

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.	Four-Weeks(Whole-Time)Training Course on “ <b>Public Sector Management</b> ” for Officers in BS-17 to BS-18 with 5 years experience working in Ministries/Divisions including Ex-cadre officers from <b>03-06-2013 to 28-06-2013,Level-II</b> for 4½ hours daily from 09:00 a.m to 01:30 p.m.	<b>29-05-2013</b>
ii.	Two-Week(Part-Time) Training Course for Private Secretaries/Personal Assistants & Equivalent from <b>10-06-2013 to 21-06-2013</b> for two hours daily from 09:00 am to 11:00 a.m.	<b>31-05-2013</b>
iii.	Two-Week(Part-Time) Capacity Building for UDCs & Equivalent from <b>10-06-2013 to 21-06-2013</b> for two hours daily from 09:00 am to 11:00 a.m.	<b>31-05-2013</b>
iv.	One-Month(Part-Time) “ <b>English Typewriting Course</b> ” for Stenotypists, LDCs & Dependents of Government Servants(in-service/retired) from <b>17-06-2013 to 12-07-2013</b> for two hours daily from 09:00 am to 11:00 a.m.	<b>04-06-2013</b>
v.	Two-Week(Part-Time) Training Course on “ <b>Internet Browsing, Surfing and E-Mail Handling</b> ” for Personal Assistants and Private Secretaries from <b>03-06-2013 to 14-06-2013</b> for two hours daily from 09:00 am to 11:00 a.m.	<b>29-05-2013</b>
vi.	Two-Week(Part-Time)“ <b>Daftari Urdu Training Course on Official Correspondence</b> ” for Government Servants of BS-11 to BS-16 from <b>03-06-2013 to 14-06-2013</b> for two hours daily from 09:00 am to 11:00 a.m.	<b>29-05-2013</b>

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 from Sr. No. ii to Sr.No.vi, if in their view of point, they need these refresher training courses for making improvement in their work.

  
(Fahad Raza)  
Section Officer (Admn-I)