

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 1st November, 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 05-12-2021 TO 30-12-2021

Secretariat Training Institute (STI) is organizing subject course from 05-12-2022 to 30-12-2022. The training sessions will be held from 09:00 a.m to 11:00 a.m daily. Details are as follows:-

Target Group:

This course is designed for Federal Government officials (BS-01 to 14) and dependents of government servants (who are matriculate, eligible to apply for this course).

Objectives:

Capacity Building.

Outcome:

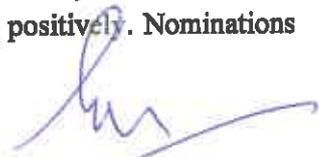
To Improve / achieve required level of professional skill in English Theory / Computer Applications.

Courses Contents/Outlines:-

i)	● Learning of English Typing /Key Board
ii)	● Basics of Microsoft Office (MS Word / Excel / Power point)
iii)	● Practical Exercises

2. It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 30-11-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 05-11-2022 at 09:00 a.m hours. No registration shall be allowed after 09:30 a.m.

3. The interested officials of the Ministry, may forward their nomination, their nomination, duly approved by their reporting officer to HR-II section latest by 18-11-2022 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 (A-Block& Kohsar Block)

**GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE
(ESTABLISHMENT DIVISION)**

F.No.4-4/2022-SD-I.

Dated 28th October, 2022

MEMORANDUM

Subject: NOMINATIONS 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 05-12-2022 TO 30-12-2022.

Secretariat Training Institute is organizing 4-Week (Part-Time) English Typing and Computer Applications Course for Government Servants and their dependents. The duration of the course is from 05-12-2022 to 30-12-2022 (09:00 a.m. to 11:00 a.m. daily). Details are as follow:-

Target Audience / Group:

This course is designed for Stenotypists/UDCs/LDCs, matriculate Class-IV employees (BS-01-14) and dependents of government servants are eligible for this course.

Course Objectives:

Capacity Building.

Outcome/ Learning Achievement:

To improve/achieve required level of professional skill in English Typing/Computer Applications.

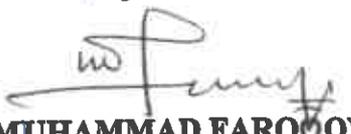
Course Contents / Outlines:

i)	Learning of English Typing / Key Board
ii)	Basics of Microsoft Office (MS Word / Excel / Power point)
iii)	Practical Exercises

2. STI has limited seating capacity in the Computer Lab. Therefore, two or three nominees from an organization would be accepted subject to first come first serve basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by 30-11-2022. Nominations received after cutoff date will not be accepted. The Government Organizations are requested to send only nominations of their serving Government employees. Dependents of Government Servants may collect "Admission Form" from this Institute for the subject course.

3. This Institute reserves right of shortlisting. The nominee(s) may report for registration on 05-12-2022 at 09:00 a.m. No registration shall be allowed after 09:30 a.m. The course is free of charge however, conveyance charges may be claimed from the respective nominating organizations. STI encourages participation of women employees.

4. Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.


(MUHAMMAD FAROOQ)
Deputy Assistant Director (SD-I)

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
- iii) AD (IT) for up loading on website of STI