Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)
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C I R C U L A R

Subject: - <u>4-WEEK (PART-TIME) ENGLISH TYPING AND COMPUTER APPLICATIONS COURSE FOR STENOTYPISTS, UDCs, LDCs/ETC (BS-1 to 14) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 02-06-2025 TO 27-06-2025</u>

With reference to STI letter F.No.4-6/2024-SD-I dated 6th May, 2025 on the subject cited above. STI is organizing 4-week (part-time) subject course from 2.6.2025 to 27.6.2025 from 9:00 am to 11:00 am daily. Details are as follow:-

Target Audience/ Group:

This course is designed for Stenotypists/UDCs/LDCs, matriculate Class-IV employees (BS-01-14) and dependents of governments servants.
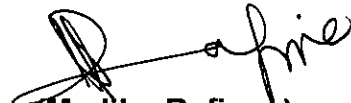
Course Objectives:

Capacity Building.

Outcome/Learning Achievement:

To Improve/achieve required level of professional skill in English Typing/Computer Applications.

Course Contents/Outline:

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 concerned Wing to **QA-I Section by 21.5.2025.**

(Madiha Rafique)
Section Officer (QA-I)
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<u>All Officials (BS-1 to BS-14) of Finance Division, Islamabad.</u>
Finance Division's u.o No.F.3 (3) QA-I/2024 dated 8.5.2025

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