



No.2-1/2026-SD-I

GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE

Immediate



Islamabad, the 06th April, 2026

MEMORANDUM

SUBJECT: ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES STENOTYPISTS UDCS LDCS ETC. BS-01-16 AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 20-04-2026 TO 14-05-2026

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 20-04-2026 to 14-05-2026 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:-	ii	Dictation Form the Book of 700 Common Words
	- Contractions - Special Contractions - Advance Phraseography - Intersections		
		iii	Editorial Dictation

2. **Nominations** of suitable employees of the Federal Government Ministries/ Divisions/ Departments/Organizations may reach this Institute by **15-04-2026. 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 **20th April, 2026 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.

Bashir Ahmed Solangi

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