No. 5 (2)/2021-HR-II   Islamabad, the 10th July, 2024

CIRCULAR

SUBJECT: - **4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC (BS-1 TO 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 05-08-2024 TO 30-08-2024**

Secretariat Training Institute (STI) is organizing 4-week (Part-Time) subject course from 05-08-2024 to 30-08-2024. The training sessions will be held from **09:00 a.m to 11:00 a.m** daily. Details are as follow:-

Target Group:

This course is designed for Stenotypists / UDCs / LDCs, matriculate Class –IV employees (BS 01-14) and dependents of government servants.

Objectives:

Capacity Building.

Outcome:

To Improve / achieve required level of professional skill in English Theory / Computer Applications.

Courses Contents/Outlines:-

i)	Learning of English Typing /Key Board
ii)	Basics of Microsoft Office (MS Word/Excel/Power)
iii)	Practical Exercises

2.   It has been requested that nomination of suitable official of the Federal Government Ministries / Divisions / Departments and Organizations may reach Secretariat Training Institute (STI), latest by 26-07-2024. Late nomination will not be entertained. Selected officials/ nominee(s) will report to the Institute for registration on 05-08-2024 at 0900 a.m hours. No registration shall be allowed after 0900 hours.

3.   The interested officials of the Ministry, may forward their nomination, duly approved by their reporting officer to HR-II section latest by **19-09-2022,** positively. Nominations received after the deadline will not be entertained

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

i.   Copy to Database Administrator, Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
ii.   Notice Board (A-Block)