

Government of Pakistan
Ministry of Commerce
(Islamabad)

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

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

| Sr. #. | Name of Training Course | Last Date |
|--------|--|------------|
| i. | Three-Days (Part-Time) Training Course on "Microsoft Word 2010" for Officers in BS-17 to BS-19 from 22-12-2014 to 24-12-2014 for three hours daily from 09:00 a.m to 12:00 noon. | 28-11-2014 |
| ii. | Two-Weeks (Part-Time) Training Course on "Office Orientation" for Upper Division Clerk & Equivalent from 26-01-2015 to 06-02-2015 for two hours daily from 09:00 a.m to 11:00 a.m. | 01-12-2014 |
| iii. | Two-Weeks(Part-Time) Training Course on "Office Orientation" for Superintendents/Assistants Incharge & Equivalent from 12-01-2015 to 23-01-2015 for two hours daily from 09:00 a. m to 11:00 a.m. | 12-12-2014 |
| iv. | Four-Months (Part-Time) "English Short Hand Theory Course " for Stenotypists, LDCs and Matriculate Dependents of Government Servants (in-service/retired) from 01-01-2015 to 30-04-2015 for two hours daily from 09:00 a.m to 11:00 a.m. | 01-12-2014 |
| v. | One-Month (Part-Time)"Office Automation Course" for Stenotypists, LDCs and Dependents of Government Servants (in-service/retired) from 06-01-2015 to 30-01-2015 for two hours daily from 09:00 a.m to 11:00 a.m. | 15-12-2014 |
| vi. | Two-Weeks(Part-Time) "Urdu Composing (In-page) and Coral Draw Computer Course" for Assistant Private Secretaries, Stenotypists & Equivalent from 19-01-2015 to 30-01-2015 for two hours daily from 09:00 a.m to 11:00 a.m. | 29-12-2014 |

2. Nominations of the suitable officers, officials and their dependents 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. ii to Sr.vi, if in their view of point, they need these training courses for making improvement and enhancing their skills in their work.


(Muhammad Usman Ghani)
Section Officer (Admn-I)