

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2024-SD-1.

Dated 4th April, 2025

MEMORANDUM

Subject: 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES/STENOTYPISTS/UDCs/LDCs/ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 05-05-2025 TO 30-05-2025.

Secretariat Training Institute is organizing subject course for Government servants (BS-01-16) and their dependents, who have already completed English Shorthand Theory Course. The duration of the course is from 05-05-2025 to 30-05-2025 at 09:00 a.m. to 11:00 a.m. daily Details are as follow:-

Target Group:

Assistant Private Secretaries/ Stenotypists/ UDCs/LDCs/etc. (BS-01-16) and dependents of Government servants who have knowledge of English Shorthand Theory.

Objectives:

Capacity building in required skill.

Outcome:

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

Course Contents / Outlines:

i	Dictation form Pitman Shorthand Instructor Book:- o Contractions o Special Contractions o Advance Phraseography o Intersections	ii	Dictation Form the Book of 700 Common Words
		iii	Editorial Dictation from the English Newspapers

2. Nominations of suitable employees of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by **02-05-2025. Late nominations will not be entertained.** Normally all nominations received by the cutoff 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 **5th May, 2025 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. Participants must attend all sessions of the course in order to become eligible for the certificate.


(Bashir Ahmed Solangi)
Deputy Director (SD)

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

Address: Plot No.07, Sector H-9, Islamabad website: www.sti.gov.pk