

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance – I Section)

CIRCULAR

Subject: - **ROLL OUT OF GOOGLE CAREER CERTIFICATE TRAININGS FOR PUBLIC SECTOR OFFICERS**

With reference to Ministry of Information Technology and Telecommunication, Islamabad letter No.1-3/2025-IT dated 13th May, 2025 on the subject cited above and to state that MoITT, in partnership with Google and its local execution partner Tech Valley, is launch the Google Career Certificate (GCC) training program across the Federal Government.

2. The Google Career Certificates are suite of flexible online training programs available on Coursera.org. These certificates, built and taught by Google, are designed to provide learners from all backgrounds with job-ready skills within four months. Moreover, every officer must complete atleast two courses i.e "AI Essentials" & "Prompting Essentials" by September, 2025. They may register for more, if required.

Courses

AI Essentials (8 hours)	IT Automation (110 hours)
Cybersecurity (182 hours)	UX Design (200 hours)
IT Support (110 hours)	Agile Essentials (10 hours)
Advanced Data Analytics (260 hours)	Project Management (140 hours)
Data Analysis (180 hours)	Prompting Essentials (9 hours)
Advanced Business Intelligence (80 hours)	Digital Marketing & E-Commerce (190 hours)

3. In this regard, **Mr. Adnan Muazzam, Webmaster** is nominated as Focal Person for technical support in online training programs. Therefore, all Officers of Finance Division are requested to share their e-mail with focal person to start Google Career Certificate trainings.


(Madiha Rafique)
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All Officers (BS-17 and above), Finance Division Islamabad
Finance Division's U.O No.F.3 (11) QA-I/2024 dated 12.8.2025

Copy to:-

Webmaster, with the request to upload the circular on this Division's website