

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

C I R C U L A R

Subject: - **NOMINATIONS FOR ONE WEEK (PART-TIME) TRAINING COURSE ON "DUTIES & RESPONSIBILITIES, OF PRIVATE SECRETARIES, APSs AND STENOYPISTS" FROM 13-06-2022 TO 18-06-2022**

STI is organizing subject course from 13-06-2022 to 18-06-2022. The training sessions will be held from 09:00 to 11:00 hours daily or as notified otherwise. Details are as follows:-

Target Audience/ Group:

This course is designed for Assistant Private Secretaries/ Stenotypists (PA).

Course Objectives:

Capacity Building in required skills.


Outcome/Learning Achievement:

To improve and update knowledge regarding disposal of day to day official business and skills of Private Secretaries/ Assistant Private Secretaries.

Course Contents/ Outlines:

i	Duties Responsibilities of a Assistant Private Secretary and Stenotypist (PA)
ii	Skill of taking dictation from his boss
iii	Communication Skill / Forms of Communication
iv	Organizational Skill in the workplace Profile of an ideal APS/ Stenotypist (PA)

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 04-06-2022.


(Madiha Rafique)
Section Officer (QA-I)
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All (Private Secretaries, APS, and Stenotypists (PA), Finance Division, Islamabad.
Finance Division's u.o No.F.3 (3) QA-I/2014-78 **dated 19-05-2022**

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