

**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, STENOTYPISTs, UDCs, LDCs, AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-01.2025 TO 30.04.2025**

STI is organizing subject course from 1.1.2025 to 30.4.2025 .The course sessions will be held from (09:00 am to 11:00 am) hours daily or as notified otherwise. Details are as follows:-

**Target Audience/ Group:**

Assistant Private Secretaries/Stenotypists/UDCs/LDCs matriculate Class-IV employees (BPS 01-16) and matriculate 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 | iii | Vowels and Diphthongs  |
| ii | 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 20-12-2024 positively.

*o/c*

*Madiha Rafique*  
(Madiha Rafique)  
Section Officer (QA-I)  
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All DDOs /Cashiers, of Finance Division, Islamabad.  
Fin Div's u.o No.F.3 (3) QA-I/2024 dated 11.12.2024

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

*11-12*