

**C I R C U L A R**

Subject: - **NOMINATIONS FOR 4-WEEK (PART-TIME) ENGLISH TYPING & COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCS, LDCS/ETC (BS-1 TO 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-06-2024 TO 28-06-2024**

STI 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 03-06-2024 to 28-06-2024 (09:00 a.m. to 11:00 a.m daily). Details are as follows:-

**Target Audience/ Group:**

This course is designed for Stenotypists/UDCs/LDCs, matriculate and Class-IV employees (BS-01-14) and dependents of government servants.

**Course objectives:**

Capacity Building.


**Outcome/ Learning Achievements:**

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. Interested Officials are requested to forward their nominations duly recommended by the Head of the Wing concerned to **QA-I Section by 24.05.2024**.

  
**(Madiha Rafique)**  
Section officer (QA-I)  
Ph: 9208523

All Officials (BPS 01-14), Finance Division, Islamabad  
Finance Division's u.o No.F.3 (3) QA-I/2023-24

dated 10.05.2024

⇒ Webmaster with the request to upload the circular on Finance Division's website.