

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

C I R C U L A R

Subject: - **NOMINATIONS FOR 4-MONTHS (PART-TIME) ENGLISH SHORTHAND THEORY COURSE (PITMAN NEW ERA SHORTHAND) FOR APSs, STENOYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-07-2024 TO 31-10-2024**

STI is organizing subject course for Government servants and their dependents. The duration of the course is from 01-07-2024 to 31-10-2024 (09:00 am to 11:00 am daily). Details are as follows:-

Target Audience/ Group:

Assistant Private Secretaries/Stenotypists/UDCs/LDCs matriculate Class-IV employees (BPS 01-16) and dependents of government servants are eligible for this course.

Course Objectives:

Capacity Building in required skills.


Outcome/Learning Achievement:-

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

Course Contents/ Outlines:

i	Basic Principles of Shorthand	ii	Vowels and Diphthongs
iii	Consonants and Short Forms	iv	Exercises No. 1 to 140

2. Interested Officials are requested to forward their nominations for above mentioned course duly recommended by the Head of the Wing concerned to QA-I Section by **20-06-2024** positively.


(Madina Rafique)
Section officer (QA-I)
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All Officials, (BPS 01-16) Finance Division, Islamabad

Finance Division's u.o.No.F.3 (3) QA-I/2014

dated: 07-06-2024

➤ Copy to the Webmaster, with the request to upload the circular on Finance Division's website.