


SCHEME OF TYPING/ COMPUTER LITERACY/ SHORTHAND TESTS (PHASE-IV/2023)

S No	Case No/ Name of Post	Test Specification	No. of Papers	Marks	Remarks
1.	F.4-84/2023-R (05/2023) Deputy Director (Urdu Stenography) (BS-18), Secretariat Training Institute, Islamabad, Establishment Division	Urdu Typing Test with minimum Speed of 40 W.P.M and accuracy minimum 90% = 35 Marks Urdu Shorthand Test with minimum Speed of 100 W.P.M = 35 Marks Computer Literacy Test: = 30 Marks i In-page (Typing, Formatting) ii Microsoft Excel (Typing, Calculations, Graphic) iii. Power Point (Typing, Formatting, Inserting Objects)	One	100	Candidates of Gilgit and Skardu, Gujranwala, Multan, D.I. Khan, Hyderabad& Sukkur are to be called at Islamabad, Lahore, Peshawar & Karachi, respectively.
2.	F.4-103/2023-R (06/2023) Deputy Assistant Director (Stenography) (BS-16), Secretariat Training Institute, Cabinet Secretariat, Establishment Division	English/ Urdu Typing Test with minimum Speed of 40 W.P.M and accuracy minimum 90% = 35 Marks English/ Urdu Shorthand Test with minimum Speed of 80 W.P.M = 35 Marks Computer Literacy Test: = 30 Marks i Microsoft Word (Typing, Formatting) ii Microsoft Excel (Typing, Graph, Calculations) iii. Microsoft Power Point (Typing, Formatting, Inserting Objects)	One	100	
3.	F.4-128/2023-R (07/2023) Assistant Private Secretary (BS-16), in Different Ministries/ Divisions/ Departments	English Typing Test with minimum Speed of 50 W.P.M. and accuracy minimum 90%. = 35 Marks English Shorthand Test with minimum Speed of 100 W.P.M = 35 Marks Computer Literacy Test: = 30 Marks i Microsoft Word (Typing, Formatting) ii Microsoft Excel (Typing, Graph, Calculations) iii. Microsoft Power Point (Typing, Formatting, Inserting Objects)	One	100	
4.	F.4-129/2023-R (07/2023) Assistant Private Secretary (BS-16), National Accountability Bureau	English Typing Test with minimum Speed of 50 W.P.M. and accuracy minimum 90%. = 35 Marks English Shorthand Test with minimum Speed of 100 W.P.M = 35 Marks Computer Literacy Test: = 30 Marks i Microsoft Word (Typing, Formatting) ii Microsoft Excel (Typing, Graph, Calculations) iii. Microsoft Power Point (Typing, Formatting, Inserting Objects)	One	100	


AMJAD KAMAL
 Dy- Assistant Director
 Federal Public Service Commission
 Islamabad