

**GOVERNMENT OF PAKISTAN**  
**(Establishment Division)**  
**SECRETARIAT TRAINING INSTITUTE**

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F. No. 5-2/2024-SD-I.

Dated 17<sup>th</sup> January, 2024

**MEMORANDUM**

**Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF ASSISTANT PRIVATE SECRETARIES AND STENOYPISTS (PA)" FROM 19-02-2024 TO 23-02-2024.**

STI is organizing subject course from 19-02-2024 to 23-02-2024. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

**Target Audience / Group:**

This course is designed for Assistant Private Secretaries/Stenotypists (PA).

**Course Objectives:**

Capacity Building in required skills.

**Outcome/ Learning Achievement:**

To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

**Course Contents / Outlines:**

I	Duties & Responsibilities of a Assistant Private Secretary and Stenotypist (PA)
II	Skill of taking dictation from his boss
III	Communication Skill/ Forms of Communication
iv	Organizational Skills in the workplace and modern trends in communication.

2. Nominations of suitable employees of the Federal Government Ministries/Divisions/Departments and Organizations may reach this Institute by 16-02-2024. 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 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 19<sup>th</sup> January, 2024 at 0900 hours. No registration shall be allowed after 0930 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.

  
**(Bashir Ahmed Solangi)**  
Deputy Director (SD-II)

To

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
- iii) ✓ AD (IT) for up loading on website of STI