

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


C I R C U L A R

Subject: - **65th PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS.**

Secretariat Training Institute (STI) is planning to schedule 65th proficiency test for **Assistant Private Secretaries (APs), Stenotypists and LDCs**, at its campus, H-9, Islamabad during the month of September, 2023. The employees of said categories belonging to Federal Ministries/Divisions/Attached Departments are eligible to apply for test whereas, the employees of other Departments which have not been declared as Attached Departments of Ministries / Divisions by the Cabinet Division in Schedule-III of Rules of Business, 1973 are not eligible. The required speed in shorthand and typewriting for qualifying the test is described as under:-

(a)	Assistant Private Secretaries (English/Urdu)	125 w.p.m in Shorthand
(b)	Stenotypists (English/Urdu)	100 w.p.m. in Shorthand
(c)	LDCs (English/Urdu)	50 w.p.m. in Typewriting

2. Interested Officials are requested to forward their nominations who appear / qualify the criteria for test and fall within the purview of Establishment Division Office Memorandum No. 10/2/79.D-II dated 8th August, 1995 duly recommended by the Head of the Wing concerned to **QA-I Section by 21.8.2023**


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All Officials, BPS (11-16), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2023-

dated 9.8.2023

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