

CIRCULAR

Subject: **4-WEEK (PART-TIME) ENGLISH TYPING & COMPUTER APPLICATIONS COURSE FOR STENOTYPISTs, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 5.8.2024 to 30.8.2024**

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 5.8.2024 to 30.8.2024 (09:00 to 11:00 a.m daily). Details are as follows:-

Target Audience/ Group:

This course is designed for Stenotypists/UDCs/LDCs, matriculate Class-IV employees (BS-01 to 14), and de 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 22.7.2024.**


(Aamir Habib Abbasi)
Dy. Secretary (QA/PMDU)
Ph: 9208523

All Officials (BPS 01-14), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2023-24

dated 10.7.2024

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