

F.No. 1 - 1/2017/IT-T
Government of Pakistan
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

Islamabad, the 6th February, 2018.

MEMORANDUM

Subject: - NOMINATIONS FOR TWO WEEKS (PART-TIME) TRAINING COURSE ON "MICROSOFT OFFICE 2013/2016 (WORD, EXCEL, POWERPOINT) AND INTERNET" FROM 05-03-2018 TO 16-03-2018.

The subject course shall commence for two & half hours daily from 09:00 a.m. to 11:30 a.m.

Course Objectives:

- To build and enhance Word Processing expertise, Spread Sheet assessment and PowerPoint presentation capabilities by using Microsoft Office basics and advanced features.
- To provide hands-on knowledge about latest MS office features (21st century tools).
- To enable government employees to use Internet, E-mail and organizational websites to conduct the business of government and to communicate with others within government and with general public.

Target Audience/Group:

Private Secretaries/Assistant Private Secretaries & equivalent, working in Federal Govt. Organizations.

Course Contents/Outlines:

- *Microsoft Word 2013/2016*
- *Microsoft Excel 2013/2016*
- *Microsoft PowerPoint 2013/2016*
- *Internet Browsing, Surfing and email handling*

2. The Institute will neither charge any fee nor allow any TA/DA for participation in the course, however, if admissible may be claimed from the respective Ministries / Divisions / Departments / Organizations.

3. Owing to the limited capacity, maximum three nominees from an organization would be accepted subject to first come first served basis. Nominations from Ministries / Divisions / Departments / Organizations under the Federal Government must reach this Institute latest by 26-02-2018. Normally all nominations received by the cutoff date are accepted. However, the Institute reserves right of shortlisting.

4. A list of shortlisted participants may be seen at www.sti.gov.pk before four days from start of this course. The shortlisted participants may report for registration on 05-03-2018 at 08:45 hours. No registration shall be allowed after 09:00 hours.

5. STI offers an equal opportunity training environment. Female employees are encouraged to apply. Nominating Organizations are requested to please intimate necessary telephone/fax number for contact as and required.


(ABDUL HAFEEZ REHMANI)
Deputy Director (SD-II)

To:

- Joint Secretary (Admn), Ministries / Divisions /Heads of Departments
- Heads of Subordinate Offices/Autonomous Bodies.