

Government of Pakistan  
Ministry of Commerce

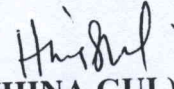
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Subject: **TRAINING COURSES AT SECRETARIAT TRAINING INSTITUTE,  
ISLAMABAD.**

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

<b>Sr. No.</b>	<b>Name of Training Course</b>	<b>Last Date</b>
i.	Two-Week (Part Time) Computer training course Ms. Word, Ms. Excel & Power Point from 03-05-2010 to 15-05-2010 (afternoon) (ES) from 1300 to 1500 hrs, except Friday.	16-04-2010
ii.	Four-Month (Part Time) English shorthand theory course including Ms. Word, Ms. Excel & Power Point for Government servants & their dependents from 03-05-2010 to 31-08-2010 (ES) from 8:30 a.m.	21-04-2010

2. Nominations of the suitable officers/officials may be forwarded to this Section with the approval of respective senior officer, before the last date mentioned against each course.

  
(HINA GUL)  
Section Officer (Admn-I)

All Officers/Officials, Ministry of Commerce, Islamabad.  
Admn-I Section's U.O No. 2(15)/2008-Admn-I, dated 12-04-2010