

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE AND TEXTILE  
(COMMERCE DIVISION)

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No. 4(1)/2018-Admn-I/MoC


Islamabad, the 16<sup>th</sup> July, 2018

**CIRCULAR**

Please find attached copy of Secretariat Training Institute's Memorandum No. 8-1/2018-SD-I dated 8<sup>th</sup> August, 2018 regarding **59<sup>th</sup> Proficiency test in shorthand and typewriting for grant of proficiency allowance equivalent to two increments.**

2. Interested APS, Stenotypist and LDCs, if any, are requested to send their nominations through their respective Wings to MoC Section latest by 27<sup>th</sup> August, 2018 for onward submission to STI, please.

**Encl: As above.**

  
(Muhammad Saeed)  
Deputy Director (MoC)

(i) All APS/Stenotypist and LDCs in Commerce Division, Islamabad.

**Copy to:-**

(ii) Database Administrator, Commerce Division, Islamabad, with the request to upload the same on the Commerce Division's official website.

F.No.8-1/2018-SD-I.

Islamabad, the 8<sup>th</sup> August, 2018.**MEMORANDUM**

Subject: - **59<sup>TH</sup> PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS.**

Secretariat Training Institute is planning to schedule 59<sup>th</sup> proficiency test for Assistant Private Secretaries, Stenotypists and LDCs at its campus, H-9, Islamabad during the month of September, 2018. 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.	<b>Assistant Private Secretaries (English/Urdu)</b>	<b>125 w.p.m. in Shorthand</b>
b.	<b>Stenotypists (English/Urdu)</b>	<b>100 w.p.m. in Shorthand</b>
c.	<b>LDCs (English/Urdu)</b>	<b>50 w.p.m. in Typewriting</b>

2. Ministries/Divisions/Attached Departments of the Federal Government are requested to forward nominations of only those employees, who qualify the criteria for test and fall within the purview of Establishment Division Office Memorandum No.10/2/79.D-II dated 8<sup>th</sup> August, 1995. The nominations should reach this Institute latest by 03-09-2018. Late nominations shall not be entertained.

3. In order to enable STI to make a quick contact with the nominating Officers of Ministries / Divisions/Attached Departments are also requested to indicate their complete addresses with telephone and Fax numbers etc. while forwarding the nominations.

4. The result of the candidates will be conveyed to the nominating Officers.

5. No TA/DA will be paid by STI for appearing in the above test. However, candidates may claim the same from their own offices, if admissible.

  
(YASMIN TAHIRA)  
Dy. Director (SD-I)  
Ph: 051-9265185

- (i) The Joint Secretaries (Admn), Ministries/Divisions.
- (ii) Heads of Attached Departments located at Islamabad/ Rawalpindi/Lahore/Karachi/ Peshawar/Quetta.
- (iii) A.D.(IT) for up loading on website of STI.