

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

CIRCULAR

Subject: - **4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOYPISTs, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 03-10-2022 TO 28-10-2022**

STI is organizing 4-Week (part-time) English Typing and Computer applications Course for Government Servants and their dependents. The training sessions will be held from 03-10-2022 TO 28-10-2022 (09:00 am 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 are eligible to apply for this course.

Course objectives:

Capacity Building.

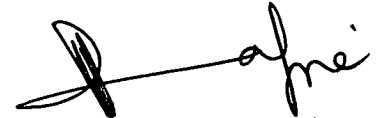
Outcome/ Learning Achievements:

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 **21-09-2022**.



(Madiha Rafique)
Section Officer (QA-I)
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All Officials (BPS 1-14), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2014

dated 14-09-2022

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