

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No. 5(2)/2021-HR-II

Islamabad, the 17th January, 2024

CIRCULAR


SUBJECT: - 66th PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS

Secretariat Training Institute (STI) is organizing 66th proficiency test for Assistant Private Secretaries (APs), Stenotypists and LDCs at its campus, H-9, Islamabad during the month of February, 2024. The employees of said categories belonging to Federal Ministries / Divisions / Attached Departments are eligible to apply for test whereas, the employees of other Department which have not been declared as Attached Departments of Ministries / Division 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.	Stenotypist (English / Urdu)	100 w.p.m. in Shorthand
c.	LDCs (English / Urdu)	50 w.p.m. in Typewriting

2. It has been requested that nomination of suitable officials of the Federal Government Ministries/Division/Department and Organizations may reach the institute latest by 09-02-2024. Late nomination will not be entertained

3. The interested officials of the main Ministry only, may forward their nomination, latest by 02-02-2024 positively.


(Syed Asghar Shah)
Section Officer (HR-II) 17-01-2024

- Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- Notice Board