

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE & TEXTILE INDUSTRY
(COMMERCE DIVISION)




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

The Secretariat Training Institute has invited nominations for the following training courses:-

Sr. #.	Name of Training Course	Last Date
i.	Two-Week (Part-Time) Training Course on “Microsoft Office (MS Word, MS Excel & Power Point)” for Personal Assistants/Private Secretaries & Equivalents having basic knowledge of computer from 30-09-2013 to 11-10-2013 for two hours daily from 09:00 a.m to 11:00 a.m.	21-09-2013
ii.	Two-Week (Part-Time) Training Course on “Office Orientation” for Assistants & Equivalent from 01-10-2013 to 11-10-2013 for two hours daily from 09:00a.m to 11:00 a.m.	21-09-2013

2. Nominations of the suitable officials may be forwarded to the undersigned with the approval of respective Senior Officers, as the last date mentioned therein.

3. It may be mentioned here that the Officer may nominate their staff members working under them from Sr. No. i to Sr. No. ii, if in their view of point, they need these refresher training courses for making improvement and enhancing their prowess in their work.


(Muhammad Umer Saleem Bhatti)
Section Officer (Admn-I)

All Concerned Officials of the Ministry of Commerce, Islamabad.
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 12-09-2013