

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 24th August, 2021

CIRCULAR

SUBJECT: - ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWER POINT" FROM 06-09-2021 TO 10-09-2021

Secretariat Training Institute vide their Memorandum F.No.10-1/2021-SD-II dated 10th August, 2021(copy attached) has informed that 5-days duration (Part-Time) Training course is scheduled to be held from 06-09-2021 to 10-09-2021 at Secretariat Training Institute, Islamabad. The Course has been designed for BPS 09-16 officials

2. The interested officials of the Ministry who fulfill the eligibility criteria may forward their nomination, latest by **31-08-2021 positively.**

Encl: **As above**


(Muhammad Arshid)
Deputy Director (HR-II)

Copy to Deputy Director (IT), Ministry of Commerce, Islamabad with the request to upload the subject circular on the Ministry's website.

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.10-1/2021-SD-II

Dated 10th August, 2021

MEMORANDUM

Subject: ONE WEEK (PART-TIME) TRAINING COURSE ON "MICROSOFT POWER POINT" FROM 06-09-2021 TO 10-09-2021.

STI is organizing subject course from 06-09-2021 to 10-09-2021. 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 Officials of BPS 9-16.

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.

Course Contents/Outlines:

i	Understanding PowerPoint Structure	ii	Selecting Layouts
iii	Inserting New Slides	iv	Master Slide
v	Applying Slides Themes	vi	Applying Transition & Animation
vii	Slides Shows	viii	Custom Slide Show
ix	Printing Presentation	x	Working with Animations

2. Owing to limited seating capacity, maximum two nominees from an organization would be accepted subject to first come first served basis. It is requested that Nominations of suitable officials of the Federal Government Ministries/ Divisions / Departments and Organizations may reach this Institute latest by 02-09-2021. Late nominations will not be entertained. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos/ E-mail for this purpose and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on 06th October, 2021 at 0900 hours. No registration shall be allowed after 0915 hours. It is pertinent to mention here that due to pandemic of corona virus, SOPs of COVID19 issued by NCOC will be adhered strictly during the training. The course is free of charge, however, if TA/DA for participation is involved; the same may be claimed from the respective nominating Organizations. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained/ accepted.

3. STI normally encourages participation of women employees.


(RANA MUHAMMAD JAVAID)
Deputy Director (SD-II)
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To

- (i) Joint Secretaries (Admn), Ministries/ Divisions, located at Islamabad / Rawalpindi.
- (ii) Heads of Attached Departments / Subordinate Offices / Autonomous Bodies.