

GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
(HEADQUARTER'S OFFICE)
SECTOR H-8/2 P.O. BOX 1214

No. GA-9(4)/2023-24 1507

Islamabad, the

16th

August 2024

C I R C U L A R

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

Please find enclosed herewith a copy of Secretariat Training Institute, Islamabad Memo. No.8-4/2024-SD-I dated 08-08-2024, on the above noted subject for information and compliance please.

Encl: (As Above)

Ahtisham Zafar
(AHTISHAM ZAFAR)
Administrative Officer
for Director General
Meteorological Services

Distribution:

1. Chief Met. R&D / NDMC, PMD, Islamabad.
2. Chief Met., FFD, Lahore / Met. Camp Office, Karachi.
3. Director, RMC, Karachi / Lahore / Quetta / Peshawar / Gilgit.
4. Dy. Director, Co-ordination, PMD, Islamabad.
5. DCAO, GA / Budget, PMD, Islamabad.
- ✓ 6. Web-Master, IT Unit, PMD, Islamabad, to upload the circular on the Official Website under the tab circulars.

*Prog.
4/10/24
19/8/24*

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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)

- AD (GA)
- 13.8.24
- 15.8
- Zainab
- B/B
- DCAO (GA)
- (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.