

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 9th January, 2024

CIRCULAR

SUBJECT: - NOMINATION FOR 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOGRAPHERS, UDCs, LDCs/ETC (BS-1 TO 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-02-2024 TO 29-02-2024

Secretariat Training Institute (STI) is organizing subject course from 06-02-2024 to 29-02-2024 (09:00 a.m to 11:00 a.m. daily). Details are as follow:-

Target Group:

This course is designed for Stenographers / UDCs / LDCs, matriculate Class-IV 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 01-02-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 06-02-2024 at 09:00 a.m hours. No registration shall be allowed after 0930 hours.

3. The interested officials of the Main Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 22-01-2024 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)

**GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(ESTABLISHMENT DIVISION)**

F.No.4-4/2024-SD-I.

Islamabad the 2nd January, 2024

MEMORANDUM

Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-02-2024 to 29-02-2024

Secretariat Training Institute is organizing 4-Week (Part-Time) English Typing and Computer Applications Course for Government Servants and their dependents. The duration of the course is from 06-02-2024 to 29-02-2024 (09:00 a.m. to 11:00 a.m. daily). Details are as follow:-

Target Audience/Group:

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

Course Objectives:

Capacity Building.

Outcome/Learning Achievement:

To improve / achieve required level of professional skill in English Typing / Computer Applications.

Course Contents/Outlines:

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

2. STI has limited seating capacity in the Computer Lab. Therefore, a maximum of two or three 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 01-02-2024. Nominations received after cutoff date will not be accepted. The Government Organizations are requested to send only nominations of their serving Government employees. Dependents of Government Servants may collect "Admission Form" from this Institute for the subject course.

3. This Institute reserves right of shortlisting. The nominee(s) may report for registration on 06-02-2024 at 09:00 a.m. No registration shall be allowed after 09:30 a.m. The course is free of charge however, conveyance charges may be claimed from the respective nominating organizations

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


(MUHAMMAD FAROOQ)
Deputy Director

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