MINISTRY OF COMMERCE
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No.5 (2)/2021-HR-II   Islamabad, the 13th January, 2022

CIRCULAR

SUBJECT: - NOMINATION FOR 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ ETC. (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-02-2022 TO 25-02-2022

Secretariat Training Institute (STI) is organizing subject course from 01-02-2022 to 25-02-2022. The training sessions will be held from **09:30 a.m to 11:30 a.m** daily. Details are as follows:-

Target Group:

This course is designed for Stenotypist / UDCs / LDCs, matriculate Class-IV employee (BS 01-14) and dependent of government servants are eligible for this course.
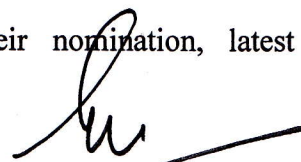
Objectives:

Capacity Building.

Outcome:

To Improve/achieve required level of professional skill in English Theory/ Computer Applications.

Courses Contents/Outlines:-

i)	• Learning of English Typing /Key Board
ii)	• Basics of Microsoft Office (MS Word/Excel/Power)
iii)	• Practical Exercises

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 27-01-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-02-2022 at 09:30 a.m hours. No registration shall be allowed after 10:00hours.

3.   The interested officials of the Ministry, may forward their nomination, latest **by 21-01-2022 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

F.No.4-1/2022-SD-I.   Dated 4th January, 2022

MEMORANDUM

Subject: **NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC.(BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-02-2022 TO 25-02-2022.**

Secretariat Training Institute is organizing 4-Week (Part-Time) English Typing and Computer Applications Course for Government Servants and their dependents. The duration of the course is from 01-02-2022 to 25-02-2021 (09:30 a.m. to 11:30 a.m. daily). Details are as follow:-

Target Audience / Group:

This course is designed for Stenotypists/UDCs/LDCs/ matriculate Class-IV employees (BS-01-14) and dependents of government servants are eligible for this course.

Course Objectives:

Capacity Building.

Outcome/ Learning Achievement:

To improve/achieve required level of professional skill in English Typing /Computer Applications.
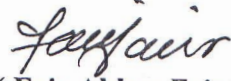
Course Contents / Outlines:

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 *27-01-2022.* 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 01-02-2022 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 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.
        Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/ Rawalpindi.
ii)   D (IT) for up loading on website of STI