

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 17th May, 2023

CIRCULAR

SUBJECT: - NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF ASSISTANT PRIVATE SECRETARIES AND STENOTYPISTS (PA)" FROM 12-06-2023 TO 16-06-2023.

Secretariat Training Institute (STI) is organizing subject course from 12-06-2023 to 16-06-2023. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Assistant Private Secretaries / Stenotypists (PA).

Course objectives:-

Capacity Building in required skills.

Outcome / Learning Achievement:

To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

Courses Contents/Outlines:-

i)	Duties & Responsibilities of a Assistant Private Secretary and Stenotypist (PA)
ii)	Skill of taking dictation from his boss
iii)	Communication skill / Forms of Communication
iv)	Organizational Skills in the workplace Profit of an idea APS /Stenotypist (PA)

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 08-06-2022. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 12-06-2023 at 0900 hours. No registration shall be allowed after 0930 hours.

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 02-06-2023 positively. Nominations received after the deadline will not be entertained.


(Aamir Waheed)
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.

- ii. Notice Board (A-Block)
- iii. Notice Board (Kohsar Block)