

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.2-1/2023-SD-I.

Islamabad, the 02nd October, 2023.

MEMORANDUM

Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES/ STENOYPISTS/UDCs/LDCs/ETC. (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-11-2023 TO 30-11-2023.

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 06-11-2023 to 30-11-2023 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:

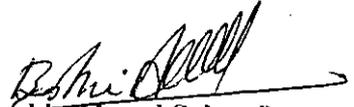
To improve and sustain required level of professional skill in Shorthand.

Course Contents / Outlines:

i	<i>Dictation form Pitman Shorthand Instructor Book:-</i>	ii	<i>Dictation Form the Book of 700 Common Words</i>	
	o <i>Contractions</i>		iii	<i>Editorial Dictation</i>
	o <i>Special Contractions</i>			
o <i>Advance Phraseography</i>				
	o <i>Intersctions</i>			

2. Nominations of suitable employees of the Federal Government Ministries/ Divisions/ Departments/Organizations may reach this Institute by **02-11-2023. 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 **06th November, 2023 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


(Bashir Ahmed Solangi)
Deputy Director (SD-I)

- 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.