

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE

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

Islamabad, the 17<sup>th</sup> March, 2023

**CIRCULAR**

**SUBJECT: - 64<sup>th</sup> PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS**

Secretariat Training Institute (STI) is organizing 64<sup>th</sup> proficiency test for Assistant Private Secretaries (APs), Stenotypists and LDCs at its campus, H-9, Islamabad during the month of April, 2023. 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 07-04-2022. Late nomination will not be entertained

3. The interested officials of the Ministry, may forward their nomination, their nomination, duly approved by their reporting officer to HR-II section latest by 30-03-2023 positively. Nominations received after the deadline will not be entertained.

  
(Muhammad Arshid)  
Section Officer (HR-II)

- i. Copy to Deputy Director (IT), Ministry of Commerce, Islamabad, with the request to upload the circular on the Ministry's official website.
- ii. Section Officer (AOs-HR), Ministry of Commerce, Islamabad for onward circulation to all attached originations of of Ministry. They may send nominations to STI directly.
- iii. Notice Board (A-Block)
- iv. Notice Board (Kohsar Block)