GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
****

No. 5 (2)/2021-HR-II   Islamabad, the 27th October, 2023

CIRCULAR

SUBJECT: - <u>NOMINATION FOR 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 04-12-2023 TO 29-12-2023</u>

        Secretariat Training Institute (STI) is organizing subject course from 04-12-2023 to 29-12-2023. The training sessions will be held from **09:00 a.m to 11:00 a.m** daily. Details are as follow:-

Target Group:

        This course is designed for Stenotypists / UDCs / LDCs, matriculate employees (BS-01-14) and dependents of government servants.

Objectives:

        Capacity Building.

Outcome:

        To Improve / achieve required level of professional skill in English typing/Computer Applications.

Courses Contents/Outlines:-

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

2.   It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 30-11-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 04-12-2023 at 09:00 a.m hours. No registration shall be allowed after 0930 hours.

3.   The interested officials of the Ministry,0 may forward their nomination, duly approved by their reporting officer to **HR-II** section latest by **10-11-2023** positively. Nominations received after the deadline will not be entertained.

                                               (Syed Asghar Shah)
                                           Section Officer (HR-II)

    i.   Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
    ii.   Notice Board (A-Block)
    iii.   Notice Board (Kohsar Block)