

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5 (2)/2021-Admn-I/HR-II

Islamabad, the 6th June, 2024

CIRCULAR

**SUBJECT:- TYPING (T-125/101/23-24), SHORTHAND (S-125/14/23-24) AND
COMPUTER (C-125/46/23-24) FOR FEDERAL GOVERNMENT
EMPLOYEES, THEIR DEPENDENT AND OTHERS.**

Please find enclosed herewith a copy of self explanatory Circular No. TTC. 3(1)/2023-24/1528-73 dated 03-06-2024 received from Staff Welfare Organization Trade Training Center, Islamabad on the above subject.

2. The information may kindly be placed on Ministry's official website for information.

Encl: **As above**


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

Database Administrator
Ministry of Commerce,
(Islamabad.)

Notice Board A-Block

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANIZATION
(TRADE TRAINING CENTRE)

No. TTC-3(1)/2023-24 / 1528-73

Islamabad the 3rd June, 2024

C I R C U L A R

Subject: TYPING (T-125/92/23-24), SHORTHAND (S-125/14/23-24) AND COMPUTER (C-125/46/23-24) FOR FEDERAL GOVERNMENT EMPLOYEES, THEIR DEPENDENTS AND OTHERS.

The Staff Welfare Organization an attached Department of the Establishment Division provides various welfare services to the Federal Government employees and their dependents. In line with welfare activities, the subject courses are scheduled to be commenced from 1st July, 2024 at Trade Training Centre, Near AGPR Colony, G-9/2 and Aabpara (G-6), Islamabad.

2. Pre-requisites for admission in the courses are given as under: -

Eligibility:

- Federal Government Employees.
- Dependents of Federal Government Employees.
- Others.
- Male/Female

Qualification:

Minimum qualification for admission in courses is Matriculation.

Detail of the Courses:

| Computer: 1 | Shorthand: 2 | Typing: 3 |
|---|--|---|
| <u>Contents</u> Windows Operating System Microsoft Word Microsoft Excel Microsoft Power Point | <u>Contents</u> Theory Refresher Speed | <u>Contents</u> Key Board Speed Letters |
| <u>Duration of the Course:</u> 02 months | <u>Duration of the Course:</u> 06 months | <u>Duration of the Course:</u> 04 months |
| <u>Timings: (G-9/2)</u> *09:00 A.M. To 10:00 A.M (Male) *10:00 A.M. To 10:40 A.M (Male) *10:00 A.M To 11:00 A.M (Female) *11:00 A.M To 11:40 A.M (Female) <u>Timings: (Aabpara, G-6)</u> *10:00 A.M To 11:00 A.M (M/F) *11:00 A.M To 12:00 A.M (M/F) *02:00 P.M To 03:00 P.M (M/F) *03:00 P.M To 03:30 P.M (P.M) *(Note: The class timing is tentative and will be adjusted as per power load shedding schedule | <u>Timings:</u> - <u>TTC-G-9/2</u> 02.00 A.M. to 02:45 A.M. (Male) <u>Timings: (Aabpara, G-6)</u> - 03:00 P.M to 03:45 P.M (Male/Female) | <u>Timings:</u> 09:00 A.M. To 09:45 A.M (Male) 09:00 A.M. To 09:45 A.M (Female) 10:00 A.M. To 10:45 A.M (Male) 10:30 A.M. To 11:15 A.M (Female) 12:00 P.M. To 12:45 P.M (Male) 12:00 P.M. To 12:45 P.M (Female) <u>Timings: (Aabpara, G-6)</u> 10:30 A.M. To 11:00 A.M (Female) 11:00 A.M. To 11:30 A.M (Male) 02:00 P.M. To 02:30 P.M (Male) 02:30 P.M. To 03:00 P.M (Female) |
| <u>Fee Categories:</u> Federal Government employees(BPS 1-22) drawing pay from AGPR and their dependents <u>Rs.1500/-</u> (Cash Full Course) <u>Others:</u> Employees of Provincial Governments, Autonomous/Semi-Autonomous Bodies and other <u>Rs.2500/-</u> (Cash Full Course) | <u>Fee Categories:</u> Federal Government employees drawing pay from AGPR and their dependents(BPS 1-16) <u>Rs.800/-</u> and BPS-17 & Above <u>Rs.1000/-</u> (Cash Full Course) <u>Others:</u> Employees of Provincial Governments, Autonomous/Semi-Autonomous Bodies and other <u>Rs.1000/-</u> (Cash Full Course) | <u>Fee Categories:</u> Federal Government employees drawing pay from AGPR and their dependents(BPS 1-16) <u>Rs.800/-</u> and BPS-17 & Above <u>Rs.1000/-</u> (Cash Full Course) <u>Others:</u> Employees of Provincial Governments, Autonomous/Semi-Autonomous Bodies and other <u>Rs.1000/-</u> (Cash Full Course) |

3. Admission fee will be collected w.e.f 3rd June, 2024 to 20th June, 2024, on first come first serve basis. Admission form (Free of Cost) can be obtained from the Centres during office timings on any working day.

4. You are requested to please bring into the notice of all the employees working under your control for best use of the available facilities offered by the Staff Welfare Organization of the Establishment Division.

(MUNAWAR KHAN)

Principal

Ph: 9334213

Ministries/Divisions, Attached Departments, Ibd/Rwp.