



**OFFICE OF THE PR. CHIEF COMMISSIONER OF INCOME TAX  
ANDHRA PRADESH & TELANGANA  
10<sup>TH</sup> Floor, Income Tax Towers, AC Guards, Hyderabad-500004**

F.No.2/AO(Exams)/DEST/2017

Dated 16.05.2017

**MEMORANDUM**

Sub: I.T.Department, Andhra Pradesh and Telangana – Calling for the applications of eligible candidates – departmental Examination for **“Data Entry Skill Test”** for Tax Assistants and for promotion to the cadre of TA from Group ‘C’ and ‘D’ (MTS) – Reg.

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As per the Recruitment Rules, 2003 for “Tax Assistants” those who have been appointed on “Compassionate Grounds/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., LDS, Notice Serveer, Record Keepers and Senior Gestener Operators with a combined service of five years in Group ‘C’ and ‘D’ and all Group ‘D’ (MTS) employees with a regular service of five years in Group ‘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 **30.05.2017**. 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 the A.O.(Exams), O/o.the Pr.CCIT, Hyderabad by 25.05.2017.

Encl: Application.

**(M. RAVINDRA SAI)**  
Commissioner of Income Tax  
(CO&Admin) Examination(I/c)  
O/o.Pr.CCIT, Hyderabad.

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

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17/5/17  
प्रेषित  
DESPATCHED

**APPLICATION**

**(Data Entry Skill Test)**

1. Full Name (with Block letters) :
2. Designation :
3. Date of joining in the Department :
4. Mode of Recruitment (Compassionate Appointment/Sports Quota/DR etc.) :
5. Qualification (Matriculation/equivalent) (a certified copy by the Head of Office) :
6. Date of Birth & Age in years :
7. In Handicapped LDC, Handicap in right / Left hand (This should be certified by the authorized medical authorities at the time of recruitment) :
8. CELL PHONE NO :

**Signature of the applicant**

**The above particulars are correct as per the office records.**

**Signature of the Head of office**