provide a statutory backbone; PMKVY 4.0 trained 20.34 lakh youth in FY 2024-25 ⁹ .

Composite (applied weights, renormalised over scored pillars): **65×0.30 + 46×0.30 + 43×0.25 + 70×0.15 = 54.4**. Confidence 1.00 · evidence 11 clean / 19 rejected · 6 sources.

COURSE EMPLOYABILITY SCORE (CES V2)

54.4 / 100, "Uncertain outcomes"

The trade scores adequately on government support (70) and training quality (65) but is dragged down by weak market dynamics (45.75) and a placement-outcome pillar (42.6) that carries very low confidence due to sparse live-hiring data -- only 4 active listings across 6 employers, with just 1 showing a salary. This is not evidence that no jobs exist; it reflects the informal and referral-based nature of administrative hiring in India, where roles rarely appear on public job boards.

To move toward the 'Moderate Employability' band (60+), graduates should stack the NTC with digital skills certifications (MS Office Specialist, Tally Prime), target sectors with structured hiring pipelines (BFSI, healthcare, law firms, government PSUs), and pursue apprenticeship or OJT placements during training to build employer references ^{P9}.

Pillar scores map cited evidence to the published CES v2 rubric; the live figure refreshes as cohort outcomes feed Lakshya's engine.

03 EMPLOYABILITY & DEMAND

Demand exists but is dispersed, informal, and concentrated in specific sectors.

India's administrative support market is large in aggregate but does not generate dense formal job listings for the Secretarial Practice trade specifically. Demand is real and ongoing -- but it flows through referral networks, government job notifications, and sector-specific pipelines more than public portals.

India's BPO and administrative services market was valued at USD 49.87 billion in 2024 and is projected to reach USD 139.35 billion by 2033 at a CAGR of 12.64% ¹⁰. This growth is in outsourced administrative and support functions -- the exact domain where secretarial skills apply. ICSI projects India will need 1 lakh qualified company secretaries by 2030, up from approximately 78,000 today, to manage the governance and compliance demands of a growing corporate sector ³. At the ITI-graduate entry level, CollegeDekho data indicates that Secretarial Practice graduates enter roles including executive assistant, clerk, office assistant, and personal secretary, with salaries ranging from INR 1.5 to 3.5 LPA at entry level, rising to INR 4-5 LPA with 10+ years

of experience ¹¹. Formal public-sector openings are also an active channel: government departments, PSUs, and defence establishments regularly hire secretarial staff through structured recruitment.

USD 139 bn¹⁰

India BPO and administrative services market projected by 2033, CAGR 12.64% (Astute Analytica, 2025) ¹⁰

1 lakh³

Company secretaries needed in India by 2030 per ICSI demand projection; current pool is ~78,000 ³

INR 2-4 LPA¹¹

Typical salary range for ITI Secretarial Practice graduates at entry to mid-career in India (CollegeDekho, 2025) ¹¹

04 LIVE HIRING EVIDENCE (2025/26)

What employers are actually posting

Captured from live job boards (Indeed, LinkedIn, Naukri) in the current scrape window: **4** openings across **6** employers, **1** with disclosed pay, **11** recent. These are real postings.

The live-hiring aggregate from Lakshya's data crawler shows 4 active listings across 6 employers, with only 1 salary disclosed and 11 recent postings. These numbers are low but likely undercount actual demand: administrative and secretarial hiring in India is predominantly referral-driven, published on local job boards, or routed through government recruitment portals -- not aggregated by the national job platforms that feed this index.

Employer (live posting)	Posts	Disclosed pay	What they want
ANLR AND CO	1	n/a	**About the Firm** ANLR and Co is a Chennai-based Chartered Accountancy firm offering services across audit, taxation, compliance, and consulting. We
Citco	1	n/a	**About Citco** Citco is a global leader in fund services, corporate governance and related asset services with staff across 80 offices worldwide. Wit
DIGIIND	1	n/a	1. Corporate Governance and Compliance: * **Ensuring legal and statutory compliance:**This includes filing necessary documents, maintaining statutory
J Shekhar Associates	1	INR 15,000/mo (one posting)	**About the Firm:** About the Firm: J Shekhar Associates is a full-service boutique Law Firm having offices in Mumbai & other cities of India. It spec

Employer names and counts are from live job boards in the current window; counts fluctuate daily and are date-stamped in the engine. This sample is smaller than a mature occupation's; the scraper is being scaled to widen coverage.

THE SIGNAL IN THE DATA

- The 6 distinct employers include a CA firm, a global fund administrator (Citco), a legal boutique, and corporate service providers -- indicating cross-sector, not niche, demand.
- The one disclosed salary (INR 15,000/month at J Shekhar Associates law firm) is consistent with entry-level market rates in smaller professional services firms.
- 11 recent postings (within the crawl window) vs. only 4 live listings suggests some turnover in the role -- a structural feature of entry-level administrative work, not a sign of zero demand.

WHY THIS MATTERS

- Target PSU and government secretarial vacancies published by SSC, state public service commissions, and defence establishments -- these are not captured in commercial job aggregators but represent significant formal-sector volume ⁹.
- Layer digital and compliance skills (Tally Prime, GST filing, MS Office Specialist certification) to qualify for higher-tier administrative roles in BFSI, healthcare, and legal sectors where salaries are structurally higher ⁵.
- Build a freelance or contractual pipeline: secretarial services to SMEs and startups is a growing self-employment avenue that the CTS curriculum explicitly acknowledges as a career pathway ^P.

Bottom line: Live-hiring counts for this trade are thin on public platforms, which reflects how this market works -- not the absence of jobs -- but graduates should not rely on job boards alone.

05 ROLES, PATHWAYS & EARNING POTENTIAL

What the trade leads to, and what it pays

The CTS NTC credential opens multiple entry points: formal employment in the private and public sector, government examination eligibility, and a foundation for higher professional qualifications in office management and company secretaryship.

Role this prepares for	Indicative pay in India	Automation resilience
Office Assistant / Clerk	INR 1.5-2.5 LPA ¹¹	Resilient in PSUs and government; moderate automation risk in private sector
Personal Secretary / Executive Assistant	INR 2.5-3.5 LPA entry; up to INR 6+ LPA mid-career ⁵¹¹	Resilient where trust and discretion are central; higher-tier roles are more defensible
Stenographer (Central/State Secretariat)	INR 2.8-5 LPA (government pay scales)	Resilient: statutory government demand; structured pay progression
Data Entry Operator	INR 1.5-2.5 LPA ¹¹	Lower: highest automation exposure; short-term role to avoid as a terminal destination
Administrative Coordinator (BFSI/Healthcare/Legal)	INR 3-6 LPA with sector and digital skills premium ⁵	Resilient: sector-specific knowledge + soft skills + compliance awareness create a defensible niche

PHASE 1 Foundations (During Training) Complete the 1-year CTS program (NSQF 3.5, 1200 hours plus 150 hours OJT). Focus on reaching 40 WPM typing accuracy, 80 WPM shorthand, and proficiency in MS Office and Tally Prime. Treat the OJT/Group Project as a reference-building opportunity, not an obligation ^P.	PHASE 2 Credential Stacking (Year 1 Post-Training) Pass the All India Trade Test (AITT) to receive the NTC. Simultaneously complete MS Office Specialist certification (via Microsoft) or Tally Prime certification. Appear for SSC stenographer or multi-tasking staff examinations to open the government employment channel ⁹.	PHASE 3 Practical Execution (Year 2+) Secure a role in a professional services firm (legal, CA, corporate), PSU, or BFSI institution. Build sector-specific expertise (e.g., SEBI compliance filings, legal docketing, hospital administration) to move into the INR 4-6 LPA band within 3-5 years. Consider part-time study toward the CS Foundation course (ICSI) for a long-run upgrade path ^{3P}.
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06 SKILLS BUILT & WHY THEY'RE AI-RESILIENT

Trained for the floor, not just the test

WHAT CANDIDATES ACTUALLY WORK ON - Type at 40+ WPM with minimal errors; take shorthand at 80 WPM and transcribe accurately -- the baseline competency this trade certifies ^P - Business correspondence: draft letters, reports, meeting minutes, and agendas in formal English with correct structure ^P - MS Office Suite (Word, Excel, PowerPoint, Outlook) at production-level proficiency -- not just familiarity ^P - Tally Prime and basic accounting entries: increasingly required in SME and professional services administrative roles ^P - Filing systems, records management, and document version control -- manual and digital ^P	WHY THESE RESIST AUTOMATION - Executive communication management: knowing what information to surface, withhold, or reframe in interactions with senior leadership -- requires relational and political intelligence ⁶ - Soft skills and professional discretion: handling confidential information, managing difficult interpersonal situations, and representing an executive's style and preferences ⁴ - Cross-functional coordination: liaising across departments, vendors, and clients to resolve scheduling conflicts, follow up on deliverables, and manage information flow ¹ - AI output editing and quality control: as AI generates more draft documents, a human with strong English writing skills and domain context becomes the editorial gatekeeper ⁴ - Compliance and governance administration: maintaining statutory registers, preparing board papers, managing filings -- all requiring human accountability and regulatory knowledge ³
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The positioning in one line: A Secretarial Practice graduate who combines English communication mastery, digital proficiency, and professional discretion occupies a role that automation tools assist but cannot replace.

The NTC is a nationally and internationally recognised qualification -- a baseline, not a ceiling.

Successful completion of the CTS Secretarial Practice (English) program leads to the National Trade Certificate (NTC) awarded by the National Council for Vocational Training (NCVT) under DGT, Ministry of Skill Development and Entrepreneurship. The NTC is recognised for recruitment to relevant posts in Central and State Government, public sector undertakings, and private establishments, and carries international equivalence through India's NSQF framework ^{12P}. The trade sits at NSQF Level 3.5, covering 1200 training hours with 60% practical weighting across typing, shorthand, business correspondence, computer applications, and Tally ^P.

The NTC functions as a quality signal in administrative hiring precisely because it is a standardised, government-certified credential -- something that matters in PSU and government recruitment channels where credentials are eligibility gates, not just signals. Graduates should stack the NTC with sector-recognised digital certifications (MS Office Specialist, Tally Prime, Google Workspace) to move from baseline eligibility to competitive advantage in private-sector hiring ^{9P}.

Abundant graduates, scarce job-readiness

India's overall graduate employability rate reached 54.81% in 2025, up from 51.25% in 2024 and from just 33% a decade ago, per the India Skills Report 2025 ². Yet 80% of employers reported difficulty finding skilled professionals in 2025 ¹³ -- a paradox explained by a mismatch between the skills graduates have and the skills employers need, not a shortage of graduates. Vocational training through CTS aims to narrow this gap by producing job-ready workers rather than degree-holders. A 2018 DGT tracer study found that 63.5% of ITI graduates found employment including 6.7% in self-employment ⁷ -- a placement rate that, while not exceptional, compares reasonably with the broader graduate employability picture.

The employability problem in India is not a shortage of people but a shortage of verifiably job-ready skills -- which is precisely the gap the CTS NTC credential is designed to address ^{P2}.

How a candidate stays on the resilient side

LEAN INTO

- Digital administration skills: master GST return filing, SEBI portal submissions, MCA21 filings, and other regulatory platforms -- compliance-linked tasks require both domain knowledge and human accountability ³
- AI-assisted workflow: learn to use AI drafting tools (Copilot, Gemini for Workspace) productively -- the most valued secretarial professionals will be those who make AI output better, not those displaced by it ⁴
- Sector specialisation: develop domain vocabulary and procedures in one sector (legal, healthcare, BFSI, or government) to move from generic administrator to indispensable subject-matter coordinator ⁵
- English communication excellence: in a market where 54.81% of graduates struggle with employability, fluent written and spoken English is a genuine differentiator across all administrative career paths ²
- Government examination preparation: SSC Stenographer Grade C/D, multi-tasking staff exams, and state secretariat recruitment provide structured, high-stability career pipelines for NTC holders ⁹

AVOID BEING DEFINED BY

- Treating data entry as a career destination: this sub-role has the highest automation exposure and the lowest wage growth trajectory; it is a starting point only ¹⁴
- Neglecting digital skill upgrades after training: MS Office Specialist and Tally Prime certifications pay back quickly in salary premiums; the CTS alone is not sufficient for private-sector competitiveness ⁵
- Relying exclusively on public job portals for placement: administrative hiring in India flows through referral networks, government notifications, and direct applications -- build relationships during OJT ^P
- Ignoring the AI tools that will reshape the role: graduates who refuse to engage with scheduling AI, document automation, and digital communication platforms will be seen as a cost, not an asset ⁴

Every figure, traced to a source

P NSQF / CTS Program Specification (primary).

Trade definition, NSQF level, syllabus, tasks and deliverables for the "Secretarial Practice (English)" Craftsmen Training Scheme trade (DGT / MSDE).

dgt.gov.in · accessed Jun 2026

1 Goldman Sachs, The Potentially Large Effects of Artificial Intelligence on Economic Growth, 2023

Estimated 46% of U.S. office and administrative tasks are technically automatable by generative AI; 300 million jobs globally exposed.

<https://www.cnbc.com/2023/03/28/ai-automation-could-impact-300-million-jobs-heres-which-ones.html> · 2023 · accessed Jun 2026

2 India Skills Report 2025, Wheebox/CII/UNDP

Overall Indian graduate employability reached 54.81% in 2025, up from 51.25% in 2024 and from 33% a decade earlier.

<https://affairscLOUD.com/isr-2025-employability-among-indian-graduates-improves-to-54-81-maharashtra-topped/> · 2025 · accessed Jun 2026

3 Institute of Company Secretaries of India (ICSI), Demand Projection, 2024

India needs 1 lakh company secretaries by 2030 to manage governance and compliance demands; current pool is approximately 78,000.

<https://www.taxscan.in/india-needs-1-lakh-company-secretaries-by-2030-icsi/430077> · 2024 · accessed Jun 2026

4 World Economic Forum, The Future of Jobs Report 2025

Administrative assistants and executive secretaries among roles projected to decline by 2030; 39% of current skills will be outdated; only 33% of tasks will be performed solely by humans.

<https://www.weforum.org/publications/the-future-of-jobs-report-2025/digest/> · 2025 · accessed Jun 2026

5 PayScale, Executive Secretary or Administrative Assistant Salary in India, 2025

Median salary INR 610,419/year; entry-level INR 226,585; female workers are 70.6% of this occupation in India.

https://www.payscale.com/research/IN/Job=Executive_Secretary_or_Administrative_Assistant/Salary · 2025 · accessed Jun 2026

6 ILO-NASK Global Index on GenAI and Jobs, ILO, 2025

Clerical jobs face highest GenAI exposure of any occupational group; 25% of global employment is potentially exposed to transformation; 9.6% of female employment sits in the highest automation risk band.

<https://www.ilo.org/resource/news/one-four-jobs-risk-being-transformed-genai-new-ilo-nask-global-index-shows> · 2025 · accessed Jun 2026

7 Tracer Study of ITI Graduates in India, DGT/Ministry of Labour, 2018

63.5% of ITI CTS graduates found employment following training, including 6.7% in self-employment.

<https://www.skillreporter.com/news/msde/under-skill-india-mission-the-ministry-of-skill-development-and-entrepreneurship-delivers-skill-training/> · 2018 · accessed Jun 2026

8 Frey, C.B. and Osborne, M.A., The Future of Employment, University of Oxford, 2013

Estimated 47% of U.S. employment at high automation risk within two decades; office and admin support workers identified as primary high-risk group.

<https://www.americanactionforum.org/insight/understanding-job-loss-predictions-from-artificial-intelligence/> · 2013 · accessed Jun 2026

9 Ministry of Skill Development and Entrepreneurship, Year End Review 2025 / PMKVY 4.0 Data, PIB

20.34 lakh youth trained under PMKVY in FY 2024-25; MSDE budget estimated at INR 9,885.80 crore for 2026-27; 15,024 ITIs operational nationally.

<https://www.pib.gov.in/PressReleasePage.aspx?PRID=2217881> · 2025 · accessed Jun 2026

10 Astute Analytica, India BPO Services Market Report, 2025

India BPO services market valued at USD 49.87 billion in 2024; projected to reach USD 139.35 billion by 2033 at CAGR 12.64%.

<https://www.globenewswire.com/news-release/2025/04/02/3054231/0/en/India-BPO-Services-Market-to-Hit-Valuation-of-US-139-35-Billion-by-2033-Astute-Analytica.html> · 2025 · accessed Jun 2026

11 CollegeDekho, List of Jobs Available After ITI Secretarial Practice Trade, 2025

Entry salaries for ITI Secretarial Practice graduates range from INR 1.5 LPA (office assistant) to INR 3.5 LPA (executive assistant); progression to INR 4-5 LPA after 10+ years.

<https://www.collegedekho.com/articles/list-of-jobs-after-iti-secretarial-practice-trade/> · 2025 · accessed Jun 2026

12 National Council for Vocational Training (NCVT) / DGT, NTC Recognition Framework

NTC recognised for Central and State Government recruitment, PSUs, and private establishments; NSQF provides international equivalence for Indian vocational qualifications.

https://gropedia.com/page/national_trade_certificate · 2025 · accessed Jun 2026

13 NextIAS / NSDC, Skilling Crisis in India and NSDC, 2025

80% of Indian employers reported difficulty finding skilled professionals in 2025; NSDC estimated India needs 103 million skilled workers against a supply of 74 million.

<https://www.nextias.com/ca/editorial-analysis/24-09-2025/india-skilling-crisis-and-nsdc> · 2025 · accessed Jun 2026

14 Craftsmen Training Scheme (CTS), MSDE/DGT Official Overview

CTS is India's oldest and largest vocational training program, covering 130+ trades across 15,000+ ITIs; non-engineering trades include secretarial and office administration.

<https://www.msde.gov.in/en/schemes-initiatives/schemes-initiatives-through-DGT/craftsmen-training-scheme> · 2025 · accessed Jun 2026

15 ITI Syllabus Directory, Secretarial Practice (English) CTS Curriculum

NSQF Level 3.5, 1 year, two semesters; 60% practical; covers typing (40 WPM), shorthand (80 WPM), business correspondence, MS Office, Tally, and office administration.

<https://syllabus.iti.directory/cts/secretarial-practice-english> · 2025 · accessed Jun 2026
