

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

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F.No.3-1/2025-SD (B).

Dated 7<sup>th</sup> October, 2025

**MEMORANDUM**

**SUBJECT: 4-MONTH (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOTYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-11-2025 to 28-02-2026.**

Secretariat Training Institute (STI) is organizing subject course for Government servants. The duration of the course is from **03-11-2025 to 28-02-2026** (09:00 a.m. to 11:00 a.m. daily). Details are as follows:-

**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 English shorthand.

**Course Contents / Outlines:**

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

2. Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by **30-10-2025. Late nominations will not be entertained,** normally nominations received by the **cutoff date** are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 03-11-2025 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.

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

  
**(Bashir Ahmed Solangi)**  
Deputy Director (SD)  
Ph: 051-9265200

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.