

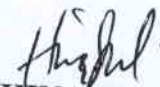
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

Subject: TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE, ISLAMABAD.

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

<u>Sr. No.</u>	<u>Name of Training Course</u>	<u>Last Date</u>
i.	Four-Week (Part Time) English Typewriting course including Ms. Word, Ms. Excel & Power Point for Matriculate Dependents of Government Servants from 05-07-2010 to 31-07-2010 (ES) from 8:30 to 10:30 a.m.	23-06-2010
ii.	Six-Week (Part Time) training course on "Office Management" for officers in BS-16 to BS-18 under step down training programme from 05-07-2010 to 13-08-2010 from 8:30 a.m.	25-06-2010
iii.	One-Week (Part-Time) training course on Rules of Business from 12-07-2010 to 16-07-2010 (TRG) from 8:30 a.m.	30-06-2010
iv.	Two-Week (Part Time) Special Computer training course (Ms. Word, Power Point, In-page) for Dependents of Government Employees for their Children from 05-07-2010 to 21-07-2010 from 8:30 to 10:30 a.m.	30-06-2010
v.	Two-Week (Part Time) training course on Personnel Administration and Service Laws/Rules from 19-07-2010 to 30-07-2010 (TRG) from 8:30 a.m.	02.07.10

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 18-06-2010


21.06.2010

ADVA