

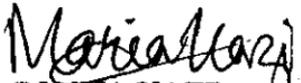
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

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

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

Sr. No.	Name of Training Course	Last Date
i.	Two-Week (Part Time) Training Course on "Personal Administration and Service Laws/Rules" from 12-12-2011 to 23-12-2011 for two hours daily from 09:00 a.m. to 11:00 a.m. for Section Officers/ Assistant Directors /Administrative Officers/Superintendents and equivalent.	05-12-2011
ii.	One-Week (Part Time) Training Course on "Communication Skills & Forms of Communication" From 26-12-2011 to 30-12-2011 for two hours daily from 09:00 a.m. to 11:00 a.m. for Section Officers/ Assistant Directors /Administrative Officers/Superintendents and equivalent.	05-12-2011

2. Nominations of the suitable officers 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)