

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No.5 (2)/2021-HR-II
2024

Islamabad, the 5th April,

CIRCULAR

SUBJECT:- 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES/ STENOTYPISTS/ UDCs/ LDCs/ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-05-2024 TO 31-05-2024

Secretariat Training Institute (STI) is organizing subject course from 06-05-2024 to 31-05-2024. The training sessions will be held from 09:00 a.m to 11:00 a.m daily. Details are as follows:-

Target Group:

Assistant Private Secretaries / Stenotypists / UDCs / LDCs / etc. (BS-01-16) and dependents of Government servants who have knowledge of English Shorthand Theory.

Objectives:

Capacity building in required skill.

Outcome:

To Improve and sustain required level of professional skill in Shorthand.

Courses Contents/Outlines:-

i)	Dictation from Pitman Shorthand Instructor Book: <ul style="list-style-type: none">o Contractionso Special Contractionso Advance Phraseographyo Intersections	ii	Dictation Form the Book of 700 Common Words
		iii	Editorial Dictation.

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 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 22-05-2024 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)