



NATIONAL ASSEMBLY SECRETARIAT

No. F. 2(1)/2026-Train
Islamabad, the 4th May, 2026


CIRCULAR

Subject: **70TH PROFICIENCY TEST IN SHORTHAND AND TYPEWRITING FOR PROFICIENCY ALLOWANCE.**

The Secretariat Training Institute, Islamabad will conduct the 70th Proficiency Test in Shorthand and Typewriting for Assistant Private Secretaries (APS's) and Lower Division Clerks, in May, 2026. Employees meeting the required speed criteria, as detailed below are eligible to participate:

Sr #	Post	Shorthand/Typing Speed
a.	Assistant Private Secretary (English/Urdu)	125 WPM in Shorthand
b.	Lower Division Clerks (English/Urdu)	50 WPM in Typewriting

2. Interested employees should submit their willingness to the Training Branch on or before **7th May, 2026**, positively for onward transmission to the Secretariat Training Institute, Islamabad.


(Muhammad Waqar)
Section Officer
☎ : 051-9211935

All concerned Employees,
NATIONAL ASSEMBLY SECRETARIAT