

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

CIRCULAR

Subject: - 4-WEEKS (PART-TIME) ENGLISH SHORTHAND SPEED COURSE FOR ASSISTANT PRIVATE SECRETARIES, STENOTYPISTS, UDCS, LDCS, ETC (BS-01-16) AND DEPENDENTS OF GOVERNMENT SERVANTS FROM 06-05-2024 TO 31-05-2024

STI is organizing subject 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 06.05.2024 to 31.05.2024 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:

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| i | Dictation from Pitman Shorthand Instructor Book. <ul style="list-style-type: none">o Contractions.o Special contractionso Advance Phraseographyo 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 **22-04-2024 (Monday)**.


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

All Officials (BPS 01-16), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2023

dated 09.4.2024

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