

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

F.No.4-2/2026-SD.

Islamabad the 23rd September, 2026

MEMORANDUM

Subject: TWO WEEK (PART-TIME) TRAINING COURSE ON "ENGLISH TYPING AND BASIC COMPUTER (MS OFFICE APPLICATIONS)" FOR STENOTYPISTS, UDCS, AND LDCS/ETC (BS-01 TO 14) FROM 19-10-2026 TO 30-10-2026.

Secretariat Training Institute is organizing Two Week (Part-Time) Training Course on English Typing and Basic Computer (MS. Office Applications) for Government Servants. The duration of the course is from **19-10-2026 to 30-10-2026 (09:00 a.m. to 11:00 a.m. daily).** Details are as follow:-

Target Audience/Group:

This course is designed for Stenotypists/UDCs/LDCs, matriculate Class-IV employees (BS-01-14) are eligible for this course.

Course Objectives:

Capacity Building.

Outcome/Learning Achievement:

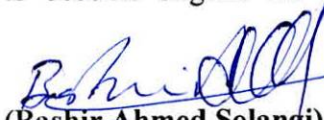
To improve/achieve required level of professional skill in English Typing/Computer Applications.

Course Contents/Outlines:

i)	Learning of English Typing /Key Board
ii)	Basics of Microsoft Office (MS Word / Excel / Power point)
iii)	Practical Exercises

2. Nominations of suitable employees of the Federal Government Ministries/ Divisions/ Departments and Organizations may reach this Institute latest by **15-10-2026. 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 and also confirm acceptance of their nominations over telephone number mentioned below. Selected officials/ nominee(s) may report to this Institute for registration on **19th October, 2026 at 0900 hours. No registration shall be allowed after 0915 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. Nominations from outstation i.e. other than Islamabad/Rawalpindi will not be entertained.

3. Participants must attend all sessions of the course in order to become eligible for the Certificate.


(Bashir Ahmed Solangi)
Deputy Director (SD)

To:

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