

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) "Capacity Building/Refresher Training Course "for Assistants and Equivalent from 06-08-2012 to 10-08-2012 for two hours daily from 09:00 a.m. to 11:00 a.m.	26-07-2012
ii.	One-Week (Part-Time) "Capacity Building Training Course" for Upper Division Clerks and Equivalent from 27-08-2012 to 31-08-2012 for two hours daily from 09:00 a.m to 11:00 a.m.	10-08-2012
iii.	Two-Week (Part-Time) Training Course on "Internet Browsing, Surfing and E-Mail Handling" for Government Employees(Personal Secretaries/Personal Assistants, Stenographers & Stenotypists) from 27-08-2012 to 07-09-2012 for two hours daily from 09:00 a.m. to 11.00 a.m.	03-08-2012

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)