

Government of Pakistan
Ministry of Commerce
(Islamabad)
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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.	Five-Days(Part-Time)Training Course on “ Issues Relating to Retirement ” for Superintendents/Assistants Incharge, Assistants & Equivalent from 03-03-2014 to 07-03-2014 for two hours daily from 09:00a.m to 11:00 a.m.	24-02-2014
ii.	Four-Week (Whole-Time) Training Course on “ Public Sector Management under SDTP ” for Newly Inducted Ex-Cadre Officers(BS-17 to BS-18) and others from 03-03-2014 to 28-03-2014 for 4 ½ hours daily from 09:00 a.m to 1:30 p.m.	24-02-2014
iii.	Two-Week (Part-Time) Training Course on “ MS Access Advanced ” for Government Servants designated as Assistants, Helpdesk Assistants, DEOs, Computer Operators, Data Processors, Stenotypists, Stenographer, Assistant Private Secretaries, Private Secretaries & Equivalent from 10-03-2014 to 21-03-2014 for two hours daily from 09:00 a.m to 11:00 a.m. <u>Preference will be given to officials who have already attended a training course on MS Access in year 2012 or 2013 at STI.</u>	24-02-2014
iv.	Five Days (Part-Time) Capacity Building Training Course for Drivers/Despatch Riders & Equivalent from 17-03-2014 to 21-03-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	03-03-2014

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


(Muhammad Suleman Mahsud)
Section Officer (Admn-I)

All Officers/ Officials of the Ministry of Commerce, Islamabad.
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 21-02-2014