

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 19th May, 2022

CIRCULAR

SUBJECT: - NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF PRIVATE SECRETARIES, ASSISTANT PRIVATE SECRETARIES AND STENOYPIST" FROM 13-06-2022 TO 18-06-2022

Secretariat Training Institute (STI) is organizing subject course from 13-06-2022 to 18-06-2022. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Assistant Private Secretaries / Stenotypists (PA).

Course objectives:-

Capacity Building in required skills.

Outcome / Learning Achievement:

To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

Courses Contents/Outlines:-

i)	Duties & Responsibilities of a Assistant Private Secretary and Stenotypist (PA)
ii)	Skill of taking dictation from his boss
iii)	Communication skill / Forms of Communication
iv)	Organizational Skills in the workplace Profit of an idea APS /Stenotypist (PA)

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 10-06-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 13-06-2022 at 0900 hours. No registration shall be allowed after 0930 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 31-05-2022 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.