

Government of Pakistan
Ministry of Commerce

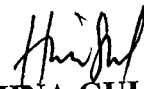
IMMEDIATE

Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,
ISLAMABAD.**

The Secretariat Training Institute has invited nominations for the following
(Part-Time) training courses: -

<u>Sr. No.</u>	<u>Name of Training Course</u>	<u>Last Date</u>
i.	Two-Week (Part Time) Computer training course for officers in BS-16 to BS-18 from 16-08-2010 to 27-08-2010 (TRG) for two hours daily from 8:30 a.m to 10:30 a.m.	28-07-2010
ii.	One-Week (Part Time) Training Course on Financial Rules for officials in BS-05 to BS-16 from 09-08-2010 to 13-08-2010 (TRG) from 8:30 a.m.	28-07-2010
iii.	43 rd Proficiency test in shorthand and typewriting for grant of Proficiency allowance equivalent to two increments for Stenographers, Stenotypists and LDCs (English/Urdu) will be held in September, 2010.	06-08-2010
iv.	Two-Week (Part Time) training course on Financial/Service Laws/Rules for officials in BS-05 to BS-16 from 16-08-2010 to 27-08-2010 (TRG) daily from 8:30 a.m.	06-08-2010
v.	Two-Week (Part Time) training course on Functional English for officials in BS-05 to BS-16 from 23-08-2010 to 03-09-2010 (TRG) for two hours daily from 8:30 a.m. to 10:30 a.m.	06-08-2010

2. Nominations of the suitable officers/officials may be forwarded to this Section with the approval of respective senior officer, before the last date mentioned against each course.


(HINA GUL)
Section Officer (Admn-I)

All Officers/Officials, Ministry of Commerce, Islamabad.
Admn-I Section's U.O No. 2(15)/2008-Admn-I, dated 22-07-2010