

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)“ Capacity Building Training Course ” for UDCs & Equivalent from 22-04-2013 to 26-04-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	02-04-2013
ii.	Two-Week (Part-Time) Training Course on “ Microsoft Office (Word, Excel & Power Point) ” for Officers in BS 17-19 having basic knowledge of computer from 08-04-2013 to 19-04-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	22-03-2013
iii.	One-Week (Part-Time) Training Course for Quasids/Naib Quasids & Equivalent from 08-04-2013 to 12-04-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	22-03-2013

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)