

**GOVERNMENT OF PAKISTAN  
SECRETARIAT TRAINING INSTITUTE  
(ESTABLISHMENT DIVISION)**

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F.No.4-3/2023-SD-I.

Islamabad the 20<sup>th</sup> October, 2023

**MEMORANDUM**

**Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 04-12-2023 to 29-12-2023**

Secretariat Training Institute is organizing 4-Week (Part-Time) English Typing and Computer Applications Course for Government Servants and their dependents. The duration of the course is from 04-12-2023 to 29-12-2023 (09:00 a.m. to 11:00 a.m. daily). Details are as follow:-

**Target Audience/Group:**

This course is designed for Stenotypists/UDCs/LDCs, matriculate Class-IV employees (BS-01-14) and dependents of government servants.

**Course Objectives:**

Capacity Building.

**Outcome/Learning Achievement:**

To improve / achieve required level of professional skill in English Typing / Computer Applications.

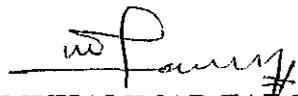
**Course Contents/Outlines:**

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

2. STI has limited seating capacity in the Computer Lab. Therefore, a maximum of two or three nominees from an organization would be accepted subject to first come first served basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by 30-11-2023. Nominations received after cutoff date will not be accepted. The Government Organizations are requested to send only nominations of their serving Government employees. Dependents of Government Servants may collect "Admission Form" from this Institute for the subject course.

3. This Institute reserves right of shortlisting. The nominee(s) may report for registration on 04-12-2023 at 09:00 a.m. No registration shall be allowed after 09:30 a.m. The course is free of charge however, conveyance charges may be claimed from the respective nominating organizations.

4. Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.

  
(MUHAMMAD FAROOQ)  
Deputy Director

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