

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

\*\*\*\*\*

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

Islamabad, the 5<sup>th</sup> April, 2024

**CIRCULAR**

**SUBJECT:- TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)".**

Secretariat Training Institute (STI) is organizing subject course from 06-05-2024 to 17-05-2024. The training sessions will be held from 09:00 a.m to 11:00 a.m daily or daily or as notified otherwise. Details are as follows:-

**Target Audience/Group:**

This course is designed for Officials of BFS 11-16,

**Course objectives:**

To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

**Courses Contents/Outlines:-**

i)	Microsoft Words
ii)	Microsoft Excel
iii)	Microsoft Power Point

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 30-04-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 06-05-2024 at 09:00 a.m hours. No registration shall be allowed after 09:15 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 15-04-2024 positively. Nominations received after the deadline will not be entertained.

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

22/04/2024

- 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)