No. 5 (2)/2021-HR-II   Islamabad, the 7th June, 2024

CIRCULAR

SUBJECT: - NOMINATION FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOTYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-07-2024 TO 31-10-2024.

Secretariat Training Institute (STI) is organizing subject course for from 01-07-2024 to 31-10-2024. The training sessions will be held from **09:00 a.m to 11:00 a.m** daily. Details are as follows:-

Target Audience / Group:

Assistant Private Secretaries/Stenotypist/UDCs/LDCs/, matriculate Class-IV employees (BS 01-16) and dependents of Government servants are eligible for this course.

Objectives:

Capacity Building in required skills.

Outcome / Learning Achievement:

To Improve and sustain required level of professional skill in shorthand.

Courses Contents/Outlines:-

i)	**Basic Principles of Shorthand**	iii)	**Vowels and Diphthongs**
ii)	**Consonants and Short Forms**	iv)	**Exercise No. 1 to 140**

2.   It has been requested that nomination of suitable official of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 26-06-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 01-07-2024 at 08:30 a.m. No registration shall be allowed after 09:30 a.m.

3.   The interested officials of the **Main Ministry,** may forward their nomination, latest by **20-06-2024 positively.**

(Syed Asghar Shah)
Section Officer (HR-II)

i.   Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.

ii.   Notice Board (A-Block)

F.No.3-1/2024-SD-I.   Islamabad the 3rd June, 2024.

MEMORANDUM

SUBJECT: NOMINATIONS FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOTYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-07-2024 TO 31-10-2024.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 01-07-2024 to 31-10-2024 (09:00 a.m. to 11:00 a.m. daily). Details are as follow:-

Target Audience / Group:

Assistant Private Secretaries / Stenotypists / UDCs / LDCs / matriculate Class-IV employees (BS-01-16) and dependents of government servants are eligible for this course.

Course Objectives:

Capacity Building in required skills.

Outcome/ Learning Achievement:

To improve and sustain required level of professional skill in shorthand.

Course Contents / Outlines:

| i) | *Basic Principles of Shorthand* | iii | *Vowels and Diphthongs* |
| ii) | *Consonants and Short Forms* | iv | *Exercises No. 1 to 140* |

2.   STI has minimized the seating capacity in the class rooms. Therefore, nominees from an organization would be accepted subject to first come first serve basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by *26-06-2024. Late nominations will not be entertained*

3.   Normally nominations received by the *cutoff date* are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 01-07-2024 at 08:30 a.m. No registration shall be allowed after 09:30 a.m. The course is free of charge, however, conveyance charges if admissible, may be claimed from the respective nominating organizations. STI encourages participation of women employees.

4.   Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.

(Bashir Ahmed Solangi)
Deputy Director (SD-I)

i)   Joint Secretary (Admn), Ministries/ Divisions.
ii)   Heads of Attached Departments/Subordinate Offices/
        Autonomous Bodies located at Islamabad/ Rawalpindi.
iii)   DD (IT) for up loading on website of STI