

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE

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F.No.8-2/2023-SD-I.

Islamabad, the 3<sup>rd</sup> August, 2023.

**MEMORANDUM**

Subject: - **65<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 65<sup>th</sup> proficiency test for Assistant Private Secretaries (APSs), Stenotypists and LDCs at its campus, H-9, Islamabad during the month of September, 2023. 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:-

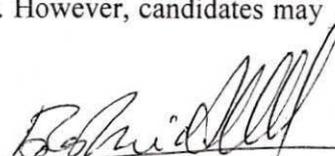
|    |                                                 |                          |
|----|-------------------------------------------------|--------------------------|
| a. | Assistant Private Secretaries<br>(English/Urdu) | 125 w.p.m. in Shorthand  |
| b. | Stenotypists (English/Urdu)                     | 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 8<sup>th</sup> August, 1995. The nominations should reach this Institute latest by 25-08-2023. Late nominations shall not be entertained.

3. In order to enable STI to make a quick contact with the nominating Officers/Officials the Ministries / Divisions/Attached Departments are 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)  
Deputy Director (SD-I)

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