

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F. No. 5-2/2024-SD-1.

Dated 03rd February, 2025

MEMORANDUM

Subject: **NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES OF PRIVATE SECRETARIES, ASSISTANT PRIVATE SECRETARIES AND STENOYPISTS" FROM 03-03-2025 TO 07-03-2025.**

STI is organizing subject course from 03-03-2025 to 07-03-2025. 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 **28-02-2025**. **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 **03rd March, 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.


(Akhtar Mahmood)
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


Secretariat Training Institute
ISSUED
Date: 03/02/2025

Plot No.7 Sector H-9, Islamabad Fax: 051-9265183-9 Web: www.sti.gov.pk