

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 (Level-III)” for Officers in BS-17 to BS-19 from 08-09-2014 to 03-10-2014 for three hours daily from 09:00 a.m to 12:00 noon.	28-08-2014
ii.	Five-Days(Part-Time)“Capacity Building Training Course” for Superintendents/Assistants & Equivalent from 08-09-2014 to 12-09-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	01-09-2014
iii.	Ten-Days(Part-Time) “Capacity Building Training Course” for UDCs/LDCs & Equivalent from 15-09-2014 to 26-09-2014 for two hours daily from 09:00 a. m to 11:00 a.m.	28-08-2014
iv.	Two-Week (Part-Time) Training Course for Private Secretaries, Assistant Private Secretaries & Equivalent from 08-09-2014 to 19-09-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	28-08-2014
v.	Four-Month (Part -Time) “English Shorthand Theory Course” for Stenotypists, LDCs and Matriculate Dependents of Government Servants(in-service/retired) from 01-09-2014 to 31-12-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	27-08-2014
vi.	Two-Weeks(Part-Time) “Urdu Composing (In-page) Computer Course” for Stenographers, Stenotypists & Equivalent from 01-09-2014 to 12-09-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	27-08-2014
vii.	Four- Months (Part-Time) “Urdu Short Hand Theory Type Writing & Computer (In-Page) Course” for Stenographers, Stenotypists, LDCs & Equivalent and Dependents of Government Servants (in-service/retired) having at least matric qualification from 15-09-2014 to 31-12-2014 for two hours daily from 09:00 a.m to 11:00 a.m.	02-09-2014

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 from Sr. No. ii to Sr. vii, if in their view of point, they need this training course for making improvement and enhancing their ability in their work.


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

All Sections of the Ministry of Commerce Islamabad.
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 26-08-2014

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