

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE & TEXTILE INDUSTRY
COMMERCE DIVISION




Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,
ISLAMABAD.**

The Secretariat Training Institute has invited nominations for the following training courses:-

Sr. #.	Name of Training Course	Last Date
i.	4-Month(Part-Time)“ English Shorthand Theory Course ” for Stenotypists, LDCs and Dependents of Government Servants(in-service/retired) from 02-09-2013 to 27-12-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	28-08-2013
ii.	Two-Week(Part-Time) Training Course on “ Office Orientation ” for UDCs & Equivalent from 16-09-2013 to 27-09-2013 for two hours daily from 09:00a.m to 11:00a.m.	04-09-2013
iii.	One-Week(Part-Time)“ Capacity Building Training Course ” for Superintendents/Assistants & Equivalent from 09-09-2013 to 13-09-2013 for two hours daily from 09:00 am to 11:00 a.m.	28-08-2013
iv.	Two-Week(Part-Time) Training Course for Private Secretaries/Personal Assistants & Equivalent from 09-09-2013 to 20-09-2013 for two hours daily from 09:00 am to 11:00 a.m.	02-09-2013
v.	4-Month(Part-Time)“ Urdu Shorthand Theory, Typewriting & Computer (In-page) Course ” for Stenotypists, LDCs and Dependents of Government Servants(in-service/retired) having at least matriculation qualification from 16-09-2013 to 31-12-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	04-09-2013
vi.	Two-Week(Part-Time) “ Urdu Composition (In-Page) Computer Course ” for Stenographers, Stenotypists & Equivalent from 02-09-2013 to 13-09-2013 for two hours daily from 09:00 am to 11:00 a.m.	28-08-2013

2. Nominations of the suitable officials may be forwarded to the undersigned with the approval of respective Senior Officers, as the last date mentioned therein.

3. It may be mentioned here that the Officer may nominate their staff members working under them from Sr. No. i to Sr. No.vi, if in their view of point, they need these refresher training courses for making improvement and enhancing their prowess in their work.


(Muhammad Umer Saleem Bhatti)
Section Officer (Admn-I)

All Concerned Officials of the Ministry of Commerce, Islamabad.
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 26-08-2013