

Government of Pakistan  
Ministry of Commerce  
(Islamabad)



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

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

Sr. #.	Name of Training Course	Last Date
i.	Five-Days (Part-Time) Training Course on "Promotion Policy/Rules" for Government Servants in BS-17 to BS-19 from 11-01-2016 to 15-01-2016 for 2½ hours daily from 09:00 a.m to 11:30 a.m.	30-12-2015
ii.	Five-Days (Part-Time) "Daftary Urdu Course" for officers in BS-17 to BS-19 from 25-01-2016 to 29-01-2016 for 2 hours daily from 09:00 a.m to 11:00 a.m.	04-01-2016
iii.	One-Week (Part-Time) Training Course on "Basic Laws & Rules" for Superintendents/Assistant Incharge/Assistants and Equivalent from 25-01-2016 to 29-01-2016 for 2 hours daily from 09:00 a.m to 11:00 a.m.	04-01-2016
iv.	Two-Weeks(Part-Time) Training Course on" Service Laws/Rules " for Superintendents/Assistant Incharge/Assistants and Equivalent from 11-01-2016 to 22-01-2016 for 2 hours daily from 09:00 a.m to 11:00 a.m.	29-12-2015
v.	One-Week (Part-Time) Training Course on "Word Processing (Microsoft Word 2010 Advanced)" for Government Employees (BS-11 to BS-16) who have command on basics operations of Microsoft Word from 04-01-2016 to 08-01-2016 for 2 hours daily from 09:00 a.m to 11:00 a.m.	28-12-2015
vi.	One-Month (Part-Time) "Office Automation/IT Course" for Stenotypists, LDCs and Dependents of Government Servants from 11-01-2016 to 04-02-2016 for 2 hours daily from 09:00 a.m to 11:00 a.m. Class-IV employees who are matriculate are also eligible for this course.	29-12-2015
vii.	Four-Months (Part-Time)"Urdu Comprehensive Short Hand (Theory),Type Writing & Computer (In-Page) Course" for Assistant Private Secretaries, Stenotypists and Dependents of Government Servants from 11-01-2016 to 29-04-2016 for 2 hours daily from 09:00 a. m to 11:00 a.m.	29-12-2015
viii.	Two-Weeks(Part-Time) "Urdu Composing (In-page) Computer Course" for Assistant Private Secretaries, Stenotypists & Equivalent from 18-01-2016 to 29-01-2016 for two hours daily from 09:00 a.m to 11:00 a.m.	30-12-2015

2. Nominations of the suitable officers/officials may be forwarded to the undersigned with the approval of respective Senior Officers, as per the last date mentioned therein.
3. Moreover, STI is interested in encouraging the women participation/nominations in the training courses mentioned above at Sr. No: i, iii, iv, vi, vii and viii.
4. The Officers may nominate their staff members working under them from Sr. No. iii to Sr. No. viii, if in their view, they need these training courses for making improvement and enhancing their potential in their work.

  
(ATAULLAH)  
Director (HR&CP)

**All Sections of the Ministry of Commerce, Islamabad.**

Admn-I Section's U.O No. 2(3)/2015-Admn-I, dated 22-12-2015