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.	Three-Day (Part-Time) Training Course on **"Financial Management"** for Officers in BS-17 to BS-19 from **18-12-2012** to **20-12-2012** for three hours daily from 09:00 a.m to 12:00 noon.	17-12-2012
ii.	Two-Week (Part-Time) Training Course on **"Office Orientation"** for Upper Division Clerks & Equivalent from **21-01-2013** to **01-02-2013** for two hours daily from 09:00 a.m to 11:00 a.m.	07-01-2013
iii.	Two-Week(Part-Time)Training Course on **"Office Orientation"** for Superintendents/Assistant Incharge & Equivalent from **07-01-2013** to **18-01-2013** for two hours daily from 09:00 a.m to 11:00 a.m.	24-12-2012
iv.	4- Month (Part-Time) **"English Short Hand Theory"** for Stenotypists, LDCs & Matriculate Dependants of Government Servants (in-service/retired) from **01-01-2013** to **30-04-2013** for two hours daily from 09:00 a.m to 11:00 a.m.	17-12--2012
v.	One-Month (Part-Time) **"English Type Writing Theory"** for Stenotypists, LDCs & Dependants of Government Servants (in-service/retired) from **14-01-2013** to **08-02-2013** for two hours daily from 09:00 a.m to 11:00 a.m.	02-01-2013
vi.	Two-Week (Part-Time)Training Course on **"Microsoft Office (MS Word, MS Excel)"** for Government Servants having basic knowledge of computer in BS-07 to BS-16 from **07-01-2013** to **18-01-2013** for two hours daily from 09:00 a.m to 11:00 a.m.	24-12-2012
vii.	4-Month (Part-Time)**"Urdu Short Hand (Theory), Typing Writing & Computer (In-page) Course"** for Stenotypists, LDCs & Equivalent including Matriculate Dependents of Government Servants from **07-01-2013** to **26-04-2013** for two hours daily from 09:00 a.m. to 11:00 a.m.	21-12-2012

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

(MARIA KAZI)
Section Officer (Admn-I)