

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
STAFF WELFARE ORGANIZATION  
TRADE TRAINING CENTRE  
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No.TTC-2(25)/08/ 2999 .

Islamabad, the 7<sup>th</sup> March, 2012

C I R C U L A R

Subject: ADMISSION IN TYPING/SHORTHAND THEORY COURSE.

Applications are invited from the (1) Employees of Federal Government and their dependents (2) Employees of Provincial Government and Autonomous/Semi-Autonomous Bodies and their dependents (3) Others, for admission in Typing and Shorthand courses (G-9/2, Shorthand Females only) scheduled to be started at Trade Training Centre (Near A.G.P.R. Colony) G-9/2 and Aabpara, Community Centre, Islamabad from 2<sup>nd</sup> April, 2012. The details of course and criteria for admission in the courses are as under :-

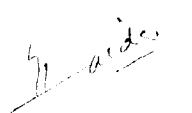
S. #	Name of Course	Qualification	Duration of Course	Time of Class
1.	Typing	Matric	06 Months	<u>Forenoon/Afternoon G-9/2</u> 9:00 am to 3:30 pm
2.	Shorthand (Theory Course)	Matric	One Year Phaze-I 6 months Phaze-II 6 months	<u>Evening (Aabpara)</u> 3:00 pm to 7:40 pm 45 Minutes class each
3.	Shorthand (Theory course for Female)	Matric	One year	<u>Forenoon G-9/2</u> 12:00 to 12:45
4.	Shorthand speed improvement course	Matric	04 months	<u>Forenoon G-9/2</u> 10:30 to 11:15 am

Details of Courses Fee

GRADE	TYPEWRITING			SHORTHAND		
	Admission Fee	Tuition Fee per Month	Typing fee for 06 months	Admission Fee	Tuition Fee per Month	Shorthand fee for 6 Months
1 - 4	25/-	10/-	85/-	25/-	15/-	115/-
5 - 16	25/-	20/-	145/-	25/-	25/-	175/-
17 & Above	25/-	25/-	175/-	25/-	30/-	205/-
Others	35/-	35/-	245/-	35/-	35/-	245/-

Last date for submission of Application is 30-03-2012. Admission Form can be obtained from the Centres (G-9/2, day time; Aabpara evening) during office hours on any working day.

Ministries/Divisions/Departments are requested to please bring into the notice of all the Federal Government Employees working under their control for making best use of the facility. Photo copy of the circular may be displayed on Notice Board, if convenient.

  
(Sajjad Haider Chaudhary)  
Principal  
Tele. No. 9260169

No. 2(9)/2011-Admn-I  
Government of Pakistan  
Ministry of Commerce  
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Islamabad, the 16<sup>th</sup> March, 2012

C I R C U L A R

Copy of the Establishment Division, Staff Welfare Organization's Circular No.TTC-2(25)/08/2999, dated 7<sup>th</sup> March, 2012 is forwarded for information/necessary action for officers/officials, Ministry of Commerce, Islamabad at their end.

  
(MARIA KAZI)  
Section Officer (Admn-I)