

Government of Pakistan  
Ministry of Commerce  
(Islamabad)



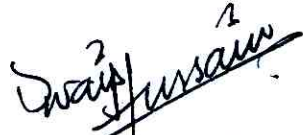
Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,  
ISLAMABAD:**

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

Sr. #.	Name of Training Course	Last Date
i.	One-week (part-time) Training Courses on Office Orientation for Assistant, UDCs and equivalent from 04-05-2015 to 08-05-2015 for two hours daily from 09:00 am to 11:00 am.	17-04-2015
ii.	One-week (Part-Time) Training Courses on “ <b>Word Processing (Microsoft Word 2010 Advance)</b> ” for Government Servants in BS-11 to BS-16 from 04-05-2015 to 08-05-2015 for two hours daily from 09:00 am to 11:00 am.	17-04-2015
iii.	2-months (Part-Time) English shorthand Refresher Course for Assistant Private Secretaries, Stenotypists, LDCs and Dependents of Government Servants from 04-05-2015 to 26-06-2015 for two hours daily from 09:00 am to 11:00 am.	17-04-2015
iv.	4-months (Part-Time) English shorthand Theory Course for Stenotypists, LDCs and Dependents of Government Servants from 04-05-2015 to 28-08-2015 for two hours daily from 09:00 am to 11:00 am.	17-04-2015
v.	Five-day (Part-Time) Capacity Building Training Course on “ <b>Duties &amp; Responsibilities of DDOs/Cashiers</b> ” for DDOs/Cashiers and equivalent from 18-05-2015 to 22-05-2015 for two hours daily from 09:00 am to 11:00 am.	20-04-2015
vi.	Five-day (Part-Time) training course on “ <b>Effective Communication and Negotiation Skills</b> ” for officers in BS-17 to BS-19 from 11-05-2015 to 15-05-2015 for two and half hours daily from 09:00 am to 11:30 am.	20-04-2015
vii.	Five-day (Part-Time) training course on “ <b>Public Procurement Rules and Procedures</b> ” for officers in BS-17 to BS-19 from 25-05-2015 to 29-05-2015 for two and half hours daily from 09:00 am to 11:30 am.	20-04-2015

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 these training courses for making improvement and enhancing their proficiency in their work.

  
(Owais Hussain Farooqi  
Section Officer (Admn-I))

**All Sections of the Ministry of Commerce, Islamabad.**

Admn-I Section's U.O No. 2(3)/2015-Admn-I, dated 14-04-2015