

C I R C U L A R

Subject: NOMINATION FOR TWO TWO WEEKS (PART -TIME) TRAINING COURSE ON“ MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT) AND INTERNET” FOR GOVERNMENT SERVANTS IN BS-07 TO BS-16 FROM 09-05-2016 TO 20-05-2016.

Secretariat Training Institute, Islamabad has invited nomination of suitable officials to participate in part-time training courses mentioned below:-

| Sr. #. | Course title and Duration | Date of submission of nomination to this Office | Last date of STI for submission of nomination. | Target Group |
|--------|---|---|--|--------------|
| 1. | Two Weeks Part Time Training Course on Micro soft Office (Word, Excel, Power Point) and Internet” for Government Servant in BS-07 to BS-16 from 09-05-2016 to 20-05-2016. | 2 nd May, 2016 | 05 th May, 2016 | BPS 07-16 |

2. All officials from BS-07 to BS-16 are requested to send their nominations duly approved by their respective Heads of Wings to this office as per dates mentioned above. STI's Memorandum can be downloaded from the website of Ministry of Commerce.


Muhammad Suleman Mahsud)
Deputy Director (M/C)

All Officials concerned of
Ministry of Commerce

✓ Copy to:

Data Network Administrator with the request to upload the attached memorandum on the website of Ministry of Commerce.

F.No. 1 - 1/2016/IT-T
Government of Pakistan
(Establishment Division)-
SECRETARIAT TRAINING INSTITUTE

Islamabad, the 07th April, 2016.

MEMORANDUM

Subject: - TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT) AND INTERNET" FOR GOVERNMENT SERVANTS IN BS-07 TO BS-16 FROM 09-05-2016 TO 20-05-2016.

The subject course shall commence for two & half hours daily from 09:00 a.m. to 11:30 a.m.

Course Objectives:

- a) To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.
- b) To encourage government employees to use Internet, E-mail, organizational websites to communicate within government and with general public; to gather information relevant to their duties, and to develop expertise by using ICT equipment and services.

Target Audience/Group:

This course is designed for government servants in BS-07 to BS-16.

Course Contents/Outlines:

- *Microsoft Word 2010*
- *Microsoft Excel 2010*
- *Microsoft PowerPoint 2010*
- *Internet Browsing, Surfing and email handling*

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.

3. Owing to the limited capacity, maximum three nominees from an organization would be accepted subject to first come first served basis. Nominations must reach this Institute latest by 05-05-2016. Normally all nominations received by the cutoff date are accepted unless otherwise intimated. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 09-05-2016 at 08:45 hours. No registration shall be allowed after 09:00 hours. STI offers an equal opportunity training environment. Female employees are encouraged to apply.

4. Nominating organizations are requested to intimate necessary telephone/fax numbers for contact as may be required.


(QAISER NADEEM)
Assistant Director (IT)

To:

- i. Joint Secretary (Admn), Ministries / Divisions /Heads of Departments
- ii. Heads of Subordinate Offices/Autonomous Bodies.