

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad. the 12th October, 2022

CIRCULAR

SUBJECT: - NOMINATION FOR 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES / STENOGRAPHERS / UDCs / LDCs / ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-11-2022 TO 25-11-2022

Secretariat Training Institute (STI) is organizing subject course from 01-11-2022 to 25-11-2022. The training sessions will be held from 09:00 a.m to 11:00 a.m daily. Details are as follows:-

Target Group:

Assistant Private Secretaries / Stenographers / UDCs / LDCs / etc. (BS-01-16) and dependents of Government servants who have knowledge of English Shorthand Theory.

Objectives:

Capacity building in required skill.

Outcome:

To Improve and sustain required level of professional skill in Shorthand.

Courses Contents/Outlines:-

i)	Dictation from Pitman Shorthand Instructor Book: <ul style="list-style-type: none">o Contractionso Special Contractionso Advance Phraseographyo Intersections	ii	Dictation Form the Book of 700 Common Words
		iii	Editorial Dictation

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 28-10-2022. Late nomination will not be entertained. Selected officials / nominee (s) will report to the Institute for registration on 01-11-2022 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 21-10-2022 positively. Nominations received after the deadline will not be entertained.


(Muhammad Arshid)
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