

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

CIRCULAR

Subject: - **4-WEEK (PART-TIME) ENGLISH TYPING & COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-09-2021 TO 30-09-2021**

STI is organizing 4-Week (part-time) English Typing and Computer applications Course for Government Servants and their dependents, subject to normalization of COVID-19 pandemic. The training sessions will be held from (09:15 to 11:15a.m daily). Details are as follows:-

Target Audience/ Group:

This course is designed Federal Government officials (BS-01 to 14) and dependents of government servants (who are matriculate, eligible to apply for this course.

Course objectives:

Capacity Building.

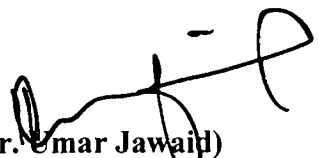
Outcome/ Learning Achievements:

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 01-09-2021.


(Dr. Umar Jawaid)
Section officer (QA-I)
Ph: 9208523

All Officials (BPS 01-14), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2014-203

dated 25-08-2021

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