GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
****

No. 5 (2)/2021-HR-II   Islamabad, the 12th September, 2022

CIRCULAR

SUBJECT: - <u>NOMINATION FOR 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-10-2022 TO 28-10-2022</u>

Secretariat Training Institute (STI) is organizing subject course from 03-10-2022 to 28-10-2022. The training sessions will be held from **09:00 a.m to 11:00 a.m** daily. Details are as follow:-

Target Group:

This course is designed for Stenotypists / UDCs / LDCs, matriculate employees (BS-01-14) and dependents 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.   Owing to limited seating capacity, maximum two or three nominees from an organization would be accepted subject to first come first served basis. It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 26-09-2022. Late nomination will not be entertained. Selected officials/ nominee (s) will report to the Institute for registration on 03-10-2022 at 0900 hours. No registration shall be allowed after 0900 hours.

3.   The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **19-09-2022,** positively. Nominations received after the deadline will not be entertained

(Bushra Nawaz)
Section Officer (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