

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) Training Course for Quasids/ Naib Quasids & Equivalent from 08-10-2012 to 12-10-2012 for two hours daily from 09:00 a.m to 11:00a.m.	26-09-2012
ii.	One-Week (Part-Time) Training Course for Drivers/Despatch Riders & Equivalent from 01-10-2012 to 05-10-2012 for three hours daily from 09:00 a.m to 12:00 noon.	25-09-2012
iii.	One-Month (Part-Time) “ English Type Writing Course ” for Stenotypists, LDCs and Dependents of Government Servants (in-service/retired) from 01-10-2012 to 26-10-2012 for two hours daily from 09:00 a.m. to 11:00 a.m.	25-09-2012
iv.	Two-Week (Part-Time)Training Course for Private Secretaries/Personal Assistants & Equivalent“ from 01-10-2012 to 12-10-2012 for two hours daily from 9:00 a.m to 11:00 a.m.	25-09-2012
v.	Two-Month (Part-Time)“ English Shorthand Speed Course ” for Stenotypists & Equivalent from 01-10-2012 to 30-11-2012 for two hours daily from 9:00 a.m to 11:00 a.m.	25-09-2012

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)