

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



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

The Secretariat Training Institute has invited nominations for the following (Part-Time) training courses: -

Sr. No.	Name of Training Course	Last Date
i.	Four-Week (Whole Time) "Office Management" training course for officers in BS-17 to BS-18 under Step down training programme (SDTP) from 16-04-2012 to 11-05-2012 for four & half hours daily from 09:00 a.m. to 1.30 p.m.	06-04-2012
ii.	One Week (Part-Time) "Legal and Legislative Drafting" training course for officers in BS-19 from 23-04-2012 to 27-04-2012 for three & half hours daily from 09:30 a.m to 01:00 p.m.	09-04-2012
iii.	Two-Week (Part-Time) "MS Office, Word, Excel & Power Point" Training Course for Stenographers, Stenotypists & LDCs from 16-04-2012 to 27-04-2012 for two hours daily from 09:00 a.m. to 11.00 a.m.	06-04-2012

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

  
(MARIA KAZI)  
Section Officer (Admn-I)