

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**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 04-07-2022 TO 28-10-2022**

STI is organizing subject course from 04-07-2022 to 28-10-2022. 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 dependents of government servants are eligible for this course.

**Course Objectives:**

Capacity Building in required skills.

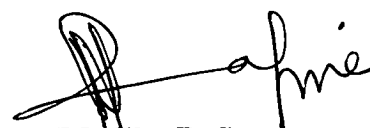
**Outcome/Learning Achievement:-**

To improve and sustain required level of professional skill in shorthand.

**Course Contents/ Outlines:**

|     |                               |    |                            |
|-----|-------------------------------|----|----------------------------|
| i   | Basic Principles of Shorthand | ii | Consonants and Short Forms |
| iii | Vowels and Diphthongs         | 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 27-06-2022 positively.



(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/2014-422

dated: 14-06-2022

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