

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2022/ 789

April 15, 2022

Training Opportunities

Subject: **04 Weeks (Part Time) English Shorthand Speed Course for Assistant Private Secretaries/Steno typists/UDCs/LDCs/Etc (BS 01-16) to be Conducted by Secretariat Training Institute (STI) at Islamabad from 16-05-2022 to 10-06-2022.**

Secretariat Training Institute (STI), Islamabad is organizing following training course at STI, Islamabad and has invited suitable nominations of NHA officials. Details of course is given below: -

	Course Content/Outline	Detail	
i	Dictation form Pitman Shorthand	Duration	16-05-2022 to 10-06-2022
ii	Dictation form the Book of 700 Common Words	Timing	09:00 am to 11:00 am
iii	Editorial Dictation	Eligibility	BPS 01-16

2. Addressees are requested to kindly forward suitable nominations of **eligible officials posted at HQ only** for the above mentioned training course and who have not been nominated/attended above training course so far. The nominations should reach in HRD Cell latest by **April 25, 2022** with their contact/cell number and email. The nominations may be forwarded with the recommendation of concerned Member. The nominations received without recommendation of concerned Member or after the prescribed date will not be entertained, please.

Shahzeb

(SHAHZEB)

Superintendent (HRD)

051-9032710

All Members, HQ

All GMs, HQ

Secretary NHA

Dirs (Estb/Reg/MIS/Legal/Rectt/Pers/Coord/PR/Env/Complaints/Land)

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AD MIS

→ **To be uploaded on NHA's Website**