

भारत सरकार
प्रधान मुख्य आयकर आयुक्त कार्यालय, हैदराबाद,
9^{थी} मंजिल, 'C' 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
9th Floor, 'C' Block, IT Towers,
AC Guards, Hyderabad-500004,
Phone: 040-23425462
Telefax: 040-23425222

F.No.2/AO(Exams)/DEST/2018

Date: 25.05.2018

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.

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., LDS, 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 18.06.2018. 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 08.06.2018.

Encl: Annexure 'A'


(Dr. RAJENDRA KUMAR)
Commissioner of Income Tax
(Admin & TPS)(Incharge of Examinations)
Hyderabad

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

ANNEXURE 'A'

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 & by 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 Number :

Signature of the applicant

The above particulars are correct as per the office records.

Signature of the head of office