

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. | Four-Days (Part-Time) Training Course on “ Strategic Management ” for Officers in BS-17 to BS-19 from 16-12-2014 to 19-12-2014 for three hours daily from 09:00 a.m to 12:00 noon. | 28-11-2014 |
| ii. | Three-Days(Part-Time) Training Course on “ Women Empowerment ” for Officers in BS-17 to BS-19 from 02-12-2014 to 04-12-2014 for three hours daily from 09:00 a.m to 12:00 noon. | 21-11-2014 |
| iii. | Three-Weeks(Part-Time) Training Course on “ Linux Red Hat 9.0 ” for Government Servants in BS-11 to BS-16 <u>having command on Windows Operating System</u> from 01-12-2014 to 19-12-2014 for two hours daily from 09:00 a. m to 11:00 | 19-11-2014 |
| iv. | Five-Days (Part-Time) “ Capacity Building Training Course ” for UDCs/LDCs & Equivalent from 22-12-2014 to 26-12-2014 for two hours daily from 09:00 a.m t o 11:00 a.m. | 28-11-2014 |
| v. | Three-Days(Part-Time) Training Course on “ Duties & Responsibilities of DDOs/ Cashiers ” for DDOs/Cashiers & Equivalent from 29-12-2014 to 31-12-2014 for two hours daily from 09:00 a.m to 11:00 a.m. | 28-11-2014 |
| vi. | Two-Weeks (Part-Time) Training Course for Private Secretaries/Assistant Private Secretaries & Equivalent from 01-12-2014 to 12-12-2014 for two hours daily from 09:00 a.m to 11:00 a.m. | 19-11-2014 |
| vii. | Two-Weeks(Part-Time) “ Urdu Composing (In-page) Computer Course ” for Assistant Private Secretaries, Stenotypists & Equivalent from 15-12-2014 to 26-12-2014 for two hours daily from 09:00 a.m to 11:00 a.m. | 28-11-2014 |

2. Nominations of the suitable officers, officials may be forwarded to the undersigned with the approval of respective Senior Officers, as the last date mentioned therein.

3. Moreover, STI is interested in encouraging the women participation/nomination in the training courses mentioned above at Sr. No: i and ii.

4. It may be mentioned here that the Officer may nominate their staff members working under them from Sr. No. iii to Sr. vii, if in their view of point, they need these training courses for making improvement and enhancing their ability in their work.


(Qazi Imran-ud-Din)
Section Officer (Admn-I)