Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)
*****

C I R C U L A R

Subject: **4-WEEKS (PART-TIME) ENGLISH TYPING & COMPUTER APPLICATIONS COURSE FOR STENOTYPISTs, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 02.12.2024 to 27.12.2024**

Secretariat Training Institute (STI) 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 2.12.2024 to 27.12.2024 (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 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 18.11.2024.**

(Madiha Rafique)
Section Officer (QA-I)

All Officials (BPS 01-14), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2023-24   dated 12.11.2024

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