

*Public Service Establishment Division  
Ministry of Finance and Planning  
30 National Heroes Circle  
Kingston 4*

*Circular No.14*

*Ref: No. S58/61*

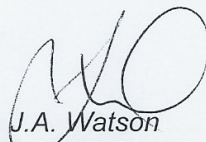
*May 26, 2005*

*To: Permanent Secretaries  
Heads of Department  
Secretaries in the Parish Councils*

*Re: Secretaries OPS/SS 1*

*I am to advise you that an amendment has been made to the minimum Typing Proficiency Qualifications for Secretaries at the OPS/SS 1 level in keeping with the required speed, which is **now** 35 w.p.m. for a pass in the CXC examinations and at various Business Schools including the Management Institution of National Development (MIND).*

*Kindly bring this matter to the attention to your Human Resource Department.*



*J.A. Watson  
For Financial Secretary*