

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. No.	Name of Training Course	Last Date
i.	One-Week (Part Time) Training Course on Capacity Building/Refresher Training Course for Assistants And Equivalent from 05-03-2012 to 09-03-2012 for two hours daily from 09:00 a.m to 11:00 a.m.	22-02-2012
ii.	One Month (Part-Time) Urdu Typing writing & Computer (In page) Course for LDCs and Dependents of Government Servants from 01-03-2012 to 30-03-2012 for two and half hours daily from 09:00 a.m to 11:30 a.m	22-02-2012
iii.	One-Week (Part-Time) Training Course for Private Secretaries/Personal Assistants and Equivalent from 05-03-2012 to 10-03-2012 for two and half hours daily from 09:00 a.m. to 11.30 a.m.	24-02-2012
iv.	One-Week (Part-Time) Capacity Building Training Course for Superintendents/Assistants Incharge and Equivalent from 12-03-2012 to 16-03-2012 for two hours daily from 09.00 a.m to 11:00 a.m	24-02-2012
v.	Two-Month (Part-Time) English Shorthand Speed Course for Stenotypist and Equivalent from 12-03-2012 to 11-05-2012 for two and half hours daily from 09:00 a.m. to 11:30 a.m	29-02-2012

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)