

**No. F. 8-4/2017-HR-III-**  
**GOVERNMENT OF PAKISTAN**  
**FINANCE DIVISION**  
**HRM WING**  
**(HR-III SECTION)**  
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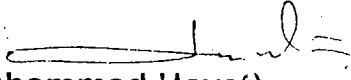
Islamabad, the 11<sup>th</sup> November, 2020

**C I R C U L A R**

Subject: - **PROMOTION TO THE POST OF LDC (BS-09) AGAINST 20% QUOTA RESERVED FOR EMPLOYEES BS-06 AND BELOW.**

As per Revised Recruitment Rules of Ministerial Staff including UDCs, LDCs and employees BS-06 and below are required to get Basic IT Training Course which is mandatory for promotion and initial appointment on Ministerial Posts.

2. All employees of Finance Division (Main) in BS-06 and below who are matriculate and having typing speed of 30 words per minute are hereby directed to fill the nomination form for 03 weeks Basic IT Training Course and send the same online to the National Information Technology Board (NITB), immediately. The link of online form is available at official website of NITB i.e. [www.nitb.gov.pk](http://www.nitb.gov.pk).

  
**(Muhammad Hayat)**  
Section Officer (HR-III)

- i) All concerned.
- ii) Webmaster, Finance Division with the request to display above referred circular at the website of Finance Division, Islamabad.