

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

CIRCULAR

Subject: - **4-WEEKS (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR APSs, STENOTYPISTs, UDCs, LDCs, ETC (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-11-2023 TO 30-11-2023.**

STI is organizing 4-Weeks (part-time) English Shorthand Speed Course for Government Servants (BS-01-16) and their dependents, who have already completed English Shorthand Theory Course. The duration of the course is from 6.11.2023 to 30.11.2023 at 09:00 a.m to 11:00 a.m. daily. Details are as follows:-

Target Group:

Assistant Private Secretaries/ Stenotypists/ UDCs/LDCs/ etc. (BS-01-16) and dependents of Government servants who have knowledge of English Shorthand Theory.

Course objectives:

Capacity building in required skill.

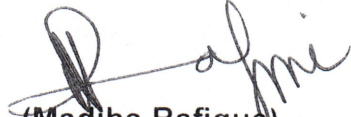
Outcome:

To improve sustain required level of professional skill in Shorthand.

Course Contents/ Outlines:

i	Dictation from Pitman Shorthand Instructor Book. <ul style="list-style-type: none">○ Contractions.○ Special contractions○ Advance Phraseography○ Intersections	ii	Dictation Form the Book of 700 Common Words
		iii	Editorial Dictation

2. Interested Officials are requested to forward their nominations duly recommended by the Head of the concerned Wing to QA-I Section by 26-10-2023


(Madiha Rafique)
Section officer (QA-I)
Ph: 9208523

All Officials (BPS 01-16), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2023

dated 9.10.2023

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