

Government of Pakistan
FINANCE DIVISION
(HRM Wing)
(Quality Assurance – I Section.)

C I R C U L A R

Subject:- **NOMINATION FOR ONE – MONTH (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPEWRITING) COURSE FOR UDCS, LDCS, ETC AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 19-11-2018 TO 14-12-2018**

Secretariat Training Institute (STI), Islamabad, vide its O.M F.No.4-1/2017-SD-I dated 19th October, 2018 has invited nominations for the above part time (0900-1100 hours daily) training course at Secretariat Training Institute, Islamabad. Detail are as under:-

Target Audience / Group:

This course is designed for Federal Government officials (UDCs, LDCs etc / dependents of government servants) Class-IV employees who are matriculate, are also eligible to apply for this course.

Course Objective:

Capacity Building

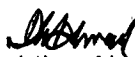
Outcome / Learning Achievement:

To improve and sustain required level of professional skill in English typing / IT.

Course Contents / Outlines:

i)	Learning of English Typewriting key board
ii)	Basics of Microsoft Office (MS Word/ Excel/ Power point)
iii)	Practical Exercises

2. Interested officials of Finance Division are requested to forward their nominations duly recommended by the AFS/ head of the Wing concerned to QA-I Section by **09-11-2018**.


(Ishtiaq Ahmad)
Section officer (QA-I)
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**All AFSs/Sr.JSs/ EA/ JSs/ FAs/ CF&AO/ DSs/DFAs/SOs & equivalent, Fin. Div, Islamabad
Finance Division's u.o Note F.3(3)QA-I/2014 dated 29-10-2018**

Copy to:

- Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.