

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 16th June, 2022

CIRCULAR

SUBJECT: - NOMINATIONS FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOTYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 04-07-2022 TO 28-10-2022

Secretariat Training Institute (STI) is organizing subject course from 04-07-2022 to 28-10-2022. The training sessions will be held from 09:00 to 11:00 hours daily. Details are as follows:-

Target Audience/Group:

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

Course objectives:-

Capacity Building in required skills.

Outcome / Learning Achievement:

To improve and sustain required level professional skill in shorthand.

Courses Contents/Outlines:-

i)	Basic Principles of Shorthand	iii)	Vowel 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 01-07-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 04-07-2022 at 08:30 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 24-06-2022 positively.


(Muhammad Umar Raiz)
Assistant 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.