

MINISTRY OF COMMERCE & TEXTIL  
(COMMERCE DIVISION)

<<◇>>

No.5 (5)/2018/Admn-1/MoC

Islamabad, the 15<sup>th</sup> January, 2020

Circular

Subject: NOMINATION FOR 4-WEEK (PART-TIME) OFFICE AUTOMATION/ IT (ENGLISH TYPEWRITING) COURSE FOR FEDERAL GOVERNMENT EMPLOYEES (BS-01 TO 09) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-02-2020 TO 28-02-2020

A Self Explanatory O.M No.4-1/2020-SD-I dated 1<sup>st</sup> January, 2020 received from Secretariat Training Institute (STI) is organizing the subject training for the officials (BPS 01 to-09) and dependents of Federal Ministries /Divisions/Departments. The course shall commence from 9.00 to 11.00 hours daily.

**Target Audience/Group**

The course is designed for Federal Government officials (BS-01 to 09) and dependents of government servant (who are matriculate, eligible to apply for this course).

**Course Objective:**

Capacity Building

**Outcome/Learning Achievement:**

To Improve/achieve required level of professional skill in English Typing/IT

**Course Contents/Achievement:**

i)	Learning of English Typewriting/Keyboard
ii)	Basic of Microsoft office (MS word/Excel/PowerPoint
iii)	Practical Exercises

2. Interested officials of (BPS 01-09) of Commerce Division are requested to send their nominations with approval of Concerned officer to Admn-1/MoC section 22-01-2020 .Database Administrator of Commerce Division is requested to upload the above mentioned training on the website of Commerce Division.



(Arshad Nawaz)

Deputy Director (MoC)

Database Administrator (MoC)

(Establishment Division)  
SECRETARIAT TRAINING INSTITUTE

\*\*\*

F.No.4-1/2020-SD-I.

Dated 1<sup>st</sup> January, 2020

MEMORANDUM

**Subject:** NOMINATIONS FOR 4-WEEK (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPEWRITING) COURSE FOR FEDERAL GOVERNMENT EMPLOYEES (BS-01 to 09) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-02-2020 TO 28-02-2020.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 03-02-2020 to 28-02-2020 (09:00 a.m. to 11:00 a.m. daily). Details are as follow:-

**Target Audience / Group:**

This course is designed for Federal Government officials (BS-01 to 09) and dependents of government servants (who are matriculate, eligible to apply for this course).

**Course Objectives:**

Capacity Building.

**Outcome/ Learning Achievement:**

To improve/achieve required level of professional skill in English Typewriting /IT.

**Course Contents / Outlines:**

i)	• Learning of English Typewriting/ Key Board
ii)	• Basics of Microsoft Office (MS Word/ Excel/ Power point)
iii)	• Practical Exercises

2. Owing to the limited capacity of 40 seats, maximum two nominees from an organization would be accepted subject to first come first served basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 29-01-2020. Late nominations will not be entertained. Normally nominations received by the cutoff date are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 03-02-2020 at 09:00 hours. No registration shall be allowed after 09:30 hours. STI encourages participation of women employees.

3. Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.

  
(FAIZ AKBAR FAIZ)  
Deputy Director (SD-I)

To

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
- iii) AD (IT) for uploading on website of STI