

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE



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

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

Sr.#.	Name of Training Course	Last Date
i.	Two-Months (Part-Time) "English Shorthand Speed Course" for Stenographers/ Stenotypists and Equivalent from 04-06-2012 to 27-07-2012 for two hours daily from 09:00 a.m to 11:00 a.m	24-05-2012
ii.	One-Month (Part-Time) "Urdu Typing Writing & Computer (In Page) Course" for LDCs and dependents of Government Servants from 04-06-2012 to 29-06-2012 for two hours daily from 09:00 a.m to 11:00 a.m	24-05-2012
iii.	One -Week (Part-Time) training course on "Capacity Building for UDC" and equivalent from 11-06-2012 to 15-06-2012 for two hours daily from 09:00 a.m to 11:00 a.m	25-05-2012
iv.	Two-week (Part-Time) "training course for Private Secretaries/Personal Assistants and Equivalent" from 11-06-2012 to 22-06-2012 for two hours daily from 09:00 a.m to 11:00 a.m	28-05-2012
v.	Two- Week (Part -Time) training course on Office Orientation for UDC and Equivalent from 18-06-2012 to 29-06-2012 for two hours daily from 09:00 a.m to 11:00 a.m	01-06-2012
vi.	One-Month (Part-Time)" English Typewriting & Computer Course" for Stenotypists, LDCs and Dependents of Government Servants from 18-06-2012 to 13-07-2012 for two hours daily from 09:00 a.m to 11:00 a.m	05-06-2012
vii.	One-Week (Part-Time) training course on" Management Information System & E-Government "for Officers in BS-17 to BS-19 from 04-06-2012 to 08-06-2012 for two hours daily from 09:00 a.m to 11:00 a.m	25-05-2012
viii.	One-Week (Part-Time) training course on "Civil Service Laws & Rules" for Officers of BS-17 to BS-19 for three & half hours daily 09:00 a.m 12:30 a.m	24-05-2012

2. Nominations of the suitable officers/officials may be forwarded to this Section with the approval of respective Senior Officers, as the last date mentioned therein.

  
(MARIA KAZI)  
Section Officer (Admn-I)

All Concerned Officers/Officials, Ministry of Commerce, Islamabad.  
Admn-I Section's U.O No. 2(8)/2011-Admn-I, dated 23-05-2012