

No. 2(3)/2015-Admn-I

Islamabad, the 15th July, 2015

CIRCULAR:

Subject: **53RD PROFICIENCY TEST IN SHORTHAND & TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS:**

The Secretariat Training Institute has invited nominations for 53rd Proficiency test, English/ Urdu for Assistant Private Secretaries, Stenotypists and LDCs, scheduled to be held at Secretariat Training Institute (STI), Islamabad in **September, 2015**. The following is the required eligibility criteria /speed to qualify for the test:-

SR. #.	OFFICIALS	SPEED REQUIRED IN SHORTHAND & TYPEWRITING
1.	Assistant Private Secretaries (English/Urdu)	125 w.p.m in Shorthand
2.	Stenotypists (English/Urdu)	100 w.p.m in Shorthand
3.	L.D.Cs (English/Urdu)	50 w.p.m in Typewriting

2. Nominations of only those suitable officials, i.e. Assistant Private Secretaries, Stenotypists and L.D.Cs, **who are in a position to qualify for the test & meet out the test requirements according to the prescribed speed as mentioned above**, may forward their nominations to this Section with the approval of respective senior officers latest by **03-08-2015**.


(Muhammad Faridoon)
Section Officer (Admn-I)

Copy forwarded to:-

- i. All Assistant Private Secretaries, Stenotypists and L.D.Cs, Ministry of Commerce, Islamabad.
- ii. S.O (A-III), Ministry of Commerce, Islamabad with the request to circulate it amongst the attached Departments.