

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-Month (Part Time) English Typewriting Course for Stenotypists, LDCs and Dependents of Government Servants for two hours daily from 08:30 a.m. to 10:30 a.m from 02-01-2012 to 28-01-2012.	23-12-2011
ii.	Four-Month (Part Time) English Shorthand Theory Course for LDCs and Equivalent including Dependents of Government Servants from 02-01-2012 to 28-04-2012 for two hours daily from 08:30 a.m. to 10:30 a.m.	23-12-2011
iii.	Two-Month (Part Time) English Shorthand Speed Course for Stenotypists and Equivalent for two hours daily from 08:30 a.m. to 10:30 a.m from 02-01-2012 to 28-01-2012.	23-12-2011
iv.	Four-Month (Part Time) Urdu Short Hand (Theory), Typingwriting & Computer (Inpage) Course for LDCs and Equivalent including Dependents of Government Servants from 02-01-2012 to 28-04-2012 for two hours daily from 08:30 a.m. to 10:30 a.m.	27-12-2011

2. Nominations of the suitable officials may be forwarded to this Section with the approval of respective officers, as the last date mentioned therein.


(MARIA KAZI)
Section Officer (Admn-I)