

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE,

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

Islamabad, the 11th July, 2023

CIRCULAR

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 01-08-2023 TO 25-08-2023.

Secretariat Training Institute (STI)- is organizing subject course from 01-08-2023 to 25-08-2023. The training sessions will be held from 09:00 a.m to 11:00 a.m daily. Details are as follows:-

Target Audience / Group:

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

Course Objectives:

Capacity Building in required skills.

Outcome / Learning Achievement:

To improve and sustain required level of professional skill in English Typing / 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 officials of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 27-07-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-08-2023 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, duly approved by their reporting officer to HR-II section latest by 24-07-2023 positively. Nominations received after the deadline will not be entertained.


(Syed Asghar Shah)
Section Officer (HR-II)

12/07/2022

- 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)