

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2021/870

December 09, 2022

Training Opportunities

Subject: **Nomination of NHA Officials (HQ Only) for 4 Month (Part Time) English Shorthand Theory Course (Pitman New Era Shorthand) for APS's, Steno typists, UDCs & LDCs to be Conducted by Secretariat Training Institute (STI) at Islamabad from 02-01-2023 to 28-04-2023.**

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	Basic Principles of Shorthand	Duration	02-01-2023 to 28-04-2023
ii	Consonants and Short Forms	Timing	09:15 am to 11:15 am
iii	Vowels and Diphthongs	Eligibility	APS's, Steno typists, UDCs & LDCs/ Matriculate Class-IV employees (BS-01-16)
iv	Exercise No. 01 to 140		

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 **December 22, 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.


(JAHANZAB)
Dy. Director (HRD)
051-9032710

All Members, HQ

All GMs, HQ/Secretary NHA

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

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—————> **To be uploaded on NHA's Website**