

4(1-2)

GOVERNMENT OF PAKISTAN
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.4-1/2019-SD-I.

Dated 1st March, 2019

MEMORANDUM

Subject: NOMINATIONS FOR ONE - MONTH (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPEWRITING) COURSE FOR UDCs, LDCs, ETC. AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-04-2019 TO 30-04-2019.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 01-04-2019 to 30-04-2019 (0900 to 1100 hours daily). Details are as follow:-

Target Audience / Group:

This course is designed for Federal Government officials (UDCs/LDCs etc./ dependents of government servants). Class-IV employees who are matriculate are also eligible to apply for this course.

Course Objectives:

Capacity Building.

Outcome/ Learning Achievement:

To improve and sustain required level of professional skill in English Typewriting /IT.

Course Contents / Outlines:

i)	• <i>Learning of English Typewriting/ Key Board</i>
ii)	• <i>Basics of Microsoft Office (MS Word/ Excel/ Power point)</i>
iii)	• <i>Practical Exercises</i>

2. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 25-03-2019. Late nominations will not be entertained. Normally all nominations received by the cut off date are accepted unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob. No./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 1st April, 2019 at 09.00 hours. No registration shall be allowed after 09.15 hours. The course is free of charge. However, if TA/DA for participation is involved, the same may be claimed from the respective nominating organizations.

3. STI encourages participation of women employees.


(FAIZ AKBAR FAIZ)
Deputy Director (SD-I)

STI

**MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)**

No.4(1-2)Trg/Estb-IV/PDR/2018

Islamabad, the 12th March, 2019

The nomination should reach this Section latest by 18-03-2019.


(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director(Dev.Communications) is requested to enter/display the subject circular on Planning Commission's website