C I R C U L A R

Subject: - **4-WEEK (PART-TIME) ENGLISH TYPING & COMPUTER APPLICATIONS COURSE FOR STENOTYPISTs, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 01-08-2023 TO 25-08-2023**

STI is organizing 4-Week (part-time) English Typing and Computer applications Course for Government Servants and their dependents. The duration of the course is from 01-08-2023 to 25-08-2023(09:00 to 11:00 a.m daily). Details are as follows:-

Target Audience/ Group:

This course is designed for Federal Government officials (BS-01 to 14), and dependents of Government Servants and matriculate and Class-IV employees.

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 24.07.2023**.

(Aamir Habib Abbasi)
Dy. Secretary (QA/PMDU)
Ph: 9208523

All Officials (BPS 01-14), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2023-24   **dated 13.7.2023**

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