

Government of Pakistan
FINANCE DIVISION
HRM Wing
(QA-I Section)

C I R C U L A R

Subject: - **66th PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR GRANT OF PROFICIENCY ALLOWANCE EQUIVALENT TO TWO INCREMENTS.**

STI is planning to schedule 66th proficiency test for **Assistant Private Secretaries (APS)s, Stenotypists and LDCs**, at its campus, H-9, Islamabad during the month of February, 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 typing for qualifying the test ins 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. Interested Officials are requested to forward the 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 duly recommended by the Head of the Wing concerned to QA-I Section by **02-02-2024**.


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All Officials, BPS (9-16), Finance Division, Islamabad
Finance Division's u.o No.F.3 (3) QA-I/2014

dated 17-01-2024

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