

GOVERNMENT OF PAKISTAN
(Establishment Division)
SECRETARIAT TRAINING INSTITUTE

F.No.4-2/2020-SD-I.

Dated 6th November, 2020

MEMORANDUM

Subject: NOMINATIONS FOR 4-WEEK (PART-TIME) OFFICE AUTOMATION/IT (ENGLISH TYPING) COURSE FOR FEDERAL GOVERNMENT EMPLOYEES (BS-01 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 14-12-2020 TO 08-01-2021.

Secretariat Training Institute is organizing subject course for Government servants and their dependents. The duration of the course is from 14-12-2020 to 08-01-2021 (09:30 a.m. to 11:30a.m. daily). Details are as follow:-

Target Audience / Group:

This course is designed for 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 Achievement:

To improve/achieve required level of professional skill in English Typing /IT.

Course Contents / Outlines:


i)	• Learning of English Typing/ Key Board
ii)	• Basics of Microsoft Office (MS Word/ Excel/ Power point)
iii)	• Practical Exercises

2. Due to unprecedented pandemic situation (COVID-19) in the country, STI has minimized the seating capacity in the class rooms. Therefore, nominees from an organization would be accepted subject to first come first served basis. Nominations of suitable officials of the Federal Government Ministries/ Divisions/Departments/Organizations may reach this Institute by 10-12-2020. Late nominations will not be entertained. Normally nominations received by the cutoff date are accepted. However, the Institute reserves right of shortlisting. The nominee(s) may report for registration on 14-12-2020 at 09:30 hours. No registration shall be allowed after 10:00 hours. STI encourages participation of women employees.

3. It is important to follow SOPs for the prevention of COVID-19, therefore, nominating organizations are requested to direct their nominees for the observance of preventive measures against the spread of Corona Virus (COVID-19) i.e. wearing of face masks, avoiding excess density of course participants, keeping at least a distance of 6 feet and ensuring proper hand washing.

4. Nominating organizations are requested to intimate necessary telephone/fax number for contact as may be required.

Relates to
CPAL Section
CPAL
17/11
Jee (A)


(Faiz Akbar Faiz)
Deputy Director (SD-I)

- i) Joint Secretary (Admn), Ministries/ Divisions.
- ii) Heads of Attached Departments/Subordinate Offices/Autonomous Bodies located at Islamabad/Rawalpindi.
- iii) AD (IT) for uploading on website of STI

By No. 21
Dated 17-11-20