F.No.4-6/2024-SD-I.   Islamabad the 6th November, 2024

MEMORANDUM

Subject: 4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 02-12-2024 to 27-12-2024

Secretariat Training Institute is organizing 4-Week (Part-Time) English Typing and Computer Applications Course for Government Servants and their dependents. The duration of the course is from **02-12-2024 to 27-12-2024 (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) and dependents of government servants.

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.   STI has limited seating capacity in the Computer Lab. Therefore, a maximum of two or three nominees from an organization would be accepted subject to first come first served basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/ Departments/ Organizations may reach this Institute by 26-11-2024. Nominations received after cutoff date will not be accepted. The Government Organizations are requested to send only nominations of their serving Government employees. Dependents of Government Servants may collect "Admission Form" from this Institute for the subject course.

3.   The nominee(s) may report for registration on **02-12-2024** at 09:00 a.m. No registration shall be allowed after 09:30 a.m. The course is free of charge however, conveyance charges may be claimed from the respective nominating organizations.

4.   Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.
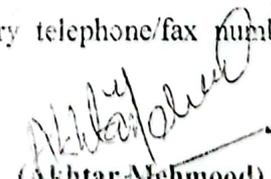
(Akhtar Mehmood)
Deputy Assistant Director

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