

No. F. 8-4/2017-HR-III(Vol-II)-  
GOVERNMENT OF PAKISTAN  
FINANCE DIVISION  
(HR-III SECTION)  
\*\*\*\*\*

Islamabad, the 15<sup>th</sup> June, 2021

**C I R C U L A R**

Subject: - **SIX (06) WEEKS / THREE (03) WEEKS IT TRAINING OF NITB FOR MINISTERIAL POSTS.**

As per Establishment Division instructions issued vide their O.M No. 8/46/2016-R-6(pt-II) dated 4<sup>th</sup> December, 2019 following courses from the National Information Technology Board (NITB) shall be a pre-condition both for promotion and initial appointment of ministerial posts mentioned against each: -

Sr.#	Designation and BPS of the Post	Additional Condition for promotion/ initial appointment.
1	Assistant (BS-15)	6 week Basic IT Course (Including MS Office) conducted by NITB.
2	Upper Division Clerk (BS-11)	3 week Basic IT Course (Including MS Office) conducted by NITB.
3	Lower Division Clerk (BS-09)	3 week Basic IT Course (Including MS Office) conducted by NITB.

2. Training is **mandatory in the event of promotion and initial appointment.**


3. All employees of Finance Division (Main) (**particularly new appointee**) are, therefore, advised in their own interest to fill the nomination form for relevant Basic IT Course and send the same online to the National Information Technology Board (NITB), immediately to get said mandatory training before completion of probation period. The link of online form is available at official website of NITB i.e. [www.nitb.gov.pk](http://www.nitb.gov.pk).

(Sania Akram Khan)  
Section Officer (HR-III)

All Officials in BS-01 to BS-11 of Finance Division, Islamabad.

✓ **Copy for information to: -**

- I. Deputy Secretary (HR), Finance Division, Islamabad.
- ✓ II. Webmaster, with the request to kindly upload the circular on Finance Division's website.

  
Section Officer (HR-III)