

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE



No. 5(5)/2018-Admn-I/MoC

Islamabad, the 13th March , 2020

C I R C U L A R

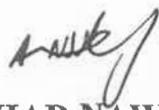
Subject: **62nd PROFICIENCY TEST IN SHORTHAND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWNACE EQUIVALENT TO TWO INCREMENTS.**

A Self Explanatory O.M No.8-1/2020-SD-I, dated 2nd March 2020, received from Secretariat Training Institute (STI) is organizing the 62nd Proficiency Test for Assistant Private Secretaries (APSS), Stenotypist and LDC's of Federal Ministries /Divisions/Departments. 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.	Stenotypist (English/Urdu)	100 w.p.m. in Shorthand
c.	LDC's (English/Urdu)	50 w.p.m. in Typewriting

2. Interested Assistant Private Secretaries (APSS), Stenotypist and LDCs of Ministry of Commerce are requested to send their nominations with approval of the concerned officer to Admn-1/MoC section latest by 19-03-2020.

Encl: As above


(ARSHAD NAWAZ)
Deputy Director (MoC)

Distribution:

- I. All concerned officials of Ministry of Commerce, Islamabad.
- II. Manager IT, Ministry of Commerce, Islamabad, with the request to upload the said circular on the official website of Ministry of Commerce.