

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF COMMERCE**  
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No.5 (2)/2021-HR-II

Islamabad, the 24<sup>th</sup> August, 2021

**CIRCULAR**

**SUBJECT:- NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH TYPING & COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVENTS FROM 06-09-2021 TO 30-09-2021.**

Secretariat Training Institute vide their Memorandum No.4-2/2021-SD-I dated 12<sup>th</sup> August, 2021(copy attached) has informed that 4-Week duration (Part-Time) Training course is scheduled to be held from 06-09-2021 to 30-09-2021 at Secretariat Training Institute, Islamabad. The Course has been designed for BPS 01-14 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  
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F.No.4-2/2021-SD-I.

Dated 12<sup>th</sup> August, 2021

**MEMORANDUM**

**Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH TYPING & COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-09-2021 TO 30-09-2021.**

Secretariat Training Institute is organizing 4-Week (part-time) English Typing and Computer Applications Course for Government Servants and their dependents, subject to normalization of COVID-19 pandemic. The duration of the course is from 06-09-2021 to 30-09-2021 (09:15 a.m. to 11:15 a.m. daily). Details are as follow:-

**Target Audience / Group:**

This course is designed for Federal Government officials (BS-01 to 14) and dependents of government servants (who are matriculate, eligible to apply for this course).

**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)	• Basics of Microsoft Office (MS Word/ Excel/ Power point)
iii)	• Practical Exercises

2. Due to unprecedented pandemic situation (COVID-19) in the country, STI has minimized the seating capacity in the class rooms. Therefore, nominees from an organization would be accepted subject to first come first serve basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 01-09-2021, Late nominations will not be entertained. However preference will be given to the participants of our previous typing course, which was suspended in March, 2021 due to COVID-19.

3. Normally nominations received by the cut-off date are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 06-09-2021 at 09:15 a.m. No registration shall be allowed after 10:00 a.m. The course is free of charge however, conveyance charges may be claimed from the respective nominating organizations. STI encourages participation of women employees.

4. It is important to follow SOPs for the prevention of COVID-19, therefore, nominating organizations are requested to direct their nominees for the observance of preventive measures against the spread of Corona Virus (COVID-19) i.e. wearing of face masks, avoiding excess density of course participants, keeping at least a distance of 6 feet and ensuring proper hand washing.

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

  
( Faiz Akbar Faiz )  
Deputy Director (SD-I)

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