

C I R C U L A R

Subject: - **NOMINATIONS FOR 4-WEEKS (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-02-2024 TO 29-02-2024**

Secretariat Training Institute is organizing 4-Weeks (Part-Time) English Typing and Computer Applications Course for Government Servants and their dependents. The duration of the course is from 06-02-2024 to 29-02-2024(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 25.01.2024.


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

dated 11.1.2024

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