

भारत सरकार
प्रधान मुख्य आयकर आयुक्त कार्यालय, हैदराबाद,
9^{थी} मंजिल, 'सी' ब्लॉक आयकर शिखर,
ए.सी. गार्ड्स, हैदराबाद-500004
दूरभाष: 040-23425462
फैक्स: 040-23425222



GOVERNMENT OF INDIA
Office of the
Principal Chief Commissioner of Income Tax
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F.No.2/AO(Exam)/DEST/2021

Date: 30.06.2021

कार्यालय जापन
OFFICE MEMORANDUM

विषय: आयकर विभाग, आंध्र प्रदेश एवं तेलंगाना- योग्य पदोन्नित कर सहायक एवं ग्रुप-डी के अभ्यर्थी के द्वारा डाटा एंट्री स्किल टेस्ट-2021 के लिए आवेदन पत्र मांगने हेतु।

Sub: Income Tax Department, Andhra Pradesh and Telangana - Calling for the Applications of eligible candidates- Departmental Examination 2021 for "**Data Entry Skill Test**" for Tax Assistants and for promotion to the cadre of TA from Group 'C' and Group 'D' (MTS). Reg

संदर्भ: आयकरनिदेशक, दिल्लीकेपत्रांक F. No .DE /2021 /Notification /ITO /ITI /MS/ADG /126 दिनांक: 24.06.2021

Ref: ADG(HRD) EXAM, Directorate of Income Tax, New Delhi letter in F.No.DE/2021/Notification/ ITO/ITI/MS/ ADG/126 dated 24.06.2021

As per the Recruitment Rules, 2015 for "Tax Assistants" those who have been appointed on "Compassionate Ground/Sports Quota" shall have to pass Computer Data Entry Skill Test by **making not less than 8000 key depressions per hour.**

Group 'C' employees, viz., LDC, Notice Server, Record Keepers and Senior Gestener Operators with a combined service of five years in Group 'C' and 'D' are eligible for promotion to the post of Tax assistant. Such Group 'D' (MTS) employees should:-

1. Have passed matriculation or equivalent examination.
2. Have qualified in the prescribed departmental examination for **Data Entry of 5000 key depressions per hour.**

In order to meet the above requirement, it is proposed to conduct the Skill Test at MSTU, Hyderabad for the eligible candidates on **16.07.2021**. All the Heads of Offices are requested to furnish the list of such employees along with the certified copies of educational qualification in support of passing the matriculation or equivalent examination.

The applications from the eligible candidates should reach AO (Exam), O/o the Pr. CCIT, AP & TS by **09.07.2021**.

Encl: Annexure 'A'

(पीयूष सोनकर)/(PEEYUSH SONKAR)
आयकर आयुक्त /Commissioner of Income Tax
(प्र.एवं क.द.से) परीक्षा प्रभारी, हैदराबाद
(Admin & TPS)(Incharge of Examinations) Hyderabad

Copy to : All Heads of offices in Andhra Pradesh & Telangana Region.

ANNEXURE 'A'

APPLICATION
(Data Entry Skill Test - 2021)

**AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH**

1. Full Name (with Block letters) :
2. Employee code :
3. Designation :
4. Office :
5. Date of joining in the Department :
6. Mode of Recruitment (Compassionate
Appointment/Sports Quota / DR etc.) :
7. Qualification (Matriculation / Equivalent)
(a certified copy by the Head of Office) :

6. Date of Birth & age :
7. If applicant is Handicapped LDC,
Handicap in right /Left Hand
(This should be certified by
the authorized medical authorities at
the time of recruitment) :

8. Cell Phone Number :

Signature of the applicant

The above particulars of the candidate are correct as per the office records.

Signature of the Head of Office

Name:

Designation:

Cell No: