

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. #	Name of Training Course	Last Date
i.	Two-Week (Part-Time) Training Course on “ MS Word, Excel & PowerPoint ” for Officers in BS (17-19) from 03-12-2012 to 14-12-2012 for two hours daily from 09:00 a.m to 11:00 a.m .	19-11-2012
ii.	Four-Day (Part-Time) Training Course on “ Changing Role of Public Administration ” for Officers in BS(17-19) from 20-11-2012 to 23-11-2012 for three hours daily from 09:00 a.m to 12:00 noon.	15-11-2012

2. Nominations of the suitable officers in **BS (17-19)** 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)