

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

Islamabad, the 21st December, 2023

CIRCULAR

SUBJECT: - TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL & POWER POINT)".

Secretariat Training Institute (STI) is organizing subject course from 01-01-2024 to 12-01-2024. The training sessions will be held from 11:30 a.m to 01:30 p.m daily or daily or as notified otherwise. Details are as follows:-

Target Audience/Group:

This course is designed for Officials of BPS 9-16.

Course objectives:


To build and enhance word processing expertise, spread sheet assessment and power point presentation capabilities of participants by using MS Office Commands and Tools.

Courses Contents/Outlines:-

i)	Microsoft Words
ii)	Microsoft Excel
iii)	Microsoft Power Point

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 26-12-2023. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-01-2024 at 11:30 a.m hours. No registration shall be allowed after 1145 hours.

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


(Syed Asghar Shah)
Section Officer (HR-II) 21-12-2023

- 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)