



GOVERNMENT OF PAKISTAN
SECRETARIAT TRAINING INSTITUTE



No.8-1/2026-SD-I

Islamabad, the 16th April, 2026

MEMORANDUM

SUBJECT: 70TH PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS.

Secretariat Training Institute is planning to schedule 70th proficiency test for **Assistant Private Secretaries (APSs), Stenotypists and LDCs** at its campus, H-9, Islamabad during the month of May, 2026. 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.	Assistant Private Secretaries (English/Urdu)	125 w.p.m. in Shorthand
b.	Stenotypists (English/Urdu)	100 w.p.m. in Shorthand
c.	LDCs (English/Urdu)	50 w.p.m. in Typewriting

2. **Ministries/Divisions/Attached Departments of the Federal Government are requested to forward nominations of only those employees, who appear/qualify the criteria for test and fall within the purview of Establishment Division Office Memorandum No.10/2/79.D-II dated 8th August, 1995.** The nominations should reach this Institute latest by **13-05-2026**. 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 who qualify the said test 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.

Bashir Ahmed Solangi
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