

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.	One-Week (Part-Time) Training Course on " Issues Relating to Retirement " for Section Officers/Equivalent, Superintendents, Assistant-Incharge & Assistants from 17-12-2012 to 21-12-2012 for two hours daily from 09:00 a.m to 11:00 a.m.	29-11-2012
ii.	Two-Week (Part-Time) Training Course for Private Secretaries/Personal Assistants & Equivalent from 10-12-2012 to 21-12-2012 for two hours daily from 09:00 a.m to 11:00 a.m.	23-11-2012
iii.	Two-Week (Part-Time) Training Course on " Office Orientation "for Upper Division Clerks & Equivalent from 03-12-2012 to 14-12-2012 for two hours daily from 09:00 a.m to 11:00 a.m.	16-11-2012

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)