

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)/2021-HR-II

Islamabad, the 22nd November, 2023

CIRCULAR

SUBJECT: - NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF PRIVATE SECRETARIES, ASSISTANT PRIVATE SECRETARIES AND STENOYPIST" FROM 11-12-2023 TO 15-12-2023

Secretariat Training Institute (STI) is organizing subject course from 11-12-2023 to 15-12-2023. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Assistant Private Secretaries / Stenotypists (PA).

Course objectives:-

Capacity Building in required skills.

Outcome / Learning Achievement:

To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

Courses Contents/Outlines:-

i)	Duties & Responsibilities of a Assistant Private Secretary and Stenotypist (PA)
ii)	Skill of taking dictation from his boss
iii)	Communication skill / Forms of Communication
iv)	Organizational Skills in the workplace and modern trends in communication.

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 07-12-2023. Late nomination will not be entertained. Selected officials/nominee(s) will report to the Institute for registration on 11-12-2023 at 09:00 a.m hours. No registration shall be allowed after 09:30 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 30-11-2023 positively. Nominations received after the deadline will not be entertained.

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

22/11/2023

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