

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.	Three-Day (Part-Time) Training Course on "Public Sector Leadership "for Officers in BS 17-19 from 18-09-2012 to 20-09-2012 for three hours daily from 09:00 a.m to 12:00 noon.	30-08-2012
ii.	One-Week (Part-Time) Training Course on "Public Sector Management in Pakistan" for Officers in BS 17-19 from 10-09-2012 to 14-09-2012 for three hours daily from 09:00 a.m to 12:00 noon.	29-08-2012
iii.	4-Month (Part-Time) "Urdu Short Hand (Theory), Typing Writing & Computer (In-page) Course" for LDCs and Equivalent including matriculate dependents of in-service/retired Government Servants from 03-09-2012 to 29-12-2012 for two hours daily from 09:00 a.m. to 11:00 a.m.	29-08-2012
iv.	One-Week (Part- Time) "Capacity Building/Refresher Training Course" for Assistants & Equivalent from 03-09-2012 to 07-09-2012 for two hours daily from 9:00 a.m to 11:00 a.m.	29-08-2012
v.	Two-Week (Part-Time) Training Course on "Office Orientation" for Superintendents/Assistants Incharge & Equivalent from 10-09-2012 to 21-09-2012 for two hours daily from 9:00 a.m to 11:00 a.m.	29-08-2012
vi.	One-Week (Part-Time) Training Course on "Human Resource Management in Pakistan" for Officers in BS 17-19 from 24-09-2012 to 28-09-2012 for three hours daily from 09:00 a.m to 12.00 noon.	05-09-2012

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)