GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
****

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

Islamabad, the 6th July, 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 01-08-2022 TO 26-08-2022

Secretariat Training Institute (STI) is organizing subject course from 01-08-2022 to 26-08-2022. The training sessions will be held from **09:30 a.m to 11:00 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 / Learning Achievement:

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 point)
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 29-07-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-08-2022 at 09:00 hours. No registration shall be allowed after 09:30 hours.

3.   The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **22-07-2022** positively. Nominations received after the deadline will not be entertained.

(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.