

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

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

Subject: - **TWO WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC (BS-1 to 14)**

With reference to STI letter F.No.4-1/2025-SD (I) dated 16<sup>th</sup> July, 2025 on the subject cited above. STI is organizing two week (part-time) subject course from 4.8.2025 to 15.8.2025 (9:00 am to 11:00 am daily). Details are as follow:-

**Target Audience/ Group:**

This course is designed for Stenotypists/UDCs/LDCs, matriculate Class-IV employees (BS-1 to 14).

**Course Objectives:**

Capacity Building.

**Outcome/Learning Achievement:**

To Improve/achieve required level of professional skill in English Typing / Computer Applications.

**Course Contents/Outline:**

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 concerned Wing to QA-I Section by 25.7.2025.

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

All Officials (BS-1 to 14) of Finance Division, Islamabad.  
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 18.7.2025

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