

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 7th December, 2023

CIRCULAR

SUBJECT: - 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-01-2024 TO 30-04-2024.

Secretariat Training Institute is organizing subject courses from 01-01-2024 to 30-04-2024. The training sessions will be held from 0900 to 1100 hours daily or as notified otherwise. Details are as follows

Target Audience / Group:

Assistant Private Secretaries/Stenotypist/UDCs/LDCs/, matriculate Class-IV employees (BS 01-16) and matriculate dependents of government servants are eligible for this course.

Objectives:

Capacity Building in required skills.

Outcome / Learning Achievement:

To Improve and sustain required level of professional skill in English 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 27-12-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-01-2023 at 0900 a.m hours. No registration shall be allowed after 0930 hours.

3. The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by 22-12-2023 positively. Nominations received after the deadline will not be entertained

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

07/12/2023

- i. Copy to Database Administrator, 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)