

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2022/827

July 07, 2022

Training Opportunities

Subject: **Nomination of NHA Officials (HQ Only) for 4 Weeks (Part Time) English Typing and Computer Applications Course for Steno typists, UDCs & LDCs/Etc to be Conducted by Secretariat Training Institute (STI) at Islamabad from 01-08-2022 to 26-08-2022.**

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	Learning of English Typing/Key Board	Duration	01-08-2022 to 26-08-2022
ii	Basics of Microsoft Office (MS Word/Excel/Power point)	Timing	09:00 am to 11:00 am
iii	Practical Exercises	Eligibility	Steno typists, UDCs & LDCs/Etc BPS 01-14

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 **July 14, 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.



(SYED ZAWAR HAIDER)
Director (HRD)
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All Members, HQ
All GMs, HQ
Secretary NHA
Dirs (Estb/Reg/MIS/Legal/Rectt/Pers/Coord/PR/Env/Complaints/Land)

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