

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F.No.8-1/2019-SD-I.

Islamabad, the 1st March, 2019.**MEMORANDUM**

Subject: - **60th PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS.**

Secretariat Training Institute is planning to schedule 60th proficiency test for **Assistant Private Secretaries (APSS), Stenotypists and LDCs** at its campus, H-9, Islamabad during the month of April, 2019. 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

Ministries/Divisions/Attached Departments of the Federal Government are requested to forward nominations of only those employees, who 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 **29-03-2019**. 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 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.

Faiz Akbar Faiz
(FAIZ AKBAR FAIZ)
Deputy Director (SD-I)

STI
MINISTRY OF PLANNING, DEVELOPMENT & REFORM
(Training Section)

No.4(1)Trg/Estb-IV/PDR/2018

Islamabad, the 12th March, 2019

The nomination should reach this Section latest by 25-03-2019.

Ayesha Javed
(Ayesha Javed)
Section Officer

All officers of Ministry of Planning, Development & Reform

Copy to:-

Project Director(Dev.Communications) is requested to enter/display the **subject circular on Planning Commission's website**

Estb-IV Section
Diary No. 3946
Dated 03-03-19

Establishment Office
Diary No. 3946
Dated 03-03-19

Joint Secretary (A) Office
Diary No. 1011
Dated: 5-3-19

SJS (Establishment)
Diary No. 579
Dated: 6-3-19

SJS (E)