

NATIONAL HIGHWAY AUTHORITY

Administration Wing (HRD Cell)

"Say No to Corruption"

No. 9(1)-STI/HRD Cell/NHA/2022/862

November 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 05-12-2022 to 30-12-2022.**

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	05-12-2022 to 30-12-2022
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 **November 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.


(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)

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→ To be uploaded on NHA's Website