

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-Weeks (Part-Time) Training Course on "Public Sector Management " for Officers in BS-17 to BS-19 from 03-02-2015 to 27-02-2015 for three hours daily from 09:00 a.m to 12:00 noon.	23-01-2015
ii.	Five-Days (Part-Time)Capacity Building Training Course for Superintendents/Assistants & Equivalent from 23-02-2015 to 27-02-2015 for two hours daily from 09:00 a.m to 11:00 a.m.	06-02-2015
iii.	Two-Month (Part-Time) "English Shorthand Refresher Course" for Assistant Private Secretaries, Stenotypists, LDCs and Dependents of Government Servants <u>who have already completed theory course</u> from 16-02-2015 to 10-04-2015 for two hours daily from 09:00 a. m to 11:00 a.m.	30-01-2015
iv.	Two-Week (Part-Time) Capacity Building Training Course for Private Secretaries/Assistant Private Secretaries and Equivalent from 02-02-2015 to 13-02-2015 for two hours daily from 09:00 a.m to 11:00 a.m.	23-01-2015
v.	One-Week (Part-Time) Advanced Course on "Microsoft Excel 2010" for Government Servants in BS-07 to BS-16 <u>having command on basics operations of Microsoft Excel</u> from 09-02-2015 to 13-02-2015 for two hours daily from 09:00 a.m to 11:00 a.m.	23-01-2015
vi.	Two-Week (Part-Time) Training Course on "Office Orientation" for Assistants & Equivalent from 09-02-2015 to 20-02-2015 for two hours daily from 09:00 a.m to 11:00 a.m.	23-01-2015
vii.	One-Month (Part-Time) "Daftary Automation Preparatory Course" for Government Servants (BS-05 to BS-16 and Dependents of Government Servants (in-service/retired) having at least Matric qualification) from 02-02-2015 to 27-02-2015 for two hours daily from 09:00 a. m to 11:00 a.m.	23-01-2015

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. Moreover, STI is interested in encouraging the women participation/nomination in the training course mentioned above at Sr. No: i .
4. It may be mentioned here that the Officer may nominate their staff members working under them for Sr. No. ii to Sr. No.vii, if in their view of point, they need these training courses for making improvement and enhancing their proficiency in their work.


(Muhammad Usman Ghani)
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 19-01-2015