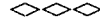


GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



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

The Secretariat Training Institute has invited nominations for the following (Part-Time) training courses: -

Sr. No.	Name of Training Course	Last Date
i.	One-Month (Part-Time) "English Typewriting Course" for Stenotypists, LDCs and Dependents of Government Servants from 02-04-2012 to 27-04-2012 for two hours daily from 09:00 a.m to 11:00 a.m.	19-03-2012
ii.	One Week (Part-Time) "Capacity Building Training Course" for UDCs and Equivalent from 23-04-2012 to 27-04-2012 for two hours daily from 09:00 a.m to 11:00 a.m	06-04-2012
iii.	Two-Week (Part-Time) "Urdu Official Correspondence" Training Course for Government Servants (BS-11 to BS-16) from 16-04-2012 to 27-04-2012 for two hours daily from 09:00 a.m. to 11.00 a.m.	30-03-2012
iv.	One-Week (Part-Time) Training Course on " Improving Personal Effectiveness" for Officers in BS-17 to BS-19 from 26-03-2012 to 30-03-2012 for three and half hours daily from 09.00 a.m to 12:30 p.m	19-03-2012
v.	One-Week (Part-Time) Training Course on " Human Resource Management" for Officers of BS-17 & BS-18 from 02-04-2012 to 06-04-2012 for three hours daily from 09:00 a.m. to 12:00 noon	19-03-2012

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)