

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION
TRADE TRAINING CENTRE

No. TTC-2(25)/2013/

Islamabad, the 12th May, 2014.

C I R C U L A R

Subject:- **SIX MONTHS TRAINING COURSE ON "ENGLISH TYPEWRITING" FOR FEDERAL GOVERNMENT EMPLOYEES/DEPENDENTS AND OTHERS.**

The Trade Training Centre (TTC), Staff Welfare Organization, G-9/2 and Aabpara organize technical training in secretarial trades for un-skilled male/female Federal Government Employees and their dependents and others throughout the year to meet the growing demand of secretariat personnel being rare commodity in the market.

2. In order to achieve this objective, the applications are invited from the Federal Government employees and their dependents and others for six months training course with the title "English Typewriting" scheduled to be held with effect from **9th June, 2014** in the Trade Training Centre G-9/2 and Aabpara during morning and evening time respectively. The course contents and other details are given as under:-

3. Course Outlines

- i. Learning Keys of typewriter.
- ii. Making Words and Sentences with blind use of keys of typewriters.
- iii. Learning the typing of official Correspondence.

4. Course Objective

To facilitate basic typewriting skills amongst the beginners who want to learn typing for their professional career.

5. Eligibility Criteria

The Federal Government employees, dependents and others having minimum qualification matric are eligible for admission in this course.

6. Fee Structure

Grade	TYPEWRITING		
	Admission fee	Tuition fee per month	Typewriting fee for six months
1 - 4	25/-	10/-	85/-
5 - 16	25/-	20/-	145/-
17 & Above	25/-	25/-	175/-
Others	35/-	35/-	245/-

7. Class Timings

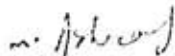
For class timings and further information please contact at the following telephone numbers:-

TTC, G-9/2, Islamabad 051-9235779 and 051-9260169
(From 08:00 a.m to 04:00 p.m)

TTC, Aabpara Community Centre, Islamabad 051-2602521
(From 03:00 p.m to 07:00 p.m)

8. The admissions forms along-with fee will be accepted w.e.f **1st June, 2014** on first come first serve basis. For this purpose, the application forms (free of cost) can be obtained from both the above Centers during their respective office timings on any working day.

9. Ministries/Divisions/Departments are requested to please bring above admission opportunities into the notice of all Government employees working under their control for making best use of the facility. Photocopy of this circular may kindly be displayed on the office Notice Board.


(MUHAMMAD ASHRAF KHAN)
Principal,
Phone No. 9260169.