

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.8-4/2024-SD-I.

Islamabad, the 8th August, 2024.

MEMORANDUM

Subject: - **67th PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS.**

Secretariat Training Institute is planning to schedule 67th proficiency test for Assistant Private Secretaries (APSS), Stenotypists and LDCs at its campus, H-9, Islamabad during the month of September, 2024. 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 06-09-2024. Late nominations shall not be entertained. A soft copy in MS-Excel of the nominees on email stiofficials@gmail.com is mandatory.

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.

(AKHTAR MEHMOOD)
Dy. Assistant Director (SD-I)

- Secretariat Training Institute
Date: 08/08/2024
- (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.