

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

CIRCULAR

Subject: - **4-WEEK (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR APSs, STENOTYPISTS, UDCs, LDCs, ETC (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 08-11-2021 TO 03-12-2021.**

STI is organizing 4-Week (part-time) English Shorthand Speed Course for Government Servants (BS-01-16) and their dependents, who have already completed English Shorthand theory Course. The training sessions will be held from (09:30 to 11:30a.m daily). Details are as follows:-

Target Group:

Assistant Private Secretaries/ Stenotypists/ UDCs/LDCs/ etc. (BS-01-16) and dependents of Government servants who have knowledge of English Shorthand Theory.

Course objectives:

Capacity building in required skill.

Outcome/ Learning Achievements:

To improve sustain required level of professional skill in Shorthand.

Course Contents/ Outlines:

| | | | |
|---|--|-----|--|
| i | Dictation from Pitman Shorthand Instructor Book. <ul style="list-style-type: none">○ Contractions.○ Special contractions○ Advance Phraseography○ Intersections | ii | Dictation Form the Book of 700 Common Words |
| | | iii | Editorial Dictation |

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 28-10-2021.


(Madiha Rafique)
Section officer (QA-I)
Ph: 9208523

All Officials (BPS 01-16), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2014-203

dated 13-10-2021

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