

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

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F.No.3-1/2024-SD-I.

Dated 2<sup>nd</sup> December, 2024

**MEMORANDUM**

**SUBJECT: NOMINATIONS FOR 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSS, STENOTYPISTS, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-01-2025 TO 30-04-2025.**

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 01-01-2025 to 30-04-2025 (09:00 a.m. to 11:00 a.m.daily). Details are as follow:-

**Target Audience / Group:**

Assistant Private Secretaries/Stenotypists/UDCs/ LDCs/ matriculate Class-IV employees (BS-01-16) and matriculate dependents of government servants are eligible for this course.

**Course Objectives:**

Capacity Building in required skills.

**Outcome/ Learning Achievement:**

To improve and sustain required level of professional skill in shorthand.

**Course Contents / Outlines:**

i)	<i>Basic Principles of Shorthand</i>	iii	<i>Vowels and Diphthongs</i>
ii)	<i>Consonants and Short Forms</i>	iv	<i>Exercises No. 1 to 140</i>

2. STI has minimized the seating capacity in the class rooms. Therefore, nominees from an organization would be accepted subject to first come first serve basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by 27-12-2025. Late nominations will not be entertained

3. Normally nominations received by the cutoff date are accepted. However, the institute reserves right of shortlisting. The nominee(s) may report for registration on 01-01-2025 at 09:00 a.m. No registration shall be allowed after 09:30 a.m. The course is free of charge, however, conveyance charges if admissible, 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.

  
(Bashir Akram, Secretary)  
Deputy Director (SIH)

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