

GOVERNMENT OF PAKISTAN  
(Establishment Division)  
SECRETARIAT TRAINING INSTITUTE

F.No.4-1/2017-SD-1.

Dated 1<sup>st</sup> March, 2018

MEMORANDUM

Subject: NOMINATIONS FOR ONE - MONTH (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPING) COURSE FOR UDCs, LDCs, etc. AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 16-04-2018 TO 11-05-2018.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 16-04-2018 to 11-05-2018 (0900 to 1100 hours daily). Details are as follow:-

Course Objectives:

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

Course Objectives:

Capacity Building in required skills.

Outcome/ Learning Achievement:

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

Course Contents:

i)	• Learning of English Typewriting key board
ii)	• Basics of Microsoft Office (MS Word/ Excel/ Power point)
iii)	• Practical Exercises

2. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 11-04-2018. Late nominatary will not be entertained. Normally all nominations received by the cut off date are considered unless otherwise intimated. Nominating agency may, therefore, intimate its Phone/ Fax/ Mob Nos./ E-mail for this purpose. In the absence of any intimation from STI the nominee(s) may report to this Institute for registration on 16<sup>th</sup> April, 2018 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.

(Nadeem Akhbar) Deputy Secretary (Admin)  
13/3/18

Joint Secretary (Admn), Ministries/ Divisions.  
Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.  
AD (IT) for up loading on web site of STI

(Muhammad Saleem) Director (SD)  
16/3/18  
Secretary Normalization

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