

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 14th April, 2022

CIRCULAR

SUBJECT: - TWO WEEKS (PART-TIME) TRAINING COURSE ON “MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)” FROM 09.05.2022 TO 20.05.2022

Secretariat Training Institute (STI) is organizing subject course from 09-05-2022 to 20-05-2022. The training sessions will be held from 09:00 a.m to 11:00 a.m daily. 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.

Courses Contents/Outlines:-

i)	Microsoft Words	ii)	Microsoft Excel
iii)	Microsoft Power Point		

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 06-05-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 09-05-2022 at 09:00 hours. No registration shall be allowed after 09:15 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 2nd May, 2022 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.