

GOVERNMENT OF PAKISTAN
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F. No. 5-1/2024-SD-I.

Dated 6th November, 2024

MEMORANDUM

Subject: NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF ASSISTANT PRIVATE SECRETARIES AND STENOYPISTS (PA)" FROM 16-12-2024 TO 20-12-2024.

STI is organizing subject course from 16-12-2024 to 20-12-2024. 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:

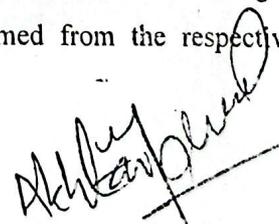
To improve and update knowledge regarding disposal of day to day official business & skills of Private Secretaries / Assistant Private Secretaries.

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 **12-12-2024**. **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 **16th December, 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.


(Akhtar Mehmood)
Deputy Assistant Director

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

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