

Government of Pakistan
FINANCE DIVISION
(HRM Wing

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) FROM 15th TO 26th DECEMBER, 2025.**

It is informed that STI is organizing Two Week (Part-Time) English Typing and Computer Applications Course for Government Servants and their dependents. The duration of the course is from 15-12-2025 to 26-12-2025 (09:00 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.

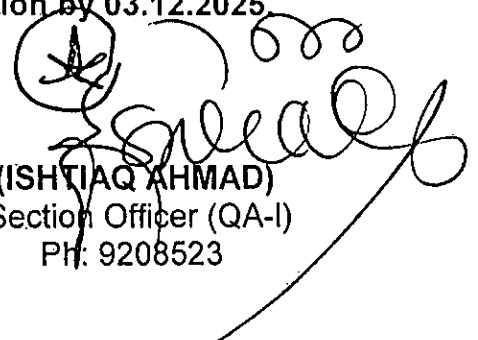
Outcome/Learning Achievement:

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 03.12.2025**


(ISHTIAQ AHMAD)
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 18.11.2025

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