

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 5<sup>th</sup> December, 2022

**CIRCULAR**

**SUBJECT: - NOMINATIONS FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 02-01-2023 TO 28-04-2023.**

Secretariat Training Institute (STI) is organizing subject course from 02-01-2023 to 28-04-2023. The training sessions will be held from 09:00 a.m to 11:00 a.m 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 of professional skill in shorthand.

**Courses Contents/Outlines:-**

i)	Basic Principles of Shorthand	iii)	Vowels 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 / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 29-12-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 02-01-2022 at 08:30 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 26-12-2022 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 official website.
- Notice Board (A-Block)
- Notice Board (Kohsar Block)