

Government of Pakistan  
FINANCE DIVISION  
HRM Wing  
(QA-I Section)  
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**C I R C U L A R**


Subject: - **64<sup>th</sup> PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS.**

STI is planning to schedule 64<sup>th</sup> proficiency test for Assistant Private Secretaries (APs), Stenotypists and LDCs, at its campus, H-9, Islamabad during the month of April, 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 typing for qualifying the test ins described as under:-

(a)	<b>Assistant Private Secretaries (English/Urdu)</b>	<b>125 w.p.m in Shorthand</b>
(b)	<b>Stenotypists (English/Urdu)</b>	<b>100 w.p.m. in Shorthand</b>
(c)	<b>LDCs (English/Urdu)</b>	<b>50 w.p.m. in Typewriting</b>

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.

3. Interested Officials are requested to forward their nominations duly recommended by the Head of the Wing concerned to **QA-I Section by 31.3.2023**

  
(Madina Rafique)  
Section Officer (QA-I)  
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All Officials, BPS (9-16), Finance Division, Islamabad

Finance Division's u.o No.F.3 (3) QA-I/2014/113

dated 14.3.2023

⇒ Webmaster with the request to upload the circular on Finance Division's website.