

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

C I R C U L A R

Subject: - NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES, OF PRIVATE SECRETARIES, ASSISTANT PRIVATE SECRETARIES, AND STENOTYPISTS" FROM 3-3-2025 TO 7-3-2025

STI is organizing subject course from 3.3.2025 to 7.3.2025. The course shall commence from 0900 to 1100 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for Assistant Private Secretaries/ Stenotypists (PA).

Course Objectives:

Capacity Building in required skills.


Outcome/Learning Achievement:

To improve and update knowledge regarding disposal of day to day official business and skills of Private Secretaries/ Assistant Private Secretaries.

Course Contents/ Outlines:

i	Duties & Responsibilities of a Assistant Private Secretary and Stenotypist (PA)
ii	Skill of taking dictation from his boss
iii	Communication Skill / Forms of Communication
iv	Organizational Skills in the workplace and modern trends in communication.

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 21.2.2025.


(Madiha Rafique)
Section Officer (QA-I)
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All (Private Secretaries, APS, and Stenotypists (PA), Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 13.2.2025

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