

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 9th December, 2021

CIRCULAR

SUBJECT: - NOMINATION FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-01-2022 TO 29-04-2022.

Secretariat Training Institute (STI) is organizing subject course for from 03-01-2021 to 29-04-2021. The training sessions will be held from 09:15 a.m to 11:15 a.m daily. Details are as follows:-

Target Audience / Group:

Assistant Private Secretaries/Stenotypist/UDCs/LDCs/, matriculate Class-IV employees (BS 01-16) and dependents of Government servants are eligible for this course.

Objectives:

Capacity Building in required skills.

Outcome / Learning Achievement:


To improve and sustain required level of professional skill in shorthand.

Courses Contents/Outlines:-

i)	Basic Principles of Shorthand.	iii)	Vowels and Diphthongs
ii)	Consonants and Short Forms	iv)	Exercise No. 1 to 140

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 29-12-2021. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 03-01-2022 at 09:15 a.m. No registration shall be allowed after 10:00 a.m.

3. The interested officials of the Ministry, may forward their nomination, latest **by 20-12-2021 positively.**


(Muhammad Arshid)
Deputy Director (HR-II)

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