

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 15th October, 2021

CIRCULAR

SUBJECT: - NOMINATION FOR 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 08-11-2021 TO 03-12-2021

Secretariat Training Institute (STI) is organizing subject course from 08-11-2021 to 03-12-2021. The training sessions will be held from 09:00 a.m to 11:30 a.m daily. Details are as follows:-

Target Group:

Assistant Private Secretaries/Stenotypist/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 700Common Words
		iii	Editorial Dictation

2. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 04-11-2021. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 08-11-2021 at 09:30 hours. No registration shall be allowed after 10:00hours.

3. The interested officials of the Ministry, may forward their nomination, latest by 29-10-2021 positively.


(Muhammad Arshid)
Deputy Director (HR-II)
051-9217786

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

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2021-SD-I.

Dated 6th October, 2021

MEMORANDUM

Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES/ STENOYPISTS/UDCs/LDCs/ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 08-11-2021 TO 03-12-2021.

Secretariat Training Institute is organizing subject course for Government servants (BS-01-16) and their dependents, who have already completed English Shorthand Theory Course. The duration of the course is from 08-11-2021 to 03-12-2021 at 09:30 a.m. to 11:30 a.m. daily Details are as follow:-

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.

Course Contents / Outlines:

i	Dictation form Pitman Shorthand Instructor Book:- o Contractions o Special Contractions o Advance Phraseography o Intersections	ii	Dictation Form the Book of 700 Common Words
		iii	Editorial Dictation

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 04-11-2021. Late nominations will not be entertained.

3. Normally nominations received by the cutoff date are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 08-11-2021 at 09:30 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 Coronavirus (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 No. 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 uploading on STI website.